

# Student Guide to UCL and ASC at Davie Central Campus

This guide provides information about the services and resources provided by the University/College Library (U/CL) and the Academic Success Center (ASC) at Central Campus. This joint-use academic library is for all Broward College and Florida Atlantic University students, faculty, and staff. The ASC serves BC students and faculty. If you do not find what you need outlined in this guide, please ask a staff member for assistance as we are always available to help you.

## Finding What You Need

Using the U/C Library begins with the U/CL web page at <http://ucl.broward.edu>. On the website, you will find links to our online catalog, to a multitude of databases and electronic journals, hours, citation assistance, and research guides. Students and faculty have access to materials online in the library or from offices, home and other remote locations.

Librarians are available at the library to answer your questions and to guide you through your exploration of our services and resources. In addition to on-the-fly instruction at the reference desk or one-on-one consultations, librarians also provide information literacy instruction to classes upon faculty request.

## Accessing Resources Online

### **Broward College students, faculty and staff:**

A student's borrower ID number is the student ID# including the letter. Faculty and staff use the PID# found on the BC Photo ID card. For all BC patrons the default PIN is your date of birth in MMDD format (for example, if your birthday is July 4th, your PIN is 0704).

### **Florida Atlantic University students, faculty, and staff:**

Your borrower ID is the 14-digit number on the front or back of your FAU OWL Card, beginning with 21976. (Do not type the letter "A" at the beginning or end). Your PIN is set when you activate your card at the library Check Out Desk on the Davie Campus.

## Computing Services in the Library

The use of computers, wi-fi, scanners, and printers is limited to currently registered BC and FAU students. Computers are for academic use. Children are not permitted to use the computers. Parents or legal guardians are responsible for their children's inadvertent viewing of another patron's screen. While U/CL respects a patron's right to privacy and the confidentiality of records, patrons must be sensitive to the fact that the computers are in public areas and, therefore, images on the screen are subject to viewing by others.

During peak usage periods the demand to access electronic information may exceed the supply of workstations available. When this occurs, the Library staff may limit the amount of time an individual may use a workstation.

Any work saved to the computers will be lost when the computers are rebooted or suffer a power outage. Please make frequent back-ups: save to a USB drive, or print, or send to yourself via email. Printing is available from all computers.

### Hours of service:

- > **Monday—Thursday  
7:30 a.m. to 10:00  
p.m.**
- > **Friday 7:30a.m. to  
5:00 p.m.**
- > **Saturday 9:00 a.m.  
to 5:00 p.m.**
- > **Sunday 2:00 p.m. to  
10:00 p.m.**
- > **(Note: ASC Lab  
hours may vary.)**

[ucl.broward.edu](http://ucl.broward.edu)

## Borrowing Books



The U/C Library librarians are here to help you:

- Get started with an assignment
- Find peer-reviewed articles
- Learn how to use ebooks
- Locate credible sources

Call us  
954-201-6653

Text us  
754-208-0858

Email us  
library@broward.libanswers.com

or just stop by the  
Reference Desk!

Books are loaned for three weeks to undergraduate students and staff; for the term to graduate students and faculty. BC and FAU students must present a valid student ID card to check out materials. If you are attending BC and FAU simultaneously, use your BC card.

\* **BC students** can get a college ID card at the Student Life Office on any campus (on Central in Building 19, Room 106).

\* **FAU students** need to have their OWL card entered in the Davie patron database at the U/CL Check Out Desk in order to borrow materials. An OWL card can be obtained in Room 201 in the Student Union (SD).

## Interlibrary Loan - ILL

Books and materials that are not available in the U/CL may be obtained through ILL. Request forms are available online or at the Reference Desk. You will be notified when the item is received and can be picked up at the Check Out Desk. Though most ILL materials arrive within a week, it can take longer; therefore, plan ahead. The U/CL does not request course textbooks.

FAU students may place their ILL requests through Illiad from the FAU (Boca) library webpage; books requested through Illiad must be picked up and returned to the library in Boca Raton.

## Group Study Rooms

The U/CL provides small study rooms for use by two to eight students for group study. Rooms are reserved at the Check Out Desk. Two students with valid student IDs must be present at the Check Out Desk when the room assignment is given.

Room availability may be limited during exams.

These rooms may not be used as classrooms or meeting rooms.

## Food and Drink

There is a coffee shop on the first floor in the U/CL. Hours for the coffee shop may vary from those of the building.

Drinks in closed containers are generally acceptable in the library. Food is not to be consumed in any computer area, group study rooms, the ASC or Archives. Students should eat and drink with respect for the library by cleaning up and bringing spills to the attention of the staff.

## Course Reserves

Books and print items that instructors place on reserve are available at the Check Out Desk. Non-print reserve materials (e.g., computer software, CDs,) for FAU and BC students are housed in the ASC. A student ID card is required to borrow Reserve materials. Use any computer to check if a print item has been placed on reserve by selecting "Course Reserve Search" from the U/CL web page. Reserve items can be searched by instructor, course, or title. Most items are restricted to in-library use for one to three hours. The Honors lending collection is also available at the Check Out Desk.

## Copiers, Printers, Scanners

You can print and copy at the library using Seahawk Print multipurpose machines. You can charge expenses to a credit card or a separately purchased cash card.

Printing is 10 cents per side in b/w and 30 cents per side in color on regular sized paper.

Print from your laptop by emailing the file to [print@printme.com](mailto:print@printme.com). You will receive an emailed reply with a unique Document ID and a bar code you scan at the printer.

FAU students can print or copy in Room 103. Visit <http://www.fau.edu/print> for details.

Scanners are available free of charge.

