



LIBRARY NEWS

*The University of the South Pacific Library
Laucala Campus
March 2015, Volume 21, Number 2*

Library Operating Hours during Easter [3-6 April] and Mid-Semester Break [4-12 April]

Good Friday 3 April	9AM – 6PM
Easter Saturday 4 April	CLOSED
Easter Sunday 5 April	1.30 – 6PM
Easter Monday 6 April	CLOSED
Tues 7 – Thurs 9 April	8AM – 8PM
Friday 10 April	8AM – 6PM
Saturday 11 April	CLOSED
Sunday 12 April	1.30 – 6PM

Entrance and Exit Control Points

Users entering and exiting the Library premises must allow staff stationed at the control points in the Library Foyer to examine their books, papers and other personal possessions.

Reserve Collection

Materials recommended by teaching staff as course readings are held in the Reserve Collection located behind the Main Issue Desk on Level B.

In the library online catalogue at www.library.usp.ac.fj go to **Closed Reserve** on the left hand navigation bar. In the course selection box, select your course code by either typing in the course code or using the scroll buttons to navigate through the alphabetical list of course codes. Highlight the particular course information and choose **OK** to complete your query. Results will be displayed for materials which the particular Course Coordinator has placed on Reserve. Note down the call number and take this to the Main Issue Desk with your student ID card.

Materials from this collection are for use in the Library for a maximum two hour period. Select titles may be borrowed on overnight loan one hour before

the Library closes and **MUST** be returned within 15 minutes of the Library opening the next day to avoid fine penalties.

Use of Mobile Devices in the Library

Mobile devices (laptops, tablets, MP3 players and mobile phones) may be used in the Library provided they cannot be heard by other users. Ringtones, speaking on the phone and other associated sounds are treated as a noise offence and will attract a noise fine of \$40.00. This restriction does not apply to designated talking areas such as TOK Space and the Discussion Room.

Tablets for Loan to First Year Students

The USP First Year Experience (FYE) Programme is designed to help students who are new to USP experience a seamless transition to tertiary studies.

To support this programme, the Library has included seven tablets and two ipads in its collection.

These devices can be loaned for a period of two hours from the Main Issue Desk for use within the Library. Reserve collection policy applies.

Deposit of Published and Unpublished Articles/Books with the Library

The University community is reminded to deposit their writings with the Library. Please send to paclibrary@usp.ac.fj

Extension Cords and Multiple Adaptors NOT allowed into the Library

Extension cords are potential tripping hazards for individuals walking in the library and multiple adaptors may overload the power points located along the walls of the library thereby posing a fire risk.

Need help?

The Information Desk is managed by professional and paraprofessional staff to help you find the most relevant and current information on a topic/issue. Library staff are located there specifically for this purpose and welcome the opportunity to assist.

Walk-In Library Tours

Each **Tuesday at 11am** and **Saturday at 4pm** a general library tour is conducted by Library staff. Please enquire at the Main Issue Desk.

“A mis-shelved book is a lost book” - no need to shelve used items

Books or other items taken from the shelves for use within the Library premises must not be re-shelved by users.

There are library staff whose main duty is to shelve books in the *Library of Congress* classified sequence to facilitate easy retrieval.

Such items should therefore be left either on the study tables or book trolleys.

Library Online databases

The Library has been going digital for over five years now and more than 50% of its book/serials budget pays for electronic resources. If you are not sure which databases are relevant to your area of study, click on *Databases* under *e-resources* on the Library webpage, then select a subject area and a list of appropriate online databases in your subject area is provided.

You may also browse the Library's list of online databases via popularity, format or database name.

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 persons from 10.00PM to 7.00AM under the full-time supervision of a Security Officer. Users must be in possession of a USP ID card.

Bags in the Library

With the exception of the Pacific Collection, individuals are allowed to bring one (1) bag into the Library.

Due to the value of many unique materials held in the Pacific Collection, bags are not permitted in the Collection and users must deposit their bags with the

University Baggage Booth, located on the ground floor outside the Library, before coming into the library.

ITS Internet & Printing Quota Top-up

Supplementing the free internet quota system, students can purchase \$2.00 internet and also \$2.00 print credit top-up quota cards from the Library's Main Issue Desk located on Level B.

Electrical Power Points

There is a total of 248 power point sockets in the reading area of the library for students to access, with 95 on Level A, 79 on Level B and 74 on Level C.

These are provided on the understanding that users come with a fully charged laptop/mobile device and may use these for charging purposes if and when needed.

These power points are strategically located on all levels of the library and access to them is similar to access to chairs and tables – ‘first come, first served’.

Faulty power points should be reported to the Information Desk staff so that immediate action may be taken.

Past Years' Exam Papers

Past years' exam papers are an ideal revision tool and the Library sells hard copies of past three years' exam papers at the Main Issue Desk where students may consult a listing with costs calculated at 15 cents per page.

Electronic copies are also accessible from the Library homepage dating back to 1999. Click on *Exam Papers* under *e-resources* and click on the expand (+) button for the particular year from the left window. Select the particular semester to view a full listing of the exam papers organised in alphabetical order according to course code. Tick the check box for the particular course and download the pdf file before viewing the paper.

ITS Labs hosted by the Library

IT labs located in the Library are the responsibility of ITS. Malfunctioning PCs should be reported to helpdesk@usp.ac.fj

Library News is published 6 times a year by the Reader Services section of the Library. Comments and suggestions are welcome.