Continued wishes for an excellent 2017-2018 academic year!

**FALL TERM HOURS**
- Monday-Thursday: 8:45am-7pm
- Friday: 8:45am-5pm
- Saturday: 10am-6pm
- Sunday: CLOSED

**EVENTS IN THE INFORUM**

- **Association Networking Event**
  - Thursday, November 2
  - 5pm-7pm

- **SLA Networking Event**
  - Tuesday, November 14
  - 5:30pm-8pm

- **End-of-Term Celebration**
  - Tuesday, December 5
  - 4:30pm-6pm

**HOLIDAYS & CLOSURES**

- **Reading Week: Nov. 4 - Nov. 11**
  - Saturday November 4: CLOSED
  - Monday-Friday Nov 6-10: 9am-5pm
  - Saturday November 11: 10am-6pm

- **Intersession: Dec. 18 - Jan 6**
  - Saturday December 16: CLOSED
  - Monday-Wednesday Dec 18-20: 9am-5pm
  - Thursday-Tuesday Dec 21-Jan 2: CLOSED
  - Wednesday-Friday Jan 3-5: 9am-5pm
  - Saturday January 6: CLOSED

**Inforum website**
Our new website launched in April 2017. You can find it at [uoft.me/inforum](http://uoft.me/inforum).

To connect to information regarding our facilities, services, resources, and staff, please check the above link. We invite you to tell us what you think by using the SHARE YOUR FEEDBACK button.

**24/7 Fob access**
All iSchoolers with fobs have 24/7 access to the Inforum’s space. After you receive an email from Glen Menzies saying your fob is ready, it can be picked up at the Inforum main desk.

24/7 access is a privilege. There are responsibilities that come with using the space after hours:

- **Always have your fob with you.** When we are closing, staff will come around to check that you have your fob: if you do not have it, you will be asked to leave.

- **Close the doors properly.** When entering or exiting the space, make sure that the doors are shut firmly behind you to ensure the safety of yourself, other students, and belongings.
After hours emergency. Call 911 or Campus Police (416-978-2222). If you do not have a mobile phone, you can use our telephone at the information desk to place the call.

Thank you for your cooperation in keeping the Inforum and your fellow students safe.

INFORUM ETIQUETTE
The Inforum is a social space and a study space, so the open areas are not quiet. However, we do ask that you be considerate of your colleagues concerning your volume level.

Food & drink policy
Knowing that some of you will be taking advantage of the 24/7 access, we have revised our food and drink policy to permit food in most parts of the Inforum. The only exceptions are the Inforum collections area, where food is not allowed. The individual research and demo labs have their own policies.

Place trash in their appropriate receptacles outside of the Inforum. Since the Inforum is a shared space, we kindly ask that aromatic or messy foods be avoided, and that everyone clean up after themselves. Bins can be found outside the main Inforum doors on both the 4th and 5th floors.

Personal belongings
Be sure that you keep an eye on your personal belongings at all times, and that you do not leave your things unattended. While it has not happened recently, there have been thefts in our library. Note: staff will not take responsibility for watching your belongings.

Lost & found items
We don’t keep a Lost & Found box in the Inforum. Lost items will be delivered to the Lost & Found box on the first floor of the Robarts Library. These items are turned over to Caretaking services (416-978-6252).

Research in Progress: RiP!
Our bi-weekly community event that highlights Faculty of Information research, RiP!, has been ongoing throughout the semester.

RiP! sessions are held for one hour every second Tuesday, and are open to all members of the iSchool community.

Oct 31, 5pm-6pm Michael Petit
Nov 14, 12pm-1pm Nicole Cohen
Nov 28, 5pm-6pm Matt Brower

All sessions will be held in room 417 unless otherwise noted.

Course Reserves are self-serve
Course Reserve books are shelved in open stacks, so you can browse the shelves and retrieve the Course Reserve item youself.

Course Reserves must be checked out at the main desk, even if you intend to use them within the Inforum.

We ask that all Course Reserve books and regular collections items get checked out so that we are able to record statistics on which items get used most frequently. This helps us determine which items are most highly in-demand so that we can get more copies.

This will also be a great help to your fellow students, who will be able to check the catalogue and see which items are available as the online catalogue is updated in real time.

Do not leave Course Reserve books on the Information Desk after hours of operation.

To ensure our materials are secure and available for the next person to use, you must return all books to staff at the desk during our hours of operation, or in the book drop outside the 4th floor of the Inforum outside our hours of operation.
TECHNOLOGY LOANS
Information on technology loans can be found on the tech loans page of our website, uoft.me/inforum-tech-loans. Available items include:
• Laptops, tablets, & accessories
• Raspberry Pi
• Cameras, recorders, & accessories
• Digital projectors

Make sure that devices have at least 50% battery charge and are powered off before you return them.

