



# RRC

# Library



# Handbook

**Regular Library Hours\***

**Notre Dame Campus**

Monday - Thursday .....	7:45 AM - 9:00 PM
Fridays .....	7:45 AM - 4:30 PM
Saturdays .....	8:30 AM - 4:00 PM
Sundays .....	Closed

**Exchange District Campus**

Monday - Thursday .....	7:45 AM - 6:30 PM
Fridays .....	7:45 AM - 4:30 PM
Saturdays and Sundays .....	Closed



\*From September - June. Holidays and summer hours differ.  
Check our website at <http://library.rrc.ca/Locations-and-Hours/default.aspx>  
for up-to-date information.

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**NDC = Notre Dame Campus**

**EDC = Exchange District Campus**

## **The RRC Libraries**

Red River College Library has two full-service locations: at the Notre Dame Campus (NDC) and one at the Exchange District Campus (EDC). Small collections of library material may be available at other locations as well. Library staff will:

- ✓ Help you locate print and non-print material for your assignments
- ✓ Instruct you in the use of the Library Catalogue, Databases, Internet and more
- ✓ Provide a comfortable place for individual study and group discussion
- ✓ Provide access to computers and multimedia equipment
- ✓ Provide access to Online services
- ✓ Provide Reference services and Library Instruction for students and staff
- ✓ Mail, e-mail or fax material to Distance Education and Regional Campus students and instructors (postage paid by the Library, including return postage).

### **Please Note:**

The Library Handbook is printed twice a year. From time to time web pages and online resources, including article databases, and the instructions for using those resources may change. Also, please be aware that there may be changes to Library services, policies and procedures that are not reflected in the printed handbook. Check our corresponding web guide for the most up to date version, or consult with the Library staff about changes. Visit the Library's site at: <http://library.rrc.ca/default.aspx>

### ***Who can use our services?***

Students and staff of Red River College are our primary users. We provide some services to students at the University of Manitoba, the University of Winnipeg, Booth College and Providence College and also to members of the public. Members of the RRC community are eligible to borrow books, journals and other print materials. Videos and DVDs are normally intended for on-site use only. Only instructors, and students with permission from an instructor, may take videos or DVDs out of the Library.

### **Student / Staff Card**

RRC students and staff must present this card to borrow Library resources.

- At the Notre Dame Campus, photo ID cards are available at the Student Service Centre, room D101.
- At the Exchange District Campus, photo ID cards are available at the Student Service Centre, room P104.

## Loan Periods Fines, Fees

**Books:** 21 days with one 21 day renewal, unless another borrower places a hold or recall. We reserve the right to recall a book after 10 days.

**Periodicals:** 1 week with one renewal (for a total of 2 weeks continuous use). All periodicals may be borrowed except for the current issue.

**Reserve:** 2 hours, 24 hours, or 3 day depending on the item type.

**Media:** DVDs, videos and equipment do not circulate but can be borrowed for same-day, in-class use. Certain DVDs and videos may be borrowed for overnight or weekend use. Ask us for more information.

**Interlibrary Loan (ILL):** We will borrow books that we don't own from other libraries and make them available to you. The loan period is approximately two weeks for these items. Fines are charged if books are overdue. We will also get copies of journal articles for you. These are yours to keep. ILL service is provided at no cost to you.

### Fines

We charge fines for overdue items that have been recalled, are reserve items or have been borrowed through inter-library loan (ILL).

#### Print Items

<b>Overdue Recalled Items:</b> .....	\$1 per day
<b>Overdue Reserve: (2 hour)</b> .....	\$3.00 per hour
<b>Overdue Reserve: (24 hour)</b> .....	\$1.00 per hour
<b>Overdue Reserve: (3 day loan)</b> .....	\$5.00 per day
<b>Overdue Interlibrary Loans</b> .....	\$5.00 per day

There is a maximum fine of \$20 per item.

### Fees

You will be billed for the replacement cost of any item not returned after we have sent two overdue notices. This fee will be waived if the item is returned in good condition.

