

Fairbank Library Guide



Where are we?

3rd floor-290 Vaughan Street
Winnipeg, MB R3B 2N8
Phone: 924-4858
Web: www.boothuc.ca/library
Email: library@BoothUC.ca

Regular Semester Hours:

Monday-Thursday: 8am-7:30pm
Friday 8am-5pm
Saturday: 1-4pm
Sunday: CLOSED

See social media/website for changes



Director:

Meagan Morash
204-924-4857
Meagan.Morash@boothuc.ca



Librarian:

Jeffrey Martin
204-594-6133
Jeffrey.Martin@Boothuc.ca



Library Technicians:

Erin Toews
204-924-4890
Erin.Toews@boothuc.ca



Walter Ritchie
204-924-5602
Walter.Ritchie@boothuc.ca

You can borrow:

Books and audiovisual	End of the semester
Bound journals	3 days
Course reserves	As indicated on item

Renew in person, by phone, or online

<https://boothuc.on.worldcat.org/myaccount>

- Book our **meeting room** for group work
- Use our tutorial rooms for a **quiet place to study**
- **Scan or print** documents
- Drinks & snacks available in our mini-Bistro. Feel free to bring your travel mug! See the menu in the library

Library username & password

Username: firstname.lastname (NOT your full email address)

Password: Sent to you by Booth IT, but you can request it be made to match your Populi &/or boothuc.ca email password

Have a question?

[Contact us – by email, phone, or video chat](#)

From home or on-campus

- Book on [online research appointment](#)
- Search for available books and articles
- Check out [what's on reserve](#)
- Learn [how to cite all kinds of resources](#)

