



## FACULTY AND STAFF

### How to get your SMC and UBC Library cards

#### How to Get your SMC Library Card

St. Mark's College library cards allow access for faculty, staff and registered students to the consortium of Theological colleges on UBC campus including: Saint Mark's College, the Vancouver School of Theology and Regent College. Your SMC library card allows borrowing of up to **40 items across the consortium** at any time, with a **limit of 10 items from St. Mark's Library**.

To view our catalogue, **THEOLOG**, please see the library homepages from either the St. Mark's or Corpus Christi websites.

St. Mark's library is open **Monday to Friday, 8:30 am to 5 pm. However we are only staffed part-time.** When staff are not available, patrons are asked to fill out a self-checkout slip and put it under the office door. You will receive an email when the borrowed items are entered into the system.

To get your SMC library card, please come by the library during staffed hours, or make an appointment:

[library@stmarkscollege.ca](mailto:library@stmarkscollege.ca) or 604-822-4463 ext: 109

For staff availability, please see the SMC or CCC website – *Hours, Location and Contact* page.

#### How to Get your UBC Library Card

UBC Library cards allow borrowing privileges at all UBC libraries as well as access to UBC online resources. **\*To get assistance with navigating UBC library resources, please see library staff via drop-in during staff hours, or feel free to make an appointment.**

1. Faculty and staff need to pick up their library cards **in person** at the Koerner Library, first floor circulation desk on UBC campus. You will need to present photo identification. Koerner staff will check your name against their faculty/staff lists. Your name is on this list.
2. Once you have your card, you need to ask Koerner staff to set your PIN. (If you already have a registered email as faculty/staff/student at UBC, you can re-set your PIN online.)

**To avoid any misunderstandings with UBC Koerner Staff, please ensure that you identify yourself as St. Mark's College FACULTY or STAFF. We are affiliates of UBC and have borrowing privileges at UBC.**

**If Koerner staff asks you to go to the Bookstore or Carding Office, ask that they please check the binder for faculty/staff lists as you have been assured by Borrower Services Office that it is there.**

**You will need photo identification to pick up your card.**



# Dr. John Micallef Memorial Library

Corpus Christi College / St. Mark's College


## How to Login to your account

Use the **Standard Library Login** to access UBC online resources such as databases or online journals.

### Library Catalogue System

#### CWL Login

To log into the Library Catalogue using the UBC Campus-Wide Login (CWL) facility, click the **CWL Login** icon.




• If you have any problems logging into the Library Catalogue using CWL, please try the Standard Library Login (barcode and pin) below before seeking further assistance.

**Note for new students:** You cannot log in using CWL until you have picked up your UBC Card at the Bookstore. Please log in with the Standard Library Login below.

If you wish to learn more about the UBC CWL authentication system, visit [www.cwl.ubc.ca](http://www.cwl.ubc.ca).

#### Standard Library Login

To log into the Library Catalogue using your [UBC/Library card barcode and PIN](#), enter both and then click **Standard Login** below.

Barcode:  

PIN:  [Forgot Your PIN?](#)

If you experience any issues with your login,  
please contact the **UBC Systems Help Desk: 604-822-6275** during library hours:

Monday-Thursday 7:30am - 8pm

Friday 7:30am - 5pm

Saturday 10am - 5pm

Sunday Closed

(check UBC Library website for hours as they can change)