**Please note: The Library will suspend borrowing privileges and the College will withhold marks and transcripts until outstanding fines and fees are cleared.**

## Library Home Page

The screenshot shows the Red River College Library Home Page. At the top left is the Red River College logo with the tagline "OF APPLIED ARTS, SCIENCE AND TECHNOLOGY". To the right is a "Going Places." banner. The main header area features the word "Library" in large text, a navigation menu with items like Home, Locations/Hours, Search, New Materials, Services, Equipment/Video, Help/Guides, FAQ, Policies, and Contact Us, and the URL "library.rrc.ca". Below the header is a "Search our Catalogue" section with a search bar and a "Quick Search" button. To the left of the search bar is a vertical menu with options like "Search for Articles", "Search Ebscohost", "Find Course Reserves", "Ask Library Staff a Question", "Check your Printing Account", "Check your Library Account", "Off Campus/Distance Education Patrons Service Request", and "Consult Research Guides". Below this menu is "Today's Library Hours" for Tuesday, September 14, 2010, and "Notre Dame Campus: 7:45 AM - 9:00 PM". In the center, there is a "Library News" section with a "Wireless at RRC" article. To the right, there is a "Featured Item" section for "House wiring" and a "Word of the Day" section for "Orthoepy". Three callout boxes are overlaid on the page: one pointing to the "Search for Articles" link with the text "Click here for Articles.", one pointing to the "Policies" link in the navigation menu with the text "Click here for Library Policies.", and one pointing to the "Search our Catalogue" search bar with the text "Click here to find books, publications and videos."

The Library Home Page provides access to the Library Catalogue, Article Databases, Library Services, Online forms, and much more. There is a wealth of information directly related to your studies at the College right at your fingertips. There are various gateways for you to find resources and services in the left banner.

## Finding Resources – within our Libraries

### ***Books and Other Print Publications***

#### ***Library Catalogue***

The Library Catalogue lists the books, periodicals, government documents, etc. that we have catalogued regardless of where they are physically located.

#### **Searching the Catalogue**

1. Go to the Library's home page at <http://library.rrc.ca>

2. Access the Library Catalogue from our home page by typing in a word or phrase. **Alternately** you can click on **Visit our Catalogue, Basic Search or Advanced Search.**



### Catalogue search options

- **Basic:** Used for general searching with subject, author or title words. This is the default search.
- **Advanced:** Allows you to combine words or phrases in different fields and link with Boolean operators.
- **Course Reserve:** Find material reserved for a course by the instructor.

### **Truncation**

**Note:** *Truncation* is defined as 'shortening by cutting off'.

Sometimes searchable databases understand that when we look for one word we would also like to see its plural or other variations of the word. Often though, you need to specify **truncation** with symbols such as ? or \*.

While the \* is the most common truncation symbol, the RRC Library catalogue uses a ?. For example, type **business plan?** in the catalogue to retrieve **business plans, business planning** and any other words that start with plan. This helps expand your search.

## Search results

The screenshot shows a list of search results for books. Each result includes a call number, title, author, and availability status. Two callout boxes provide instructions: one points to the underlined title links, and the other points to the availability status and location information.

Title	Author	Year	Call Number	Availability	Location
<a href="#">Basic engineering circuit analysis</a>	J. David Irwin, R. Mark Nelms.	2011	TK 454 .I78 2011	✓ available	Book Stacks - Exchange District (Princess Street) Campus
<a href="#">Social modeling for requirements engineering</a>	... [et al.]	2011	QA 76.76 .D47 S593 2011	✓ available	Book Stacks - Exchange District (Princess Street) Campus
<a href="#">Industrial electricity</a>	Michael	2011	TK 146 .B83 2011	✗ not available	Book Stacks - Exchange District (Princess Street) Campus
<a href="#">Basic construction materials</a>		2011	TA 403 .M26 2011	✓ available	Book Stacks - Notre Dame

To see more information about a title, click on any of the underlined title links.

Look at the location of the item. Is it available at the Campus you attend? Is it currently available?

## Reading the Call Number

In order to find books, DVDs/videos and other items on the shelf you must understand how they are arranged. All books are filed by their **Call Number** which is their unique location code on the Library shelf.

The Library follows the Library of Congress Classification System. This system arranges items on the shelf by alphanumeric order, which corresponds to their subjects.

The first part of a call number (the letters and numbers) represents the subject of the book. The decimal, letter and numbers that follow usually represent the author's last name. At the end you may find the date of publication of the item.

The screenshot shows three call numbers with their corresponding titles and authors. The first is a book, and the other two are DVDs.

Call Number	Title	Author/Producer
<a href="#">SB 454.3 .E53 H49 2009</a>	Green garden expert	D.G. Hessayon.
<a href="#">SB 454.8 .D47 2008</a>	Design, selection & safety [DVD]	produced by San Luis Video Publishing.
<a href="#">SB 454.8 .D54 2008</a>	Digging, weeding & cultivation [DVD]	produced by San Luis Video Publishing.

