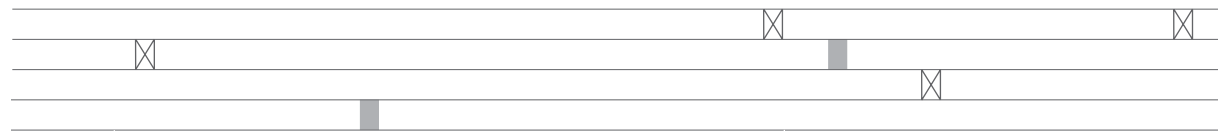


## FLOOR DIRECTORY

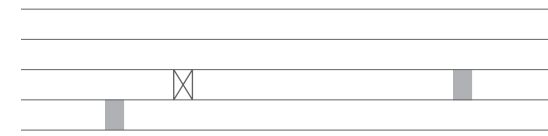


1	Library Administration Library Acquisitions and Cataloguing
2	Library Entrance <b>RONALD D. BESSE INFORMATION AND LEARNING COMMONS</b> <ul style="list-style-type: none"> <li>• Reference and Technology Support</li> <li>• Computers with Internet Access – PC and Mac</li> <li>• Printers</li> <li>• Scanners</li> <li>• Commons Learning Lab</li> <li>• Writing Centre</li> <li>• Geospatial, Map and Data Centre</li> <li>• Student Learning Support (SLS)</li> </ul> Circulation and Reserve Audio Visual Services and Viewing Stations Interlibrary Loan Self-Serve Book Checkout OneCard Cash Machine Change Machine Photocopier
3	Ryerson Archives Computer Labs Accessible Learning Support Services Instruction Classroom, L386C Instruction Lab, L393A Pay Telephones

4	Special Collections Graduate Reading Room Graduate Lounges Flexible Study Space
5	Audio Visual Collection and Viewing Stations Print Journals and Newspapers Microfilm/Fiche Readers Photocopiers Serials Office Math Assistance Centre Change Machine OneCard Cash Machine
6	Computer Lab
6-10	Book Collection and Study Carrels 6th floor: A - HC 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. Use our in-house or electronic suggestion box.

## LIBRARY HOURS



**Monday - Friday**  
**8 a.m. - midnight**

**Saturday & Sunday**  
**10 a.m. - midnight**



Check notice boards for spring, summer and other hours, or telephone 416-979-5055.

# RULA

Ryerson University Library & Archives

A GUIDE TO COLLECTIONS & SERVICES

[www.library.ryerson.ca](http://www.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 card. Report lost cards immediately to the Library Circulation Desk. Enquire at the Circulation Desk or see the Library website.

### LOAN PERIODS

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

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

*Periodicals:* 2 hours (non-renewable)

*Audio visual:* CDs: 2 weeks

Audiobooks: 2 weeks

Videos: 3 days

Reserve videos/DVDs: 2 hours

Sound effects: 1 day

*Laptops:* 4 hours

For access to e-resources from off-campus, use your my.ryerson account.

### FINES

Fines per item (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)
- 3 day loan: \$3 per day (\$120 maximum per item)

NOTE: All fines, including maximums, are doubled for items returned past recall due dates. See the Library website for recall policy.

### RENEWALS

A book may be renewed a limited number of times, provided there is no hold or recall on the item. Patrons can renew materials themselves using the Library catalogue's *Check Your File* option. Please ask for assistance at the Reference Desk. Reserve materials may not be renewed.

### RETURNS

Books and videos are returned through the book/video return slot located outside the Library entrance, or through the slots at the appropriate service desk.

### SPECIAL ITEMS

Reserve books and articles, interlibrary loans, special loans and videos booked for classroom use are returned to the service desks concerned, or to the Circulation Desk if those areas are closed.

### HOLDS

A hold may be placed on a book that is on loan. Library users who have given us their email addresses will be contacted; they should check the *Check Your File* option in the Library catalogue for the request status. See the Library homepage ([www.library.ryerson.ca](http://www.library.ryerson.ca)) for more guidance.

### REFERENCE DESK

#### 2ND FLOOR, 416-979-5055

Staff are available to answer reference questions, provide information about the Library and its services, and help Library users identify resources appropriate to their research needs. The Reference Desk, including telephone service, is open during most Library hours. IT support is also available.

The Library also has a Research Advisory Office in the Ted Rogers School of Management building on the 8th floor (TRSM2-168). The office is staffed from Monday to Friday from 11 a.m. until 2 p.m. and provides expert research assistance in all business areas taught in the Ted Rogers School of Management.

### VIRTUAL REFERENCE SERVICES:

#### ASK US!

[www.library.ryerson.ca](http://www.library.ryerson.ca)

To better serve the needs of students and faculty who access the Library through lab, office and home computer systems we provide two "virtual" reference services in addition to our phone service.

### EMAIL

A reference librarian will respond to your inquiry.

### LIVE CHAT

This service enables Library users to communicate with a librarian, via real-time chat, while engaged in research online. No software is needed to access this service – just follow the simple instructions.

Visit *Ask Us!* on the Library's website for details, hours of service and to ask your questions. We're here to help!

### INTERLIBRARY LOAN

#### 2ND FLOOR, 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 with an activated Ryerson Library card.

### LIBRARY SERVICES FOR PERSONS WITH DISABILITIES

#### 416-979-5000, EXT. 2089

Alternative format materials 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. Check with the Audio Visual Desk to book materials for classroom use.

### COPYING/PRINT FACILITIES

Photocopiers and printers are available that operate via the Ryerson OneCard or copy cards. A number of photocopiers also take coins. Copy cards are available from OneCard machines on the 2nd floor, 5th floor or from the Ryerson OneCard Office, lower ground floor, Jorgenson Hall, Room JOR-02, 416-979-5000, ext. 7565. Network printers are available on the 2nd floor.

#### Printing and Photocopying: 10 cents per page

#### Colour Printing: 50 cents per page

### GROUP STUDY | FLOORS 4 AND 8

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

### QUIET STUDY | FLOORS 6, 7 AND 9

Individual quiet study – no talking or discussions.

### SILENT STUDY | FLOOR 10

### SPECIAL MATERIAL FOR LIBRARY USE ONLY

- Special Collections (4th floor)
- Periodicals and microforms (5th floor)
- Map Collection (Geospatial, Map and Data Centre, 2nd floor)
- Statistics Canada and Census materials in print and electronic (Reference and 5th floor)
- Bureau of Broadcast Measurement (BBM) collection:
  - Current issues (Reserve Desk)
  - Back issues (5th floor)

In some circumstances, special loans for short periods may be issued for the above materials.