Changes to tech loans fines
Due to high demand for the Tech Loan collection, we encourage borrowers to return all tech devices and accessories on time. Fines are applied to overdue items at a rate of $0.50 per hour late. Laptops are charged a flat rate of $5 per day late.

Returning laptops overnight
Lockers are available for returning laptops overnight when our information desk is closed. To return a laptop after hours:
• Borrow a locker key from us while the information desk is open.
• After hours, let yourself into the Inforum using your iSchool fob.
• Match your key number to the locker number, and deposit the laptop/equipment.
• Lock the equipment locker, and drop the key into the drop box, located to the right of the lockers.

Our staff will clear the lockers the next day that we are open.

Please don’t leave devices or keys at our information desk when we are not staffed as items left there will not be secured.

In order to protect Tech Loan devices, please refrain from returning them to the 4th floor book drop, as it is not designed to cushion or protect electronics.

To arrange for the safe return of large Tech Loan items, talk to our staff at the time that you borrow the device.

iRelax: Mindfulness Resource Area
Want to increase your focus or decrease stress? If so, then come take advantage of iRelax, a secular mindfulness resource area located on the 4th floor of the Inforum just past the stacks. Empirical evidence shows mindfulness practices positively impact those who need to de-stress and increase focus.

Not sure where to get started with mindfulness? Then one of the mindfulness books available on the iRelax shelves or the preloaded iPods for loan at the Inforum info desk that are loaded with guided meditations and yoga sequences can provide a foundation. iRelax offers yoga mats, blocks, meditation cushions, and print resources. iRelax resources are available on a first-come first-serve basis for use throughout the Inforum.

See uoft.me/iRelax for more info. If you have iRelax questions, comments, or suggestions, please feel free to contact Kathleen Schaeffer, kathleen.scheaffer@utoronto.ca.

Mindful Moments
Kathleen Schaeffer will be running regular drop-in guided meditation sessions in room 417 from 4:30-5:30 throughout the fall and winter terms on Thursdays. These sessions will provide an opportunity for students to practice secular meditation techniques to increase relaxation, resilience and focus.

Reference services at the Inforum
If you have an in-depth reference question, we will be directing you to Robarts’ Reference Services via:
• The AskUs Desk on the 2nd floor of Robarts
• Emailing rob.ref@utoronto.ca
• Calling 416-978-6215
• Using the Ask Chat Reference Service at http://onesearch.library.utoronto.ca/ask-librarian/
• Booking a one-on-one consultation at http://onesearch.library.utoronto.ca/book-consultation/
ABOUT THE INFORUM
The Inforum is one of 40+ libraries in the University of Toronto Library System. It is located on the 4th and 5th floors of the Bis-sell Building. We provide specialized academic library services to iSchool students, faculty, and staff.

Students sometimes believe that because they are in an Information program, they need to be self-sufficient when it comes to finding out things and doing research. We believe that the opposite is true. We believe that successful students ask questions, show curiosity, and use services that help them to be efficient and effective, and save time.

What can the Inforum do for you?
We encourage you to come to the Information Desk for assistance with any questions you may have. We help by:
• Making you aware of what the Inforum and its staff can do for you;
• Answering your questions about our services, resources, and facilities;
• Helping you efficiently find scholarly resources for assignments and papers;
• Connecting you with other iSchool and University of Toronto Library resources and people, who may be of help with your projects and professional interests.

Printing, photocopying, and scanning
We continue to provide:
• Photocopying (b&w) - $0.15 per page
• Scanning (b&w/colour) - free of charge
• Printing (b&w) - $0.15
• Printing (colour) - $1.00
Please be sure to choose the appropriate printer when you send the file from Inforum workstations or your own device.

Workstations in the Inforum
In addition to a robust wireless environment, we offer an equal number of iMac and Windows workstations connected to the University network. UTORid logins are required to use these machines.

Seed library
The Inforum’s branch of the Toronto Seed Library has moved to the corner of the fourth floor. Find out more at uoft.me/seed-library.

Recharge your device
Our device recharging station has moved from the collections area to the iRelax area so you can better keep an eye on your device, and so that you can recharge yourself while you recharge your cellphone.

Inforum book returns
Make sure that all borrowed books are returned to the staff at the desk during our opening hours, and to the book drop box outside the doors on the 4th floor during closing time.

INFORUM STAFF
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GENERAL INQIRIES
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