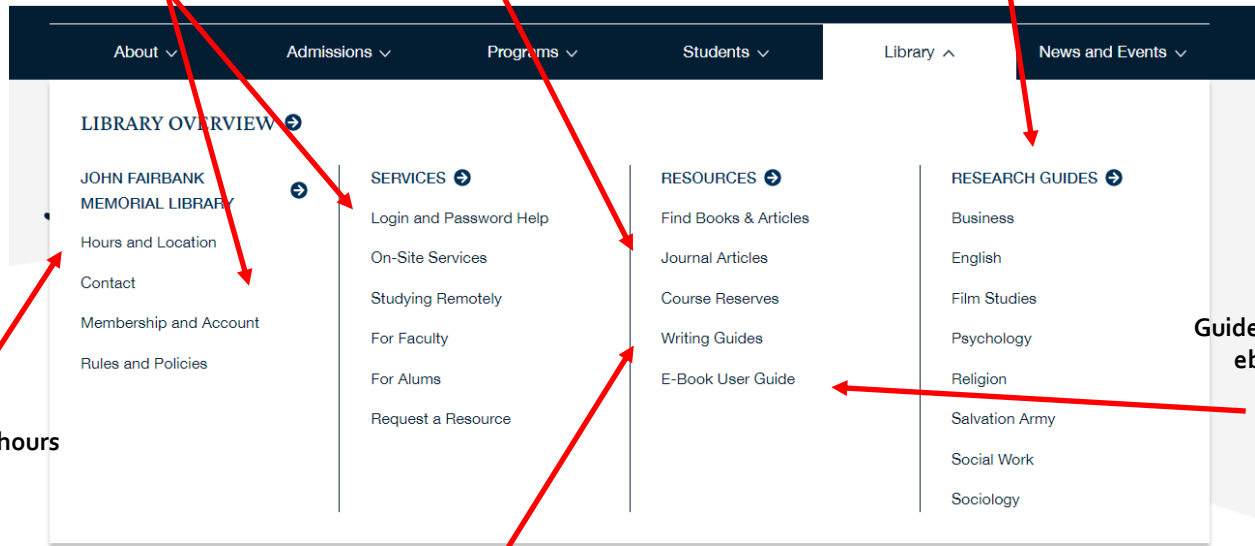
Searching

Search our web catalogue from anywhere at www.boothuc.ca/library/

Info & help
about your
library password

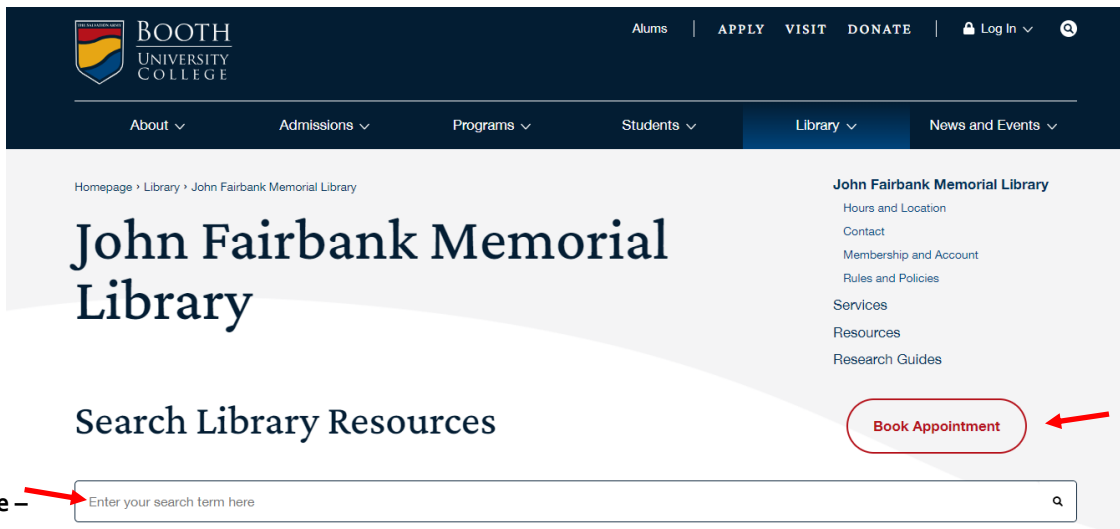
Search for
journal articles

Research guides by
subject



Browse an extensive collection of books and resources held by Booth University College and other libraries worldwide.

How-to guides on searching for
journal articles, writing help, &
citing sources in assignments



Search for
resources by
keywords here –

Do Not use full
citations or
research questions

Articles

Our list of article sources allows you to find journal articles by subject.

Find Journal Articles

Search for
resources by
subject or
database

Religion Resources

Log in to find books and articles on religion topics.

Find Religion Resources

Course Reserves

Browse the collection of course reserves for programs at Booth University College.

Find Course Reserves

Book Appointment

Schedule a
video chat or
paper review

Example Keyword Search

1. Navigate to boothuc.ca/library
2. In the search bar, type keywords then click search. For example, "child psychotherapy"

Search Library Resources

child psychotherapy



[Advanced Search](#)

Browse an extensive collection of books and resources held by Booth University College and other libraries worldwide.

3. Click on **Advanced Search** to search by title, author, subject, journal source, etc.
4. A list of search results will appear after you click search. From the result list, you can see the:

- Title
- Author(s)
- Format & Publication date
- Source (if an article)
- Summary
- If the library has it and where to find it

3

[Cite](#) [Share](#) [Save](#)

Child psychotherapy : integrating developmental theory into clinical practice

Authors: [Robbie Adler-Tapia](#)

eBook ©2012
New York : Springer Publishing Company, ©2012.

Summary: All too often children are diagnosed and medicated without the consideration that their symptoms may...
... considering the etiology of a **child's** symptoms within a developmental framework before

[View eBook](#) [Show More](#)

[Report a broken link](#) [Available](#)
Booth University College

5. Clicking on the title will give more information about the resource.
6. Click on the red button to access an online resource.

7. Instead of a link, the following information will help you find a book on the shelf

- **Status** (if it is available or not)
- **Location** (where it is in the library)

- **Call number** (the number on the label for that specific item)

1. **[Healing the hurt child : a developmental-contextual approach](#)**

by [Denis M. Donovan](#), [Deborah. McIntyre](#)

[Print Book](#) ©1990 | [View all editions & formats](#)

Held by: Booth University College

[Available](#) Booth Main Collection RJ 504 D65 1990

8. Filters on the left-hand side of the results list allow you to narrow your search by format (print book, ebook, article, etc.), year range, language, Manitoba academic libraries (University of Manitoba, University of Winnipeg, etc.), etc.
9. View our Database Guides at <https://boothuc.ca/library/research-help/> for help with searching specific databases.

Ebooks

We get ebooks from multiple different companies. Check out this guide tips on accessing different kinds of ebooks - <https://boothuc.ca/library/resources/e-book-user-guide/>

Inter-Library Loan

If we don't have what you need for a class, we can bring it in from another library.