## Academic Success Center (ASC—2nd floor)

### ASC Computer Lab

BC and FAU students may use the main computer lab for any school work. The ASC also provides scanners and Seahawk Print printer/copiers. Seahawk Print lets you print or copy. You pay with a credit card or separately purchased cash card.

### E-Testing

Proctoring services are available in a secure, noiseless environment. Call 954-201-6134 or email : [etesting@broward.edu](mailto:etesting@broward.edu) for more information about fees and hours of operation.

## ASC Labs and Centers

### Math Lab (Room 217)

The math lab staff provide help to BC students taking all levels of math from pre-algebra to Calculus I; this also includes help with statistics and liberal arts math. Math software is also available on the ASC computers.

### ESL Lab (Room 243)

The ESL Lab houses a variety of learning resources both in print and online for students to enhance the knowledge that they gain in the classroom. These programs allow students to interact with the computer and improve pronunciation and comprehension.

Students taking developmental reading classes can also get assistance. The lab supplements classwork with printed and online materials and offers students the opportunity to increase their reading levels and improve their comprehension.

### Tutoring Lab (Room 146, 1st floor)

Tutors are available for BC students enrolled in Accounting, Anatomy and Physiology, and Modern Foreign Lan-

### Laptops

Laptop computers are available for check-out to BC and FAU students. Students must have a current student ID card and sign a usage agreement. **Laptops are for in-building use only.** All personal data must be saved to a USB drive, printed, or sent to e-mail prior to returning the laptop. Laptops must be returned to the ASC counter one hour prior to ASC's closing time.

Students may use their own laptops and devices via Wi-Fi in the building. U/CL and ASC staff cannot assist with setting up software on personal equipment. Laptops may not be plugged into network jacks in the building.

guages. Tutoring hours are posted on the ASC web page, social media sites, and in Room 146.

### Writing Center (Room 241)

The BC Central Campus Writing Center provides a friendly, helpful atmosphere in which students can review their writing skills and receive help with composition skills and research techniques. All Broward College students are welcome to visit.

### STEM Center (Room 160, 1st floor)

Currently enrolled BC students can get help in Science (Biology, Chemistry, Microbiology and Physics), Technology, Engineering, and all levels of Math. STEM tutors hours are on the BC website, on the BC Central Campus STEM Center page on Facebook, and on #tutoringlab1 on Twitter and room 160. No appointments necessary.

For more information, like our Facebook page.

### OSD Tutoring

One-on-one tutoring sessions are available for disability students. Please contact the Office of Disability Services to get a tutoring referral. To schedule your tutoring sessions call 954-201-6663.



**The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn..**  
~ Alvin Toffler

### Brainfuse

Brainfuse is an online service through which Broward College students can get online tutoring support for FREE.

## Telephone Numbers

General Information.....	954-201-6648
Circulation.....	954-201-6649
Reference.....	954-201-6653
Interlibrary Loan.....	954-201-6658
Academic Success Center.....	954-201-6660
Reserves.....	954-201-6649
U/C Library Office.....	954-201-6480

**A joint-use library  
for BC and FAU  
students and staff**

**University /  
College Library  
Broward College  
3501 SW Davie Rd  
Davie, FL 33314**

[ucl.broward.edu](http://ucl.broward.edu)

## Building Use Policy

*This facility provides the students, faculty, and staff of the institutions served with a pleasant environment conducive to study, research, and the continuation of the educational process. It is important that there be procedures and policies in place to protect library users, materials, equipment, and the facility; therefore, the following policies will apply in all public service areas.*

### Animals

No animals are allowed within the facility other than those assisting persons with disabilities.

### Children

Parents or caregivers who bring children into the facility are responsible for monitoring their activities and regulating their behavior. Children cannot be left alone. Disruption of patrons by children or minors is prohibited.

### Disruptions

Disrupting patrons' study and research or otherwise disturbing the Library's educational atmosphere is prohibited.

Examples of disruptive behavior are listed below: (This is not an inclusive list.)

- \* *Creating excessive noise*
- \* *Harassment of others*
- \* *Odor constituting nuisance or health and safety concern*
- \* *Behavior that disturbs users or staff and interferes with the use of the facility*
- \* *Destroying or damaging material, equipment, software or the facility*

The following are examples of actions that are prohibited: (This is not an inclusive list.)

- \* *Destruction, mutilation or defacement of any materials*
- \* *Damaging of hardware or equipment*
- \* *Misuse of furniture or the facility*
- \* *Intentional introduction of viruses*

### Food and Drink

Drinks in closed containers are generally acceptable in the library. Food is not to be consumed in any computer area, group study rooms, the ASC or Archives. Students should eat and drink with respect for the library by cleaning up and bringing spills to the attention of the staff.

### Loitering and Soliciting

Loitering and soliciting for donations or accosting patrons for any purpose that disrupts their use of the facility is prohibited.

### Proper Attire

In order to maintain a safe atmosphere conducive to study, University/College Library users must wear some form of shirt, pants/skirt/dress, and shoes while in the library building.

### Radios, CD Players, Cell Phones or Other Equipment

The use of any equipment that disrupts patrons is prohibited.

### Security and Surveillance

Alarms, unmonitored video cameras and other security devices are in use in the building. Staff is authorized to search books and possessions to determine if a violation has occurred.

### Smoking

No smoking of any type of cigarette (including electronic) or use of any tobacco product is allowed within the facility.

### Skateboards, Roller or Inline Skates and Bicycles

Skateboarding, roller or inline skating, and cycling are prohibited within the building. Bicycles must be parked in designated outside areas by Building 8 and Building 9.

*Persons who are unable to abide by these policies will be asked to leave the facility. Those refusing to do so will be subject to removal by Campus Safety. Students could be liable for disciplinary action as established by the college or university they are attending.*