

**Library Hours during Easter**

Good Friday 14 April	9AM – 6PM
Easter Saturday 15 April	9AM – 6PM
Easter Sunday 16 April	1.30– 6PM
Easter Monday 17 April	9AM – 6PM

*The Pacific Collection & Main Issue Desks at the Main Library cease operations 30 minutes prior to Library closure.*

**Lower Campus Library (PIMRIS)**

Monday-Thursday	8AM-5PM
Friday	8AM -4PM
Saturday/Sunday/Public Holidays	<b>CLOSED</b>

**All Night Reading Room (ANRR)**

From Monday to Thursday (except public holidays) during semester, the Library offers an All Night Reading Room facility to USP registered users from 10:00 p.m. to 7:00 a.m. under the full-time supervision of a Security Officer. Users must be in possession of a USP ID card.

**Power Points in the Library**

- (i) The library provides 269 power points on all levels at strategic points. Level A excepted with the extended *Tok Space* initiative.
- (ii) It is a responsibility of the student to come to the Library with a fully charged laptop.
- (iii) For those that might not come with a fully charged laptop that the Library provides them with the opportunity to charge the battery and use the laptop through a choice of power points spread over 3 levels.
- (iv) For those students whose laptop battery may run out due to heavy study use, there are sufficient power points in place to take care of this.
- (v) Access to power points is similar to access to chairs and tables – ‘first come, first served’.

This issue will be addressed in the reconfiguration of Level A in Dec 2017/Jan 2018.

**ITS Labs in the Library**

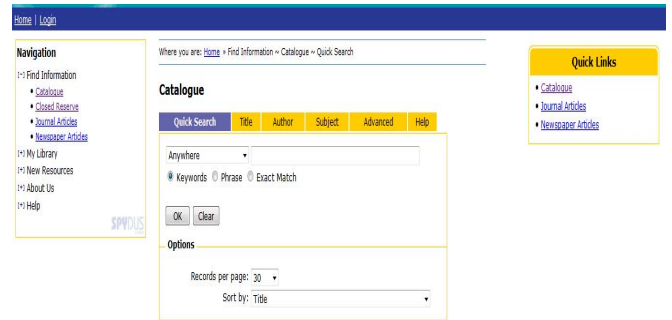
IT labs located in the Library are the responsibility of ITS. Problem PCs should be reported to [helpdesk@usp.ac.fj](mailto:helpdesk@usp.ac.fj)

**Information Research Skills**

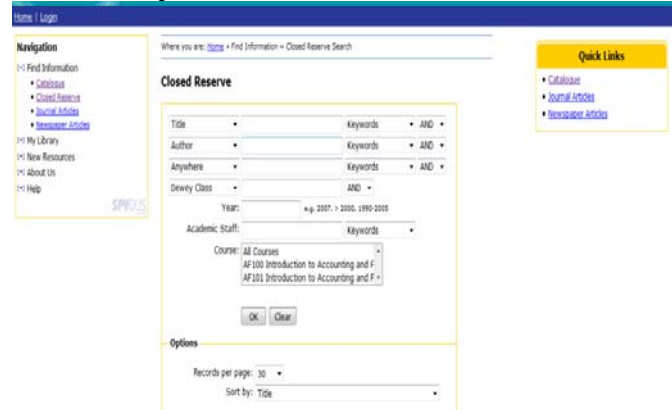
Check out offerings via *Tukutuku* and request sessions at your convenience by contacting Jamie Bloss and Vasiti Chambers.

**Reserve Collection**

Materials recommended as course readings by teaching staff are held in the Reserve Collection located behind the Main Issue Desk on Level B. The following are simple steps to knowing what is in the collection from the online catalogue.



**Step 1:** From the OPAC, click ‘Closed Reserve’ on the left panel above.



**Step 2:** Select the Course Code and click OK.

## Talking Area

**Level A** is now a designated a quiet talking floor but talking on phones is confined to *Tok Space*.

## Need Assistance?

Trained library staff located at the Information Desk welcome the opportunity to help you.

## Online Databases

In addition to the OPAC (Online Public Access Catalogue), Library databases which contain abstracts and full-text articles can be accessed easily under *e-resources* from the Library webpage. You may select a subject area or browse the online databases using the following steps.

Welcome to USP Library

Services About us Regional libraries Spaces Opening hours Contact us

Library hours for Mid-Semester Break

Click here to see library hours.

Find print resources @Laucala

Anywhere

Keywords Phrase Exact Match

OK Clear

More search options and account login >>

Find E-resources

Databases

Exam papers

Using the library

Referencing Help

Subject guides

Special collections

Pacific collection

OSIC

**Step 1:** Click **Databases** under **Find E-resources**

Laucala catalogue Alafua catalogue Emalus catalogue Other campus catalogue

Databases

**NOTE:** USP Library does not subscribe to all the journals indexed by the databases and does not have access to the full-text of every citation retrieved. If you need an article that is not available it can be obtained for you through Interlibrary Loans.

**Instructions for remote access to library database**

Access to library databases is restricted to current University of the South Pacific students and staff. When accessing library databases from an off-campus location, click on the link to a library database and you will be prompted to select your:

**User type:** Laucala/student

Enter your USP student or staff username | Password

Search by subject Search by format

\*Some databases may require an additional password. Ask at the Information Desk or email us at askalibrarian(at)usp.ac.fj

A B C D E F G H I J K

L M N O P Q R S T U V

W X Y Z

**Step 2:** Click any **blue-link** to search under a database subject or format of your choice

## Internet & Printing Quota Top-up

To supplement the free internet quota, students can purchase \$2.00 internet and \$2.00 print credit top-up cards from the Library Main Issue Desk on Level B.

## Bags in the Library

Only 1 bag per user up to 24"x 17"x 10" is permitted into the Library with the exception of the Pacific Collection. Pac users must deposit their bags at the University Baggage Booth which is located on the ground floor outside the Library.

## Unattended Items on Study Tables

The Library is a busy public space and users are reminded to be vigilant with their own belongings at all times and considerate of others who need tables for quiet study.

**DO NOT LEAVE PERSONAL ITEMS UNATTENDED AT ANY TIME!**

## Extension Leads and Adapters

By conforming to the USP Occupational Health and Safety standards, the Library **does not allow** the use of extension cords and multi-outlet devices. These are potential hazards for individuals walking in the library and may cause an overload to the power points thereby posing a fire risk.

## Library Suggestion Box

The Library encourages feedback from users on its services, facilities and resources and receives this via the Suggestion Box located in the foyer. Responses will be posted on the notice board on the library verandah.

## Your Connection to Library Social Media

facebook.com/USPLibrary/

Twitter: @USPLibrary

Instagram: @USPLibrary

## Staffing

Welcome to Mr. Daniel Ferrer who joined the library on 27 February, 2017 as Library Systems Manager.

*Library News* is published 6 times a year by the Readers Services section of the Library. Send your comments and suggestions via email to [library@usp.ac.fj](mailto:library@usp.ac.fj) or through phone to 32 32291