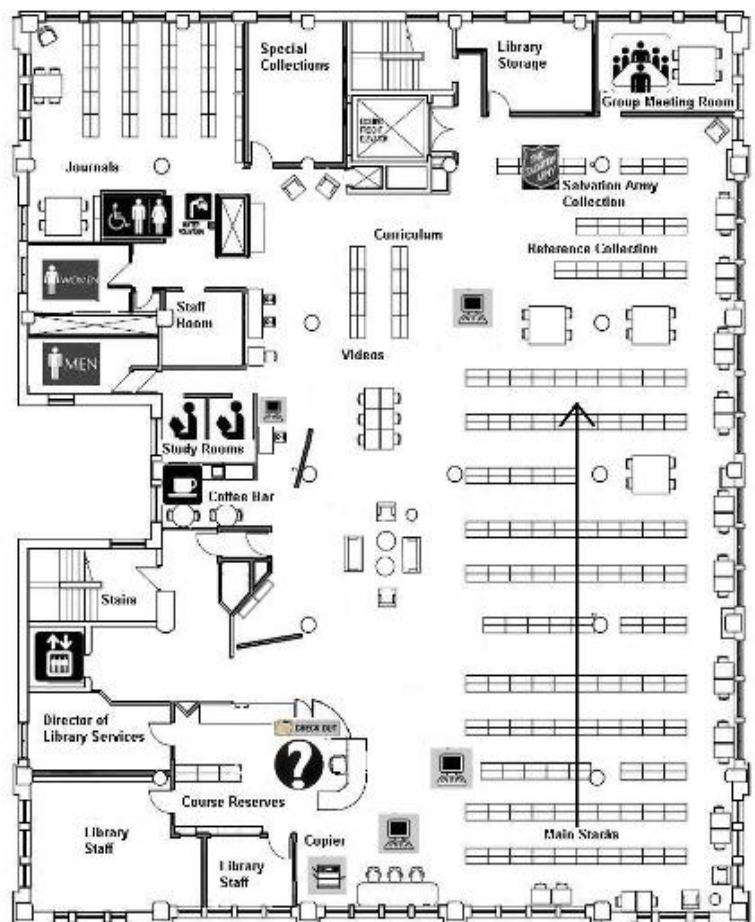
Use our web form!

<https://boothuc.ca/library/services/request-a-resource/>

Map of the library

Using Other Libraries

BoothUC students can borrow books from the University of Winnipeg, Canadian Mennonite University, and University of Manitoba. They need to bring their BoothUC student card and personal ID when visiting these libraries.



Fairbank Library Course Reserves

How do I place print materials on reserve?

You can submit reserve lists for your course by forwarding a copy of your syllabus and a copy of all materials to one of the library staff, if you have them. Clearly indicate your name and the course title on the package of material. We ask that you place loose-leaf articles in a binder or folder.

May I place my own copy of a book on reserve?

Yes, we'll be glad to place personal copies on reserve. When submitting a request, be sure to indicate that you will be providing a personal copy and bring your copy to the Circulation Desk or put it into a staff member's mailbox with a note indicating your name, the course title and that it is a personal copy. In order to facilitate the return of the book to you after the semester, be sure to write your name and contact information in the book.

Can additional items be added after the semester begins?

Additional items can be put on reserve anytime during the semester. Put a copy of the reading in a library staff member's mailbox with your name, course title, and date the students will need to access it. Since reserves are handled by part-time staff, please give us 1-2 days notice in advance of the day students will require it.

Does the library have a record of the books I placed on reserve during a previous semester?

No, we do not keep a record of reserve requests for all courses. However, if your reserve request was made over the past couple of semesters, it may be possible to retrieve that information. Please contact the library (library@boothuc.ca) for assistance.

I submitted a list of items to be placed on reserve, but my students tell me they are not on reserve. What can I do about this?

Contact the library (library@boothuc.ca or 924-4858) and we will do our best to rectify the situation.

Who should I talk to if I have reserves questions?

If you have any questions about reserves, please contact Erin Toews (Erin.Toews@BoothUC.ca or 924-4890).

Linking to Online Resources from the Library Collection

How do I put electronic articles on reserve?

There are many ways you can provide online content to students:

- Create links directly to the articles in the forum/news sections (Preferred option since it saves server space - see instructions for Finding Permanent Links below)
- Upload content from certain publishers to Populi – Academic Search Premier, ALTA Religion, Business Source, Jstor, Psychology, SocIndex
- Create word file with links & post in Populi

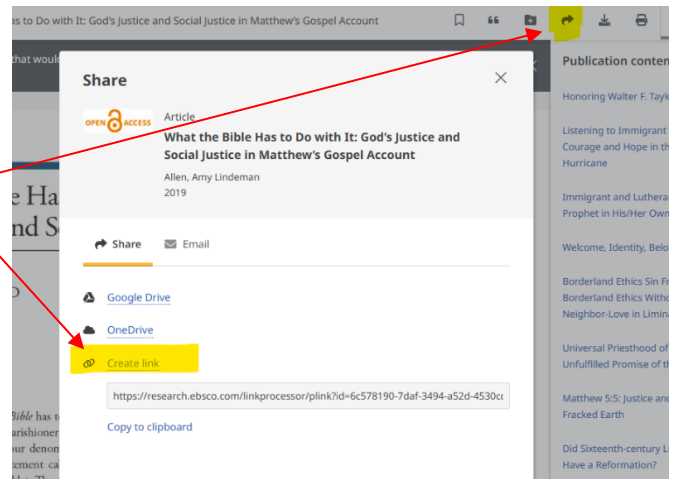
How do I submit a report of my electronic reserves?

