

Innis College Library & U of T Libraries System

1) Innis College Library & your College Librarian

Kate Johnson, College Librarian, katej.johnson@utoronto.ca

- Email with questions or to set up appointment
- Supports Cinema Studies, Writing & Rhetoric, and Innis ONE Programs, but can help anyone, any subject!

Innis College Library (ICL) University of Toronto | innis.utoronto.ca/library

- **Location:** 2 Sussex Ave., 2nd Floor, East Wing, Toronto, ON, M5S 1J5, (416) 978-4497
Just above the Innis College Registrar - use entrances close to St. George (2nd/3rd Floors don't connect)
- **Fall / Winter Hours:** Monday - Thursday 10-8pm, Friday 10-5pm, Saturday & Sunday 1-8pm
 - Check innis.utoronto.ca/library/hours-address for any changes in hours
 - Library Dropbox and remote printing available when Innis College building is open

Visit the Innis College Library for:

- **Quiet study space** (water only, no food)
- **Computer Lab** connected to the Innis College Printer (PC & MAC desktops)
- **Friendly library staff** who can help answer questions about research, Innis College, UofT, or Toronto
- **Printing, Photocopying & Scanning:**
 - Innis College Printer is located on the 2nd floor just past ICL and close to the elevator
 - Thanks to your Innis College Student Society, ICL has low fees for printing and photocopying (**discounted printing** & remote printing is available – www.PrintHere.utoronto.ca)
 - TCard+ is required (load money online cardplus.utoronto.ca or cash at Robarts)
 - Scanning is free! Instructions at printer station or ask Innis IT Help Desk, enter your email to send the scan to your account (no USB but that option is available at other libraries)
 - Remote / Wireless printing depends on WIFI and macs have been having issues.
 - Can check ITS System Status Panel <http://www.systemstatus.utoronto.ca>
 - Info about <http://main.its.utoronto.ca/news/new-system-status-panel>

2) TCards

TCard Office on St. George Campus: <http://tcard.utoronto.ca/contact-us>

Your TCard Plus is the key to:

- Paying for printing and photocopy (required at Innis College Library) <https://tcardplus.utoronto.ca>
- Getting online and off-campus access to the library resources with Your UTORid
 - **NEVER PAY for articles or eBooks** – check the library catalogue or email Kate for help

3) Course Reserves

Check if your instructor has set up book as course reserves at UofT Libraries

onsearch.library.utoronto.ca/course-reserves

onsearch.library.utoronto.ca/faq/does-library-have-my-textbook

4) Subject specialties & study spaces in UofT Libraries on St. George Campus

Over 30 Libraries (locations and hours): onesearch.library.utoronto.ca/visit

- **Robarts Library:** Social Sciences, Government, Arts & Humanities (24 hr Access at times)
- **Media Commons** (3th Floor, Robarts): Screening rooms, DVDs, microfilm, video games, board games
- **Map & Data Library** (5th floor Robarts): Data visualization, GIS data and skills, workshops
- **Gerstein Information Centre:** Health Sciences & 3D Printing mobile.utoronto.ca/3d-printing

Group Study Rooms: onesearch.library.utoronto.ca/group-study-rooms

Check computer availability online: caf.icicle.utoronto.ca/CAFStatus/Web/Summary/StGeorge/

5) Research Help

Learn skills and tricks for researching online or to find the best materials from librarians!

- Getting online and off-campus access to the library resources with Your UTORid
 - **NEVER PAY for articles**
- **Old Exams** - onesearch.library.utoronto.ca/faq/where-can-i-find-old-exams
- **Liaison Librarians** - onesearch.library.utoronto.ca/liaison-librarians
 - Connect with librarians who specialize in different subjects
- **Personal Librarian Program** - personal.library.utoronto.ca
 - For 1st year Faculty of Arts & Science, Engineering, and Music undergrad students
 - Look for an email from your personal librarian mid-September
- **Library Workshops** - libcal.library.utoronto.ca/
- **UofT Libraries YouTube series** - How to...at the library (in 1 min or less) <http://bit.ly/2m5LEls>
- **Research Guides** - onesearch.library.utoronto.ca/research-guides
- **Find eBooks** - onesearch.library.utoronto.ca/faq/how-do-i-find-ebook-library-catalogue
- **Requests books from other campuses** - onesearch.library.utoronto.ca/request-item

6) Cite Your Research

Purdue Online Writing Lab (Purdue OWL) for guidance on MLA, APA, Chicago, AMA citation styles- https://owl.purdue.edu/owl/research_and_citation/resources.html

Citation Managers can help you to collect the citation information (books, articles, and more) and automatically format in-text citations and bibliographies. Make an appointment with Kate to set up a citation manager on your own laptop with Librarian <katej.johnson@utoronto.ca>.

ICL overview of Citation Managers <http://guides.library.utoronto.ca/innis-citation-managers>

7) IT Help

- **Innis College IT Help Desk:** Mon-Fri (9am-5pm) in front of the Registrar's Office (2 Sussex Ave)
- **Info Commons** at Robarts Library 1st floor: <https://bit.ly/2yBuovi>
- **Free Office 365 (Word, Excel, PowerPoint, etc.):** Download <https://bit.ly/1XqigjJ>
- **Google Scholar:** Set up Google Scholar to recognize you are a UofT Student <https://onesearch.library.utoronto.ca/linkit/google-scholar>