## Library Location Codes

Library material is shelved by **Location** as well as Call Number. The Location field in the Catalogue record tells you where you will find the item. Below are some examples (but not all) of various locations:

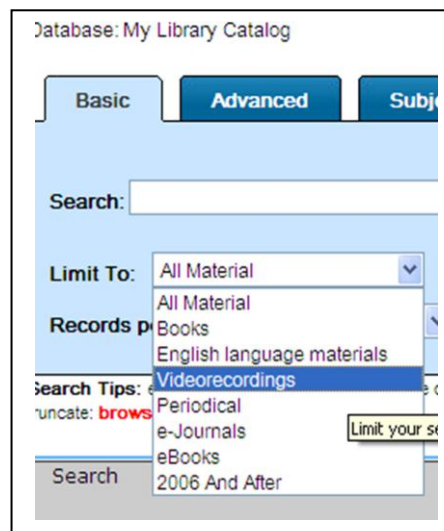
- Book Stacks - Notre Dame Campus
- Book Stacks - Exchange District Campus
- Circulation Desk - Exchange District Campus - 2 hour Reserve
- Language Training Centre, 123 Main Street
- Media Services Counter, room CM 35 - Notre Dame
- Stevenson Aviation Southport
- Web Internet Site

## Finding DVDs / Videos

Don't overlook the value of DVDs/videos in your research. The Library has many which you can view in the Library. You can also reserve and borrow DVDs/videos and the necessary equipment for a class presentation. Need help? Ask the Library staff for assistance.

To find DVDs/videos:

1. Go to the Library's main page at <http://library.rrc.ca>
2. Click on **Basic Search** in the *Search our Catalogue* box to go to the Library's online catalogue.
3. Click on the **Videorecording** option under the **Limit to:** menu.
4. Type in your search word(s) and click on **Search**. Only DVDs/videos will be retrieved.



## Distance Delivery Students

**Videos** listed in course packages for Distance Delivery students *must be requested from the C+DE Office*, Ph. 632-3080, Toll Free 1-866-242-7073, or email [cde@rrc.ca](mailto:cde@rrc.ca). You may also fill out the C+DE Online Video Request Form at <http://www.rrc.ca/index.php?nid=6089>.

## Reserve a Book / Place a Hold

If you need a book that is out to another borrower, you can place a hold on it. This means that you will be notified (usually by phone) when the book is returned.

## Course Reserves

Find course reserves by clicking on the **Find Course Reserves** link from the Library Home page. Our Reserve Collection is located behind the Circulation Desks at both Libraries.

## Requests

You may place requests on items. If you are viewing a specific book record on the screen, you will have access to the request types below. You must be viewing a full record to place a hold, recall or callslip request on a particular title.

The screenshot shows a library catalog record for the book "Social and emotional development : connecting science and practice in early childhood settings /" by Dave Riley. The record includes fields for Title, Other Author(s), Publisher, ISBN, Description, Format, Contents, and Subjects. On the right side, there is a sidebar with options for "This item" (Record View, Staff View) and "Actions" (Make a Request, Print, Export, Add to My List). The "Make a Request" option is circled in black. Below the actions is a "Google Books" section with a thumbnail of the book cover and a link to "About This Book".

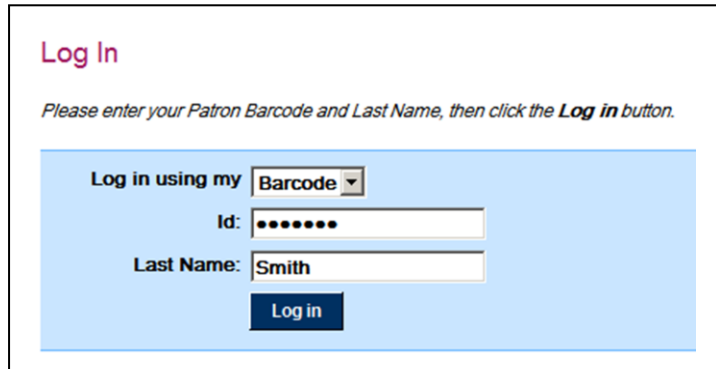
## Types of Requests:

- **Hold** – Place a hold on an item that is signed out and when it is returned we will phone you and, in most cases, hold it for 7 days.
- **Recall** – Place a recall on an item that is signed out to shorten the current borrower's loan period (to not less than 10 days) so you can access the item sooner. \*certain restrictions apply to the above requests. Ask at the Circulation Desk.
- **Request an item from the ND or ED Campus** – Request to have items sent from NDC to EDC, or EDC to NDC.
- **Distance Delivery / Off-Campus Loan** – Request to have a specific book sent to your home or Regional Campus through the Library Catalogue. (Distance Delivery

and Regional students only). You can also request this service by Phone, Fax, Email or Online Form.