You must also list bibliographic information for all electronic and print articles/handouts into a copyright report. The completed report should include every article posted or handed out in all of your courses for the semester. Library staff will send out a copyright log during the semester. Update the log and send it back to the library staff member before the end of the course.

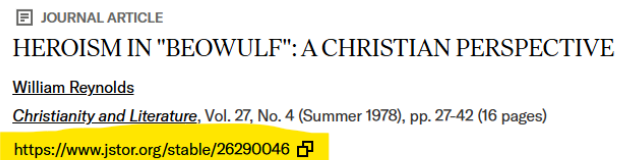
Finding Permanent Links to Electronic Resources

You've found a full-text resource you want to use. Excellent! Locate the name of the database you found it in below and follow the instructions to copy/paste a link into your browser or another list for future reference.

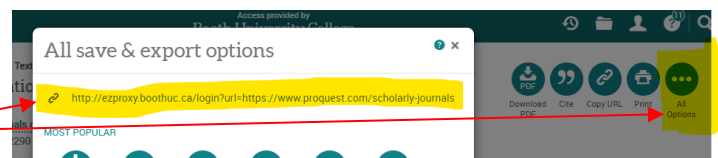
- a. **EBSCO** – Click on the full-text and then click the Share arrow in the menu bar above the article. Click Create link and copy/paste the URL.



- b. **JSTOR** – Find the **stable URL** below the author/journal name and copy/paste this into Populi



- c. **Proquest** – Click on the title, then All Options in the menu bar on the upper right. Copy/paste the URL at the top of the pop-up box.



Copyright Answers for Faculty

What is copyright?

Copyright means the right to copy. Copyright belongs to the author or if the work is created in the course of employment, the employer. Copyright applies to all original literary, dramatic, musical, and artistic works. Only the owner of copyright has the sole right to reproduce or permit someone else to reproduce the work. Copyright expires 50 years after the death of the owner.

What is "fair dealing"?

It is a concept introduced in the Copyright Act to allow copying without the permission of the copyright owner for the purposes of private study, research, criticism, review or newspaper summary. The limit of how much can be copied is not clearly defined.

What is Access Copyright?

Access Copyright is a collective which represents a group of copyright holders to license copying and collect royalties. Under license agreements, guidelines are set to govern the types of materials and quantities which can be copied. The college has signed an agreement with Access Copyright to facilitate copying on campus.

What can I copy under the Access Copyright agreement?

Our agreement covers copying from print materials to print/overheads and to digital formats behind a password protected firewall only.

- ☒ In Powerpoint for a lesson. Cite the source.
- ☒ On a website without permission
- ☒ In Populi without permission
- You are allowed to post a scanned copy of the work on your password protected course website, make 1 paper copy for each student in the class/2 paper copies for each instructor.
- No copying shall exceed 20% of a published work or the following, **whichever is greater**:
 - An article from a journal issue (including a set of conference proceedings)
 - An entire short story, play, poem, or essay from a book
 - One chapter, if it is not more than 20% of the book

- An entire newspaper article or page
 - An entire entry from an encyclopedia, dictionary or similar reference book
 - A single item of print music from a book or journal containing other kinds of works
 - The following information should be included on the front page of the copy or file:
 - The international copyright symbol ©
 - Credit to the author and publisher
 - A notice which reads *"This material has been copied under license from Access Copyright. Resale or further copying of this material is strictly prohibited."*
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What can't I copy under the Access Copyright agreement??

- Systematic or cumulative copying of the same published work, which would exceed the required limit.
 - Access Copyright does not represent all publishers. You cannot copy any material from the publishers on the exclusions list. The current list can be found at http://www.accesscopyright.ca/media/1771/access_copyright_exclusions_list.pdf. Please contact Erin Toews or Meagan Morash for information.
 - Harvard or Ivey business case studies.
 - Letters to the editor and advertisements in newspapers and journals.
 - Sheet music, workbooks, examination papers, instruction manuals, newsletters.
 - Government publications. However, you can copy federal and provincial laws and judicial decisions without asking permission, provided the copy is accurate and is not represented as an official version.
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Who do I contact for permission to copy outside the agreement?

Booth – Meagan Morash (Meagan.morash@boothuc.ca)

For assistance with:

- Contacting publishers on the exclusions list for copyright clearance. Additional payment of royalties may be required.
- Getting exception clearance for copying more than what is allowed.
- Obtaining written permission from Access Copyright to copy up to the whole of an out-of-print book.
- using work in the online environment
- any other questions you have regarding 'fair use' in the classroom