

# Do you know the kind of services your campus library offers?

*TUG stands for Tri-University Group. TUG is made up from all libraries located at the campuses of University of Guelph, University of Waterloo, Sir Wilfred Laurier University and Guelph-Humber College.*

- **Hours of Service**

- 9 a.m. – 9 p.m. – Monday to Thursday
- 9 a.m. – 5 p.m. – Friday
- 1 p.m. – 5 p.m. - Sunday



- **Reference Assistance – Just Ask!**

- Reference skills sessions are offered both in-class, (Communications) and one-on-one consultations with your Librarian about where to find resources (books, journals/ e-journals, newspapers, conference proceedings, audiovisual materials and government documents, etc.) required for completion of your study and research projects are offered upon request.
- Help in accessing project materials in all formats is offered upon request, in addition to providing assistance in requesting hardcopy/AV materials from our sister TUG libraries; we help you find local KC hardcopy materials, etc.

- **Tutoring**

- **(PASS - Peer Academic Support for Students)**

- Five tutors are available free of charge during scheduled time slots. Each of our tutors has listed their strengths and hours of availability. To learn more about our tutoring schedule please visit:  
[http://www.kemptvillec.uoguelph.ca/pdf/pass\\_hours.pdf](http://www.kemptvillec.uoguelph.ca/pdf/pass_hours.pdf)

- **Work and Relaxation Areas**

- Group projects and study groups - several tables with comfortable seating are provided for these purposes. In addition, students may use the tables as a place to complete projects where space to stretch out is required. Please cover the table with some of our older newspaper editions prior to gluing or cutting.



- Five study carrels - the carrels are wired with network drops to plug in your laptop.
  - Couches, bean bag chairs and lazy boy chairs are

located in the library, ideal for relaxing with a magazine or chatting with friends.

- Five computer workstations are loaded with software identical to computer labs. You may login with your student account information, just as you can in the computer labs.
- Access to one computer loaded with learning support software, i.e. Dragon Naturally Speaking, Shark and Kurswel Reading Assistance Program.



- **Circulation and Borrowing**

- **KC students** may borrow an unlimited number of books and locally held AV materials for a two week period from our campus library or other TUG libraries. Books may be renewed an indefinite number of times providing no one else has requested the item (some exceptions). AV materials can be renewed for one night only after the two week period.
- **KC Faculty and Staff** may borrow materials for one semester at a time. (some exceptions). Materials may be renewed an indefinite number of times barring

any holds or recalls. Rules for AV materials also apply.

- **Other In-House Technical Services**

- Wireless access for students and staff.
- Access to online e-services such as “AskON”. AskON is an on-line reference service whereby a student may “chat” with a Librarian somewhere in Ontario. The Librarian will provide help with finding project and research materials. The link is:  
<http://www.kemptvillec.uoguelph.ca/library.html#ask>
- Assistance with managing your library account.
- Access to photocopier, AV equipment, scanners and printers. The cost of photocopying is 10 cents/page. Use of all other equipment is FREE.
- Assistance with using library equipment, i.e. photocopier, AV equipment, etc.



Website: <http://www.kemptvillec.uoguelph.ca/library.html>

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