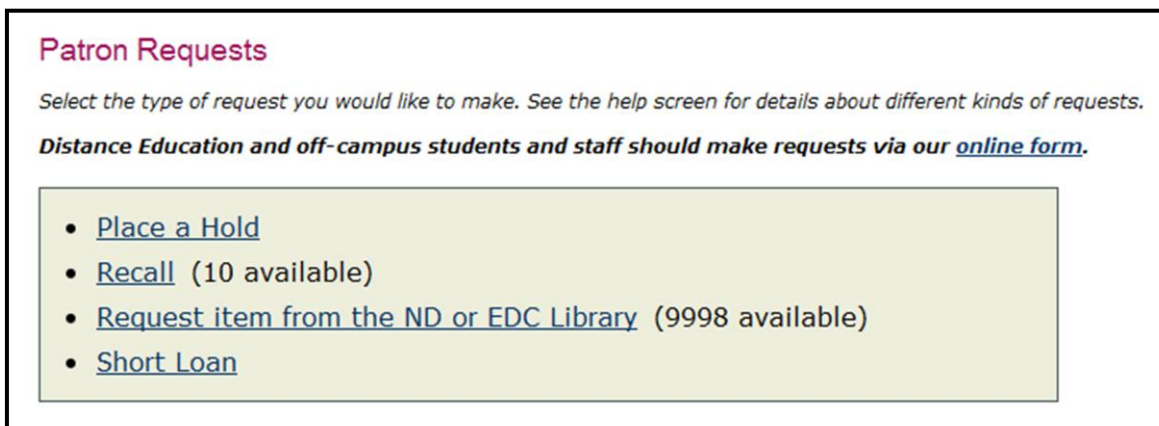
\*\*Please note that any books with the location of *Distance Education Office* must be requested from the C+DE office, not the Library.

**Logging in** – You will need to log on to access your account and make requests. Type in your student/staff barcode number (the number appearing beneath the barcode on your student or staff card) and your last name. Click the OK button.



### To Request Specific Items:

1. Click on the **Title & Author(s)** link of the item you want to request.
2. Click on the **Make a Request** link on the right side of the page.
3. Type in your **Student/Staff Barcode Number** and your **Last Name**.
4. Click on the **Log in** box.
5. Click on the appropriate request link.
6. Type your **Barcode** in field.
7. Select the **Pick Up At** location of your Campus (if applicable).
8. Click on **Submit**.



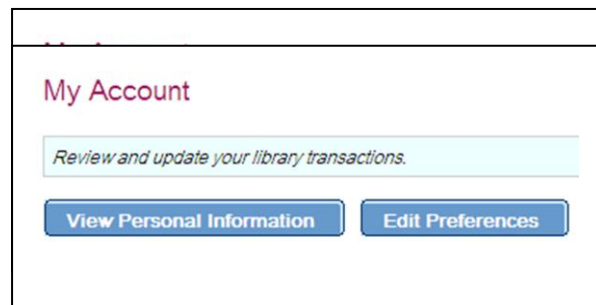
## Borrower Information

The **My Account** link, accessible from the Library Catalogue search screen, allows you to manage your Library account and view what material you have signed out, to renew items, to check fines on your account, etc. To access your personal information, click on the 'My Account' link at the top of the Library Catalogue screen.



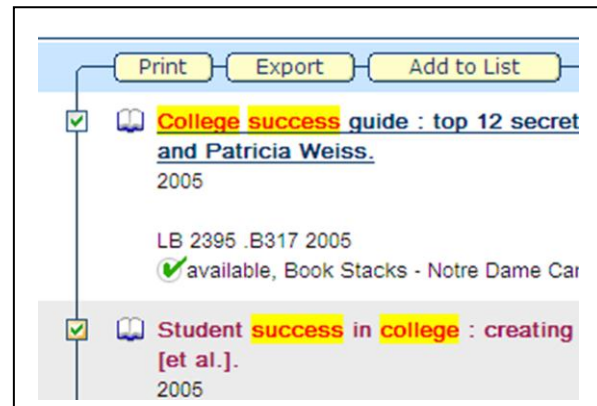
This is also accessible from our home page by clicking on **Check Your Library Account** on the left banner.

