



MacRae Library

Services for IB Program Students

This guide will provide IB program students with an overview of services at MacRae library.

Library Hours

During the academic year (September – April), the library generally observes the following hours:

Monday - Thursday	8:30am - 10:30pm
Friday	8:30am - 5:00pm
Saturday	10:00am - 5:00pm
Sunday	10:00am - 10:30pm

During the summer months (beginning mid-April) the library is generally open from Monday-Friday, 8:30am-4:30pm and closed on weekends and holidays.

Registering your Student ID card

In order to sign out books or other library materials that circulate, International Baccalaureate students must present their school Student ID card at the Library on each visit. A library barcode will be applied to your card on your first visit to the Library upon filling out a library registration form.

Borrowing privileges will be refused to any person who does not have his or her student ID card.

For your own security, it is forbidden to loan your barcoded student ID to any other person. Problems, including fines or any other charges arising from violation of this rule are the responsibility of the owner of the ID card.

Borrowing Material

IB students are permitted to borrow books and other circulating material from the MacRae Library. These

privileges do not extend to other universities in Nova Scotia.

Books may be checked out for 21 days and may be renewed up to 3 times. Journals and reference books do not circulate and cannot be checked out.

Interlibrary Loans

International Baccalaureate students do not have interlibrary loan privileges at the MacRae Library. If students wish to acquire a book from a different library, they may request an interlibrary loan through their local public library.

Renewals

Book loans may be renewed if no other borrower is waiting, to a maximum of three renewals. Books then must be returned to the shelves for at least 48 hours. The library system suspends borrowing privileges if ten items are overdue, or if fines or charges accumulate to \$10.00 or more.

Fines

When materials become overdue, fines are charged for every day the Library is open as follows: Books: \$0.25/day and Reserve Books: \$1.00 per half hour.

Photocopying/Printing

Photocopiers are available in the two photocopy rooms, one on each floor of the library. A reloadable copy/print card is required, which can be purchased from the vending machine located next to the Circulation Counter. There is a \$1.00 non-refundable fee charged for the card. Copies are 10 cents per page.



The photocopier on the main floor also functions as a printer for public use. Printing is 10 cents per page. In order to print from the public workstations, a reloadable copy/print card is required (the same as used for photocopying) to release the print job from the photocopier/printer on the main floor.

Computers

There are 10 computers available for public use that IB students may use. These computers are located on the main and lower levels. The login and passwords are located on each computer. The computers have a 2 hour per day time limit.

Locating Books

You can search for books by using the Novanet Catalogue (shared with other Novanet Libraries) or WorldCat Local (searches many libraries but can be limited to NSAC).

The MacRae Library uses the Library of Congress (LC) Classification system to organize its books.

A link to the letters and titles of the main classes of the Library of Congress subject areas is located here:
<http://www.loc.gov/catdir/cpsolcco/>

A **book** can be located on our shelves by its unique **Call Number**.

Call numbers are arranged alphabetically and numerically, and are read left to right and top to bottom.

Sample call number:

QH
541.15
B56
S96
2008

Journals are shelved alphabetically by title. Current issues of journals are shelved on the main level and back issues are located on the lower level in bound periodicals.

Access to electronic resources

Access to electronic resources, such as electronic databases and journals, is restricted to the MacRae Library.

If you wish to search the electronic databases, IB students may do so using the public computers at the MacRae Library.

International Baccalaureate students are reminded that they have access to several databases at their school library (ex. EBSCOhost Web Databases and Infotrac databases).

Reference Services

The Reference Desk is located on the main floor next to the Information Commons.

Please ask at the Circulation Desk if you need help and there is no one at the Reference Desk.

You can contact us at:

MacRae Library
Phone: 902.893.6669
Email: library@nsac.ca