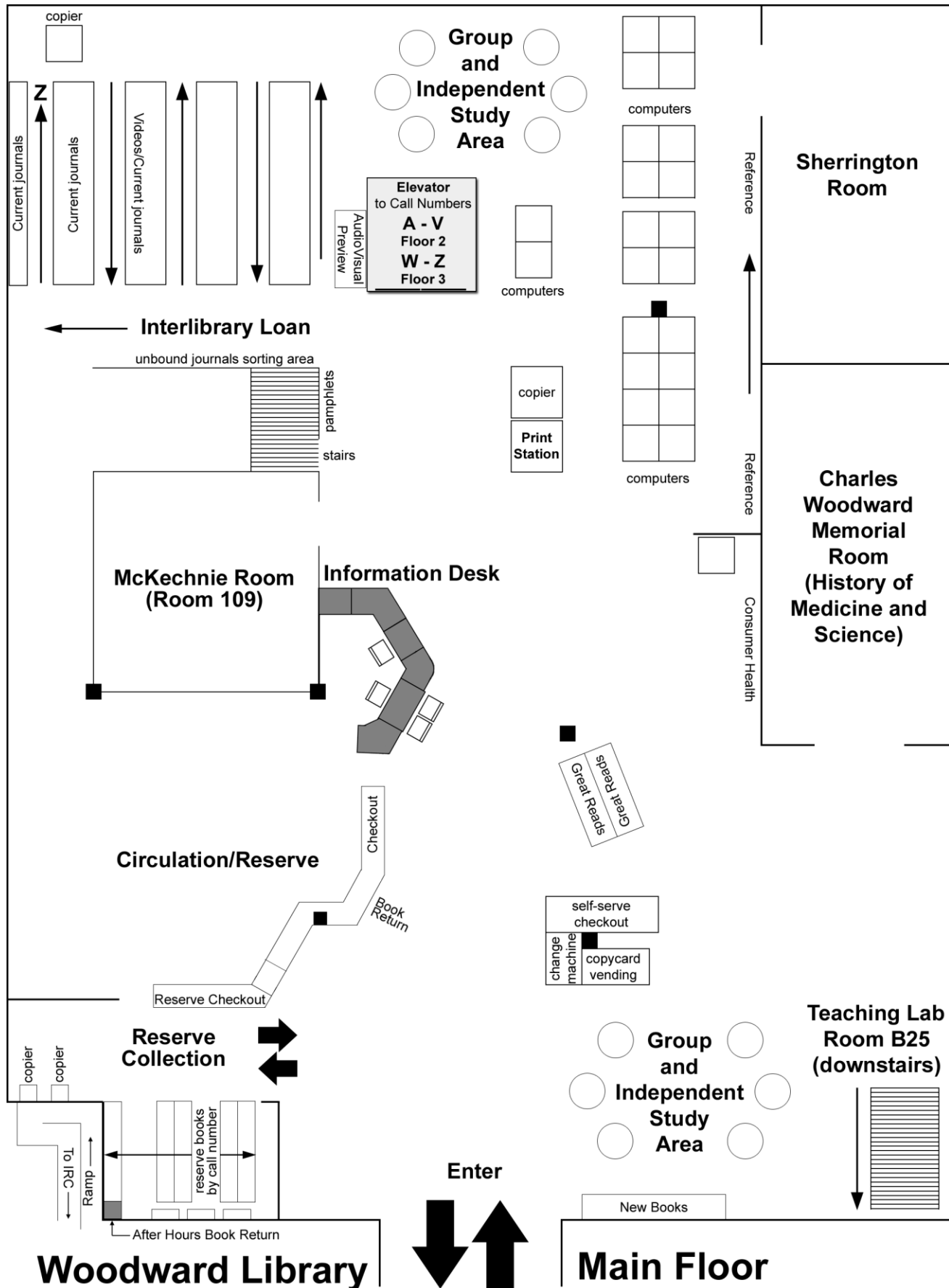




The Library

Guide to Woodward Library



**AT THE
CIRCULATION/
RESERVE
DESK**

- Check out and return books, pamphlets, and audio-visual materials.
- Check out and return Woodward Library reserve materials.
- Renew books, pamphlets, audio-visual materials from all libraries in person or by phone 604.822.2883 (also available online).
*Note: Reserve materials cannot be renewed.
- Request audio-visual bookings or phone 604.822.5585, or use the [Online Booking Form](#).
- Request books and journals from storage.
- Purchase copy cards from the vending machine or from the Circulation staff.
Return empty cards for deposit refund.
- Obtain guest passes for computers for non-UBC patrons.
- Apply for [faculty authorization](#) cards.
 - At the [Bookstore carding office](#): obtain library cards for faculty, staff and students
 - For all other card information see: [How to Get a Library Card](#)
- Report photocopier or copycard problems.
- Trace library materials missing from the shelves.
- Pick up materials requested or borrowed from other libraries (including Document Delivery & InterLibrary Loan requests).
- Inquire about overdue fines in person or by phone 604.822.2883.
- Pay fines or other charges by cash, credit card or bank card.
- Inquire about Lost and Found items.
- Place requests on items currently out to other borrowers (also available online).
- UBC instructors may request library course reserves online. Please visit courses.library.ubc.ca for more information.
- Request assistance with PIN problems.
- Request assistance with online Borrower Services.
- [Apply in person for a study carrel](#).
- Use staplers, hole punch.

**AT THE
INFORMATION
DESK**

- Arrange for assistance in locating information and materials in person or by phone 604.822.4440, or online using Askaway: <http://help.library.ubc.ca/>.
- Inquire about orientation to the library or to library resources on a specific subject or [contact a subject librarian](#) or phone 604.822.4440.
- Request assistance with Interlibrary Loans for books or journal articles unavailable at the UBC Library.
- Suggest books, journals or audio-visual materials for collection, or submit an [Online Suggestion](#).

HELP

Contact a subject librarian
Reference and Information: 604.822.4440 | wd.ref@ubc.ca
Circulation/Overdues: 604.822.2883
Document Delivery: 604.822.5553
Video Booking: 604.822.6033
Interlibrary Loans: 604.822.4445
Fax: 604.822.5596