**Personal Information** - Your personal information includes your address and phone number. You will see the following links:

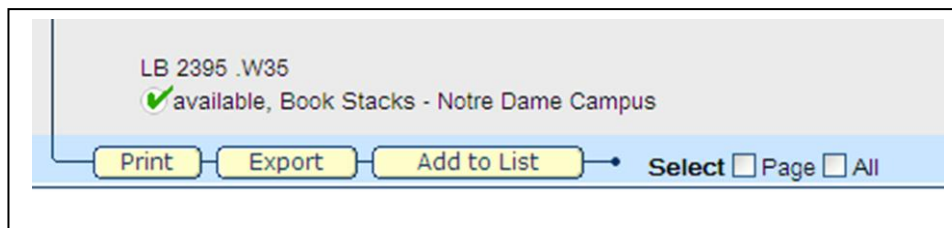


**Preferences** – This button allows you to set preferences for default search type, records display, etc. Please ask for further information at the Library Information Desk.

**My List** - This feature allows you to select records to save so you can review them later. You can later delete, clear, email or print these bookbag records.



- To select items, click on the box beside the items, or at the bottom of the screen click on Select **Page** or **All**.



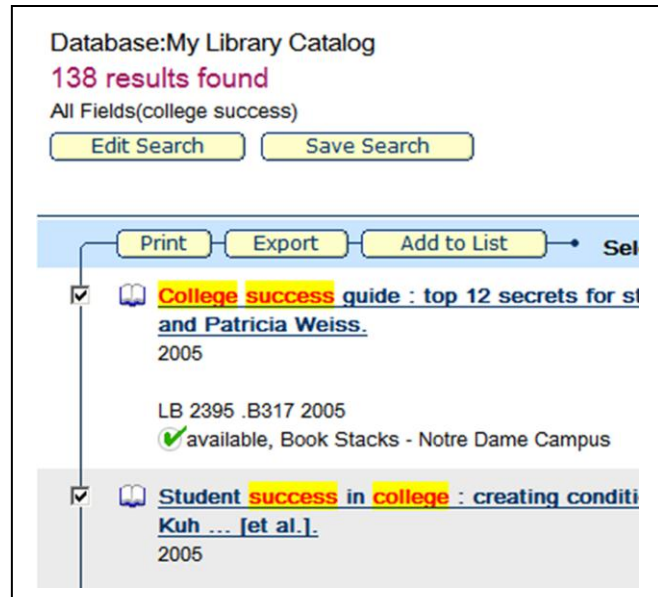
**Saved Searches** - Saved Searches allows you to save up to 25 search queries to run on command. Saved Searches can be deleted or edited from the Search Query screen at any time.

**To save a search:**

1. Log in to your account.
2. After performing a search, click on the **Save Search** button at the top of the screen.
3. Your Search is not saved in your account.

**To rerun a search later:**

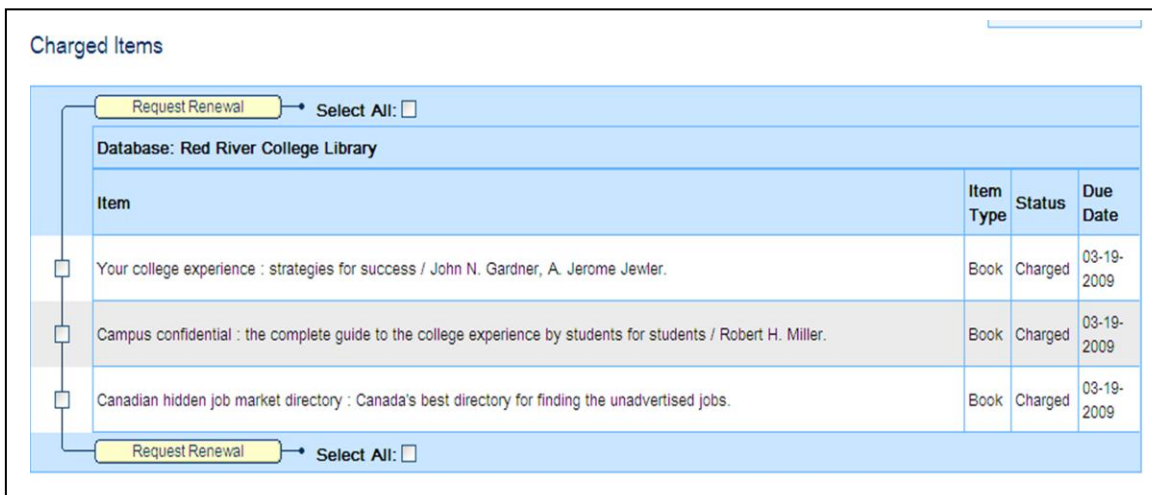
1. Log into your Account.
2. Click on the **My Searches** Tab.
3. Click on **Re-Run** to carry out the search again. To delete a search click on **Delete**.



