



Dr. John Micallef Memorial Library | St. Mark's and Corpus Christi Colleges
library@stmarkscollege.ca | +1 604 822 4463 ext. 109 | www.stmarkscollege.ca/library

How to borrow books from St. Mark's College Library

Beginning August 25th, we will be offering contactless book pick-up service.

Please take the following steps to reserve and pick up your books.

This service is limited to 10 books per borrowing period.

To request materials to borrow:

1. **Check the library catalog** at <https://theolog.on.worldcat.org/discovery> to search for a book(s). Make sure that the item(s) is in the library. You should see "Available MICALLEF LIBRARY Stacks." If a book is checked out, please email the library to place a hold on the item.
2. **Email** library@stmarkscollege.ca and include the following:
 - The name on your account.
 - If you do not have a St. Mark's library account, please email the library.*
 - List of books you wish to borrow – give title AND author.
3. **Tell us which day and time you wish to pick up your book(s).**
Pick-up times are Tuesdays and Fridays, 10 am to 2 pm.
Please allow at least 24 hours advance notice.
4. **You will receive a message from the library confirming your pickup date and time.**
Please do not come to the library until you receive a confirmation notice.

Books will be checked out on your account. Library staff will use gloves to put your books in a new paper bag, attaching a label with your name and pick-up date.

To pick up your books:

- Ring the doorbell on the front door. For health and safety reasons, please stand away from the door on the designated sign.
- Be prepared to show staff your SMC or VST library card or photo ID.
- Staff will put the bag outside the front door.
- Please check that the bag you pick up has your name on it.

To return books:

Please use the book drop located beside the front door of the library.

NOTE: All books will be sanitized and quarantined before being re-shelved or loaned out again. Please do not attempt to disinfect books.

Please note that the UBC Library has started a **Materials Pick-Up Service** to provide access to its physical collection. Up to 10 items per person per week can be requested.

You need a valid UBC library account and provide either your UBC card or another piece of photo ID (if you were not issued a UBC card) when you collect your material at the library.

You can find more information on this service and request materials at

<https://services.library.ubc.ca/borrowing-services/get-it/>.