Floor Directory

1

Library Administration
Library Acquisitions, Cataloguing and InterLibrary Loan

2

Library Entrance and connection to Student Learning Centre
Ronald D. Besse Information and Learning Commons

- iDesk and Technology Assistance
- Research Help
- Computers with Internet Access – PC and Mac
- Printers/Scanners /Photocopiers
- Commons Learning Lab
- Audio Visual Viewing Stations
- Geospatial, Map and Data Centre

Circulation, Reserve and Audio-Visual Services
Self-Serve Book Checkout
OneCard Cash Machine and Change Machine

3

Ryerson Archives and Special Collections
Computer Labs
Instruction Classroom, LIB-386C
Instruction Lab, LIB-393A
Pay Telephones

4

Closed for renovations – Reopening winter 2017

5

Audio Visual Collection
Print Journals and Newspapers
Serials Office
Photocopiers and Microfilm/Fiche Readers
Economics Help Centre
FCS Academic Support Resource Centre
OneCard Cash Machine and Change Machine

6-10

Book Collection and Study Carrels
6th floor: A – HC
Instruction Lab, LIB-667A
7th floor: HD – HX
8th floor: J – NX
9th floor: P – QZ
10th floor: R – Z

The Library invites suggestions and feedback from our users.

Library Hours
Monday – Friday, 7 a.m. – 1 a.m.
Saturday – Sunday, 10 a.m. – 1 a.m.
Check notice boards for spring, summer and other hours, or phone 416.979.5055.

Follow us on Twitter and Facebook
facebook.com/RyersonLibrary
@ryersonlibrary

Ryerson University

Ryerson University Library & Archives
350 Victoria Street, Toronto ON M5B 2K3
August 2016 (81108)

A Guide to Collections and Services

RULA Ryerson University Library & Archives

Ryerson University

library.ryerson.ca

Information for Borrowers

Library Cards

Student ID/library cards are issued to all full- and part-time program students. Cards are available to continuing education students, alumni, external users, current and retired staff and faculty, and others under varying conditions. All users are responsible for all transactions made with their library cards. Report lost cards immediately to the Library Circulation Desk. For more information, visit the desk, phone 416.979.5055 (option #2) or email **access@ryerson.ca.**

Loan Periods

Books: Regular loan – 2 weeks (renewable) or 7-day loan (renewable)

Reserve materials: 2 hours or 1 day (non-renewable)

Laptops: 4 hours

Visit the Library website for a complete list of loan periods. For access to e-resources from off campus, use your **my.ryerson.ca** account.

Fines

Fines for late items (books or audio visual) are as follows:

- 2 week or 7-day loan – 50 cents per day ($20 maximum per item)
- 2 hour or 1-day loan – $1 per hour ($50 maximum per item)
- laptop loan – $20 per hour ($500 maximum per item)

Visit the Library website for a complete list of applicable fines.

Note: All fines, including maximums, are doubled for items returned past recall due dates.

Renewals

A book may be renewed a limited number of times, provided there is no hold or recall on the item. You can renew materials using the Library catalogue's Renew option. Please ask for assistance at the Research Help Desk. Reserve materials may not be renewed.

Interlibrary Loan

416.979.5314

The interlibrary loan service via RACER supplements resources in the Ryerson Library with materials borrowed from other libraries, and lends items from its own collection to other libraries. This service is available free to Ryerson faculty members, students and staff.

Holds

A hold may be placed on a book that is on loan. Library users who have supplied their email addresses will be contacted. View your accounts in the Library catalogue for the request status.

Services

Library Services For Persons With Disabilities

416.979.5000, ext. 2089

Accessible formats are available to students registered with the Access Centre.

Audio Visual Services

2nd Floor, 416.979.5099

Videotapes, CDs and DVDs are available for in-house use or borrowing. To book materials for classroom use, instructors can phone, email **avbook@ryerson.ca** or visit the Circulation Desk.

Technology Assistance

Staff are available to assist with accounts and printer- and computer-related issues.

Copying/Print Facilities

Photocopiers and printers operate using the Ryerson OneCard or copy cards. A coin-operated photocopier is also available. Copy cards are available from OneCard machines on the 2nd floor, 5th floor and from the Ryerson OneCard Office (room JOR-02, 416.979.5000, ext. 7565). Network printers are available on the 2nd floor.

Printing and Photocopying: 7 cents per page

Colour Printing: 49 cents per page

Academic Support

Help with Research

By appointment: 30-minute appointments with research staff are available. Please book using the form provided via the Research Help link on the Library website.

Drop-in: Research help is available on the 2nd floor near the connection to the Student Learning Centre.
Monday to Thursday, 10 a.m. to 6:30 p.m.
Friday, 10 a.m. to 5 p.m.
Saturday and Sunday, 12 p.m. to 5 p.m.

Live chat/email: Research assistance is provided 7 days per week via Ask Us on the Library website.

Subject liaison librarians are responsible for selecting materials and supporting teaching and research in all disciplines. Faculty and graduate students can contact subject librarians to arrange library instruction for classes, request items to add to the collection and for assistance with research.

The Isaac Olowolafe Jr. Digital Media Experience Lab

3rd floor SLC, 416-979-5000, ext. 3524

The DME helps students and faculty enhance technology skills through workshops, peer tutoring and one-on-one instruction, and provides access to specialized equipment, emerging technologies and experiential learning opportunities.

The Geospatial, Map and Data Centre

2nd floor, librdata@ryerson.ca

This centre provides access to geospatial and social science data, paper maps, and a GIS and data lab with specialized software such as ArcGIS and SPSS. Research support is available to students and faculty through appointments, drop-in assistance and in-class instruction.

Study Space

Group Study

Various Floors

Rooms for quiet group study are available on various floors and can be booked via the Library website.

Quiet Study

Floors 6, 7 and 9

These floors are for individual quiet study (no talking or discussions).

Silent Study

Floor 10

We ask for absolute silence on this floor– no talking, whispering, group study or eating and only minimal and quiet keyboarding.