Search	Search Type	Actions
All Fields(college success)	Basic	<a href="#">Re-Run</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

**Charged Items**

Charged items are items you currently have signed out. You will see when they are due and if any are on hold or have been recalled by other patrons.



## Requests Pending

This section gives you information about items you placed a hold, recall or call slip request for. **Requests Pending** show what is currently on hold. **Items Available** shows what is waiting for you to pick up.

Item	Database	Status
No one will hire me! : avoid 17 mistakes and win the job / Ron Krannich and Caryl Krannich.	Red River College Library	Position 1: Expires 03-27-2009 07:00:00

## Fines and Fees

If you owe any fines or late fees, you will see the information displayed on the screen.

### To get more Information about your Library Account

If you have any questions about your Library Account, please ask the **Circulation Desk Staff** in the Library. They can help you with questions such as:

- Which books you currently have signed out,
- When items are due back,
- Why fines may have been charged to your account for late returns of recalled or reserve material,
- Why fees have been charged.

## Finding Resources in Other Libraries

Click the Search link on the Library web page. You will see a link to Other Library Catalogues in the left banner which links to a list of selected catalogues from other libraries.

### ***Reciprocal Borrowing***

Our reciprocal arrangements with U of Manitoba, U of Winnipeg, Booth College, and Providence College allow students to borrow freely from libraries at those institutions. A valid RRC photo ID card is required and there may be some restrictions on number of items borrowed at one time or on loan periods. Students from the listed institutions may borrow from the RRC Library under similar conditions.

### ***Interlibrary Loans (ILL)***

An interlibrary loan is a transaction in which your library borrows material from another library and then makes it available to you. The purpose of the interlibrary loan service is to increase access to information by making materials in other libraries available to the RRC community. Borrowing occurs locally, nationally and internationally.

We will obtain from other libraries books and articles which we do not have electronic access to, nor have on our shelves. Carefully check to make sure the item you are requesting is not available in full text in a database or on our shelves. We will not obtain, copy or print articles for you that you are able to access directly.

## **Electronic Journals and Web Sites**

**The Library Catalogue** – in addition to print resources and DVDs/videos, the catalogue also provides links to relevant **web sites** and **individual** electronic journals (e-journals).

**The Directory of Open Access Journals** - covers free, full text, scientific and scholarly journals covering many subjects and languages. There are over 2800 journals in the directory, and over 850 are searchable at the article level giving you access to approximately 143478 articles. Click the link on the Library web page under **Finding Resources**.

**A-to-Z e-Journals** – a proprietary service from EBSCO listing all RRC library's e-resources, including e-journals, titles in full-text databases, publisher packages and e-books. This allows you to find any journal or resource, even those buried in a database. Click the link on the Library web page under **Finding Resources**.

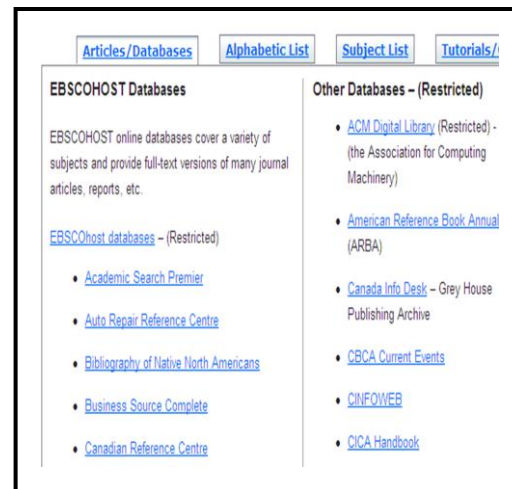
## Online Resources

### *Finding Journal Articles*

The Library subscribes to a variety of databases that give you access to full text journal articles. There are many reasons why you will want to find articles for research papers, presentations, etc. For example, articles:

- Are an up-to-date source of information – they are published more quickly and frequently than books.
- Often cover topics that are not yet addressed in books.
- Often appear in journals which are published by professional associations and written by experts in the field.
- Are most likely required by your instructor as part of your research.
- Expand your horizons beyond the books we have on hand and the material found on the Internet.

For a list of available journal article databases, click the **Search for Articles** link on our Library home page.



