

Extended Library Opening Hours: Study and Exam Weeks

Final exams are fast approaching and to cater for students' study and revision needs, the Main Library will be open an additional four hours to 10:00 p.m. on the following Fridays:

- 19 May
- 26 May
- 2 June

TOK Space Becomes ANRR: Study & Exam Weeks

In addition to the ANRR on Level B, *TOK Space* on Level A becomes another ANRR during semester study and exam weeks. *TOK Space* will open from **10.00 p.m. to 7.00 a.m.**, Monday to Thursday 22 May - 8 June as per the rules below:

1. All users in the *TOK Space* at Library closing time (10pm) **will have to vacate the room by 9.50 p.m., exit the Library** and re-enter *TOK Space* when opened from the outside of the Library Building at 10.00 p.m. **via the pool side door of the room.** The process is similar to that of the ANRR upstairs.
2. Admission is conditional on the presentation of a **USP ID card.**
3. Smoking, consumption of food or drink, use of matches, lighters, mosquito coils (excluding vape mats & spray) are prohibited.
4. Bags are permitted into the room and will be checked by the Security Officer.
5. Toilet facilities for users of the room are available at U8.
6. The Library does not offer any services via this facility but a quiet supervised study area for those preparing for exams/assignment completion. *Quiet discussion is allowed provided users are not disturbed.*

Library Opening Hours: Semester Break: 10 June to 9 July

Main Library

Monday – Thursday: 8.00 a.m. - 4.30 p.m.

Friday: 8.00 a.m. - 4.00 p.m.

Saturday/Sunday: Closed

PH: National Sports Day, Friday, 30 June: CLOSED

PIMRIS Library

Monday – Thursday: 8.00 a.m. - 4.30 p.m.

Friday: 8.00 a.m. - 4.00 p.m.

Saturday/Sunday: CLOSED

PH: National Sports Day, Friday, 30 June: CLOSED

Check Date Due of Items Borrowed!

Overdue items and fines may prevent access to exam results. Check your Library record now.

Unattended Items

Unattended items are open to theft. The Library does not accept responsibility for the loss of unattended items. (*USP Handbook & Calendar 2017, p.477, clause 3.4*).

To create needed reading space, items found unattended may be removed by library staff to the Main Issue Desk. Claimants must produce identification.

Noise Control

In respect for Library users completing major assignments/projects and preparing for exams, please refrain from loud talking and laughter in areas close to the building and **especially around the Baggage Booth.**





Power point access

There is one power point for every 3.5 users. If there is no p/point next to a free table, politely approach a user seated at a table next to a free one. You might also seek the assistance of a *library attendant* who can locate a vacant space for the user you approach, to move to. Please note that power boards are not permitted by ITS and for OHS reasons.

Accessing Past Examination Papers: E-copies & Print

The Library provides access to final semester exam papers.

(i) Electronic Exam Papers (back to 1999)

- To access electronic copies go to <http://exampapers.library.usp.ac.fj/>;
- On the left-hand menu column, click the plus  sign for the relevant year;
- The plus sign will turn negative  and semester/trimester/selected programme folders will be listed;
- Click the folder icon  for the relevant semester/trimester/programme;
- A list of exam papers in pdf format will be listed on the right-hand menu column;
- To download an exam paper, click in the checkbox for the selected exam paper and then click on the download icon  ;
- On the pop-up window, choose either to open or to save the selected exam paper.

(ii) Print Exam Papers (Last three years)

Exam papers of the last three years' may be purchased from the Main Issue Desk at 15 cents per page. Consult the Exam Papers Catalogue located to the left of the Main Issue Desk.

Need Assistance With Your Final Assignment?

3 Easy Steps to Find RELEVANT INFORMATION

- **Interpret your essay question**
 - Identify **main ideas or main concepts**, i.e. what areas of the topic you will need to address in your assignment.
 - Identify **directional words**, i.e. what you have to do with the topic, e.g. explain, discuss, analyze, compare and contrast.
 - Identify **limiting words**, i.e. - what should and should not be included in your writing.
- **Search the LIBRARY CATALOGUE for resources such as encyclopedias, books, reports, multimedia or audio-visual resources, Pacific related journal articles**

- Access the Library Catalogue via the USP Library homepage at www.usp.ac.fj/library
 - Under 'Find Print Resources @Laucala' click **More search options and account login**>
- Conduct a quick or advanced search on the Library Catalogue using the **keywords identified as main ideas**. Refine your search, e.g. by year, collection, subject.
- Visit the LIBRARY INFORMATION DESK for assistance.
- **Search the LIBRARY DATABASES for resources such as eBooks, journal articles, magazine articles, newspaper articles, reports, conference proceedings and papers**
- Access the Library Databases via the USP Library homepage at www.usp.ac.fj/library under 'Find E-resources'.
- Select databases relevant to your subject or select a popular multidisciplinary database that you are familiar with, e.g. *ProQuest* or *Ebrary*.
- Conduct a quick or advanced search on the selected library databases using the **keywords identified as main ideas**. Refine your search, e.g. by year, type of document, subject.
- Visit the LIBRARY INFORMATION DESK for assistance.

The Information Desk is managed by professional and para-professional library staff who welcome the opportunity to assist you.

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.

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Staffing

We welcome new staff, Matelita Koroibure and Zella Subramani as *Part Time Junior Library Assistants*.

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 or through phone to 32 32291