



LIBRARY NEWS

*The University of the South Pacific Library
Laucala Campus
May 2013, Volume 19, Number 3*

10pm closing on Fridays

The Library will open an additional four hours to 10pm on the last three Fridays of semester on **31 May, 7 June and 14 June**.

Printing and Internet Top-Up Cards

Top-up cards can be purchased from the USP Library as well as the USP Book Center. Sold separately, the top-up cards cost \$2.00. Once you purchase a card, log in to USP's PaperCut page at <http://www.usp.ac.fj/index.php?id=6183> to add the card's value to your account. The staff at the Information Desk will also be able to assist you if you encounter any problems.

Clear Fines

Clear fines to avoid non-receipt of exam results.

Past Years Exam Papers – ecopies and hard copies

To access the electronic copy of an exam paper dating back to 1999 go to the Library website at <http://exampapers.library.usp.ac.fj/> :

- click on the relevant year/semester directory icon  on the left-hand menu
- files for available exam papers will then be listed on the right-hand column
- choose a file and click the highlighted download icon  on the top menu

Alternatively copies of past years' exam papers can be obtained from the Main Issue Desk at 10c per page. Consult the Exam Papers Catalogue located towards the left of the Main Issue Desk.

Be courteous during cold season

Sniffles and colds are a fact of life in 'winter'. If you are ill, please help stop the spread of germs by covering your mouth and nose when you cough or sneeze. Turn away from computers when you sneeze;

Do not let airborne germs land on shared keyboards! Your fellow students appreciate your consideration.

Fiji Times and Fiji Sun Newspapers

The current day's local newspapers are available for browsing in the newspaper reading area located on Level A. Past issues are accessible from the Pacific Collection located on Level C.

Don't be a Victim of theft!

You would not leave a stack of \$100 bills on a Library table while you visit the washroom or leave to make a phone call would you? Do you realize that you are taking an equally foolish risk when you leave phones, laptops, book bags and other personal items unattended in the Library, the All Night Reading Room or other study place on campus?

It is a fact that even people who do not usually steal are tempted by unattended valuables. Unfortunately there are many for whom this is a habit and who are waiting and watching for someone to get up from a desk and to leave their valuables unattended.

There have been thefts in the Library of laptops, USB drives, pencil cases, wallets and phones. In 99% of the cases of lost items reported, the items had been left on a table or study desk whilst the owner went off elsewhere.

The extra thirty seconds it takes to pack a bag and carry it to the washroom is well worth the peace of mind gained by knowing you will not be a victim of theft. Be careful and **DO NOT LEAVE YOUR PERSONAL ITEMS UNATTENDED**.

Beside this message, a display in the foyer also serves to alert users to thefts.

Finding a 'Reserve' Item

Many times students do not remember the title or author(s) of a prescribed textbook. If you find yourself in this situation, do not despair as you can simply type in your course code, for example EC101, in the library catalogue. Using Quick Search you will be able to find the call number of the textbook you want issued to you from the Reserve Collection.

Baggage Booth

The Baggage Booth located on the ground floor and accessible from outside the Library building is managed by Campus Life and is open during the operating hours of the Library. Should you wish to visit the Library without having to carry your bags and other miscellaneous items not required for study and research, you can deposit these items at the Baggage Booth for free. Please note that umbrellas, which you cannot take into the Library due to OHS concerns, must be deposited at the Baggage Booth.

Library Emergency Exits for Users: Be Prepared to Be SAFE

Level A (ground floor)

- under the stairwell
- beside the washrooms opposite the Baggage Booth
- on the left towards the swimming pool area
- on the right towards the swimming pool area beside the *Fire Hose Reel* notice

Level B

- Main entrance

Level C

- past the Pacific Collection Issue Desk through the two rows of study tables. Continue towards the back and through the exit door

Postgraduate Room

The Postgraduate Study Room is strictly for Postgraduate students; is accessible with a key during Library opening hours under the following regulations:

1. All PG students wishing to use the room should obtain a key from the Main Issue Desk.
2. The Library will issue a key for a period of a day on the production of valid staff/student ID card. A day is equivalent to the opening hours of the Library for that day i.e. all keys are returned 30 minutes before closing time.
3. Keys are issued until a half hour before closing e.g. 9.30pm; 5.30pm. Late returns will accrue fines at a rate of \$1.00 for the first hour and \$0.50 per hour thereafter.
4. PG students should leave the room 30 minutes before closing.
5. On departure the room must be locked.

6. PG students in the room are not permitted to let in other PG students who have not been issued with a key.
7. The room is reserved for PG students ONLY. Friends, other students and family members are NOT PERMITTED in this room.
8. Duplication of the PG Study Room key is an offence under University security regulations.
9. Replacement cost for a lost key is \$25.00
10. PG students using the room are responsible for its use.
11. The PG Study Room has wireless. Laptops may be used in the room.
12. No printing or photocopying facilities are provided.
13. The only non PG student allowed in the PG Study Room is one who is challenged in some way – visually, physically etc. The student may be accompanied by a helper if necessary and may speak quietly. Library staff at the Main Issue Desk should be informed at the time of issuance of the key.

Staffing: Arrival and Departure

Vasiti Chambers joined the Library on 13 May 2013 as a Librarian in the cataloguing section. Prior to her appointment she worked with the College of Medicine, Nursing and Health Sciences (CMNHS), formerly FSM, as Deputy Chief Librarian.

She holds a Masters in Information Studies from the University of Canberra and Bachelor of Arts Degree (Sociology & Psychology) from the USP as well as the Diploma in Library and Information Studies (DLIS).

She brings with her a wealth of knowledge in managing the day to day operations of academic libraries, coordinating in-house training for library staff, liaison librarian work, and developing and delivering information literacy programs particularly teaching quality filtering and critical appraisals of literature.

Ofa Tokalau, Part-time Junior Library Assistant leaves the Library on 2 June after a semester of work to take up a library assistant position at the Pacific Theological College. The Library acknowledges Ofa's contribution and wishes her well in her career.