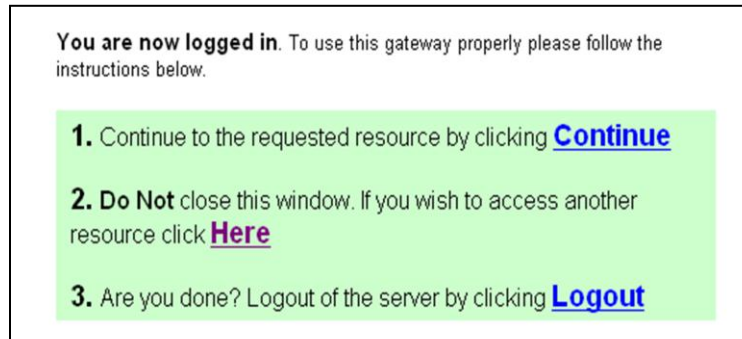
### Online Resources Gateway

Our license agreements restrict the use of certain databases to registered RRC students and staff and require you to sign in for access.

Click on any database link and you will be taken to the Online Resources Gateway.

1. Enter your username and password. A second window will open.
2. Keep this window open if you want to later search in another database. From then on during your session you will have access to any of our restricted databases until you log out.
3. Click on the Continue link to go to the database.
4. When you have finished searching, return to the Gateway Window.
5. Click on Logout.

This screen will show you that you have successfully logged in:



You can ask at the Information Desk for detailed assistance in using any of these online resources.

### Other Online Resources

The Library subscribes to a number of online encyclopedias and dictionaries. Some of these require passwords and are available only to RRC students and staff. We also provide links to a number of resources freely available on the Internet, including online tutorials for effective Internet searching. Click the link on the **Search** link on our Library Home Page and then on **Online Resources** to access these resources.

## Your Printing Account - NDC and EDC

All registered Full-time students at the Notre Dame and Exchange District Campuses have a printing account assigned to them. Continuing Education students may have a printing account. These accounts are neither created nor administered by the Library. Check with your instructor if you have questions about your printing account.

Printing accounts may have funds deposited into them by academic departments at the beginning of the year, or may be set at \$0.00. To determine this, click on **Check your Printing Account** on the Library Home Page. You will need to log in as yourself to check your printing balance.

To add funds to your account:

- **At NDC** – go to the Print and Graphic Centre in room DM 19 or the Equitrac Paystation on the Mall level, opposite the Bookstore (DM 11).
- **At EDC** – go to the Print and Graphic Centre in room W104 or the Equitrac Paystation in the Atrium, near the elevators.

## **Library Services**

### ***Reference Service***

During regular Library hours Reference staff are available to help you:

- Search the RRC Library Catalogue (and other library catalogues) to help you locate books, journals, and DVDs/videos.
- Explore the journal databases to find articles.
- Navigate the Internet.
- Find many other varieties of course related research material (statistics, demographics, case studies, biographies, etc.)

Additionally, you may ask us a question by email at [library@rrc.ca](mailto:library@rrc.ca) or [psceref@rrc.ca](mailto:psceref@rrc.ca)  
Other ways of contacting us may be found on the Library web pages under **Contact Us**.

### **Suggest a Purchase**

You may suggest a purchase for new materials for our collection by using our online form. Click the **Suggest a Book for Purchase** link at the bottom of the Library web page.

## ***Study Spaces / Computers***

### **Notre Dame Campus**

- Study tables, some with laptop connections, are available throughout the library. The library is divided into two study areas; group and individual. Group study tables are on the north side and a quiet area with individual study carrels is on the south side. There is also quiet reading area on the south side.
- The NDC Library Computer Lab contains 21 terminals with Microsoft Office XP Professional, Internet access and more. Equipment includes a scanner, networked printers and color printer. Reserve a computer by signing the reservation sheet in the lab. Our Library Classroom with 15 terminals is open when we are not using it for teaching or meetings. The Library reserves the right to close the Classroom at any time without notice.

### **Exchange District Campus**

- Study spaces, all with laptop connections, are available throughout the Learning Commons, including the Library. A quiet reading area is available in the Periodicals Reading Room within the Library. Breakout rooms (group study rooms) are located in the Learning Commons and Library.
- There are 24 PCs and 3 MACs in the upper Learning Commons organized in 2 clusters, one of 8 and one of 19; 10 PCs throughout the Library and 16 PCs in the

Library Computer Lab. PCs are also located in 7 small breakout rooms. Equipment includes 3 networked printers, a colour printer/copier and a scanner.

## ***Off Campus Services***

There are a number of services that are only available to the RRC off-campus community or that may be of particular interest to the off-campus community.

**Off-campus library services are available to students and staff at the following sites:**

- Language Training Centre - Main Street Campus
- Stevenson Aviation and Training Centres
- RRC Regional Campuses and Community Learning Centres
- School of Continuing + Distance Education staff and students

There is detailed information on our web pages which covers locating and obtaining information resources. Click on **Off Campus/Distance Education Patrons Service Request** from the Library Home Page.

## **Library Policies**

Please take note of our policies, which explain our rules and restrictions. Be aware that individuals are responsible for all material and equipment borrowed in their name. Individuals are also responsible for appropriate use of computer equipment, the Internet and other computing resources.

Please familiarize yourself with our Library policies. Click the **Library Policies** link on the Library Home page at <http://rrc.ca/library>

## **College Policies**

RRC policies are in effect in the Library. Please familiarize yourself with the policies available at: <http://library.rrc.ca/Library-Policies/default.aspx>

Information Technology Policies are of special interest to all users of the Library Computers and Laptop connections. They are available at <http://www.rrc.ca/index.php?pid=4523>

## **Just for Instructors**

### **Library Instruction**

Reference staff will deliver Library Instruction classes to students in any program taught at or through Red River College. We will tailor the sessions to meet the needs of the class. Basic Library Instruction classes may include the following:

- Introduction to the Library
- Creating effective searches
- Choosing the most effective search tool
- Searching the Library's Online Catalogue (OPAC)
- Searching Online Databases for journal articles
- Searching & evaluating suitable Internet resources

Instructors can book Library Instruction by contacting Library staff in person or by phone. Students can ask their instructor to arrange a Library Instruction session. Alternately, a group of students can ask at the Library Information desk for a session and we will try to accommodate your needs.

- To arrange Library Instruction at the Notre Dame Campus, call 632-2233.
- To arrange Library Instruction at the Exchange District Campus call 949-8371.
- To arrange Library Instruction at other locations call 949-8372.

### **Media Instruction**

*Group training sessions* and troubleshooting on equipment operation/use may be arranged by calling Media Services at 632-2157 for NDC or 949-8370 for EDC.

### **Term Loans**

The Library recognizes that instructors may require certain books for longer than the regular period (3 weeks, plus 1 renewal) for developing courses and professional development. The term loan policy for books has been developed in an attempt to meet the instructors' need while at the same time, keeping in mind the needs of all the Library's clients for reasonable access to library resources.

The term loan policy is intended for the benefit of individual instructors; it is not intended to create satellite library collections around the college for class or individual use.

### **Course Reserves**

When groups of students are assigned the same articles, placing one or more copies of the articles on reserve helps ensure they are available when students need them. Articles may be placed on 2 or 24 hour loan. If groups of students are assigned the same books, placing the books on reserve for 2 hours, 24 hours or 3 days will provide greater access. Please refer to our Course Reserve and Copyright information on our Website.

# Directory

This document is available online at:

<http://goo.gl/uk69Z>

## Notre Dame Campus (NDC)

Library

CM18 - 2055 Notre Dame Avenue

Winnipeg, Manitoba R3H 0J9

Circulation Desk ..... 204-632-2322  
Email ..... [cirendc@rrc.ca](mailto:cirendc@rrc.ca)  
Reference Desk ..... 204-632-2233  
Email ..... [library@rrc.ca](mailto:library@rrc.ca)  
Media Services ..... 204-632-2231  
Email ..... [media@rrc.ca](mailto:media@rrc.ca)  
Fax ..... 204-697-4791

## Exchange District Campus (EDC)

John and Bonnie Buhler Library

P214 – 160 Princess Street

Winnipeg, Manitoba R3B 1K9

Circulation Desk ..... 204-949-8370  
Email ..... [circpsc@rrc.ca](mailto:circpsc@rrc.ca)  
Reference Desk ..... 204-949-8371  
Email ..... [psceref@rrc.ca](mailto:psceref@rrc.ca)  
Media Services ..... 204-949-8370  
Email ..... [pscmedia@rrc.ca](mailto:pscmedia@rrc.ca)  
Buhler Learning Commons  
Helpdesk ..... 204-949-8365  
Fax ..... 204-949-9173

**Toll-free outside Winnipeg** ..... 1-888-445-0312

## School of Continuing + Distance Education

FM28 - 2055 Notre Dame Avenue

Winnipeg, Manitoba R3H 0J9

Telephone ..... 204-694-1789  
Toll Free outside Winnipeg ..... 1-866-242-7073  
Fax ..... 204-633-7748  
Email ..... [cde@rrc.ca](mailto:cde@rrc.ca)

April 2012



## Regional Campuses

Gimli ..... 204-642-5496  
Portage ..... 204-856-1914  
Steinbach ..... 204-320-2500  
Winkler ..... 204-325-9672  
Peguis-Fisher River ... 204-642-5496  
Peguis Toll free 1-866-946-3241