



LIBRARY NEWS

The University of the South Pacific Library Laucala Campus March 2013, Volume 19, Number 2

Walk-in Tours: Tuesday and Saturday

Library tours are offered to inform users of the Library's collections and services.

In week 3, tours were conducted for first year students and for the remainder of the semester *sign-up tours* will be conducted on *Tuesday at 11am* on *Saturday at 4pm* and aimed at part-time and DFL students. If you are not able to sign-up just turn up in the Library foyer at the stated time.

Easter Opening Hours

Good Friday 29 March	9am – 6pm
Easter Saturday 30 March	9am – 6pm
Easter Sunday 31 March	1.30 – 6pm
Easter Monday 1 April	9am – 6pm

Mid-Semester Break 6-13 April 2013

Saturday 6 & 13 April	CLOSED
Sunday	130 - 6pm
Monday – Thursday	8am - 8pm
Friday	8am - 6pm

HINARI Database

HINARI which is coordinated by WHO provides biomedical and health care research information to numerous nonprofit academic and research institutions in low income countries, including USP.

USP staff and students are reminded that they should not share the HINARI password with anyone outside the institution, nor post it on any public website in accord with the license agreement that the Library has signed. The HINARI password should not be publicized on any website. Users are not permitted to make systematic downloads of entire journals. Unauthorized use will disqualify USP staff and students from accessing this worthwhile resource

Library Regulations

Library regulations are designed to serve the greater good of users.

The USP Library's regulations are accessible online at <http://www.usp.ac.fj/index.php?id=12886> and in a library

brochure available at the Desks on the various levels. It is wise to be familiar with these as they indicate your eligibilities and to avoid dreaded fines!

FAQ: Can I renew a title borrowed from the General Collection?

Each month the Library will include one FAQ as a reminder to users. This month it is on *Renewals*.

A single renewal of an item from the *general collection* is permitted by **students** provided there is no reservation against it. Renewed items must be brought to the Main Issue Desk.

Academic staff and **postgraduate students** may renew loans via email. The borrower is required to provide his/her borrower barcode number and the accession number(s) of the book(s). The Library then sends to the borrower a return email stating the *new due date which the borrower is then required to write in on the date due label*. The email from the Library is confirmation that the transaction is accepted.

Fines for Overdue Items

Library materials not returned to the Main Issue or Pacific Collection Desks by the stated date or time due and formally cancelled incur fines which prevents them from borrowing items until the overdue item is returned and the fine cleared. Fines are payable at the Main Issue Desk.

The item must be returned before the fine is paid.

Library regulations state that the Library "*shall be under no obligation to notify borrowers when books or other items held by the Library are overdue*".

Fines are calculated as follows:

Students (General Books) - first day \$1.00, 50 cents per day thereafter.

Staff (General Books) - first day \$3.00, \$1.00 per day thereafter.

Students and Staff (Reserve and Pacific Collection item) - \$1.00 initially plus \$1.00 each hour thereafter or part thereof.

Placing Reservations

If an item is out on loan, provided that all copies of that item are also on loan, a borrower may place a reservation on that item via the library catalogue as follows:

1. Bring up the record of the title that you want to reserve.
2. Click on the **Place Reservation** button. You will be prompted to key in your Borrower ID & PIN.
3. Your Borrower ID is the number below the barcode on your USP ID card that starts with "US" and ends with a "P". Key in only the numerals between the "US" and the "P".
4. The PIN is your student or staff number that starts with an S (student) or an H (staff).
5. In the box "Pickup Location", select "USP Library".
6. In the box "Items to reserve", select "Any item held at USPL".
7. Click on the **Place Reservation** button. If you have entered all the correct details, the next screen will confirm your reservation. If your reservation is not confirmed, you will need to repeat the steps above.

Bags in Library Policy

- One bag per user up to 24" x 17" x 10" is allowed into the USP libraries under the following conditions.
- Authorized University staff will inspect bags and their contents as users enter and leave the Library. If a user refuses such inspection of their bags or other receptacles, s/he may be refused entry or asked to leave the Library.
- The following are not permitted into the Library: food, liquid, sharp objects, scissors, razors, industrial tools, weapons of any kind, sports gear, umbrellas, wet rainwear.
- Library staff will not mind bags for Library users.
- Bags are to be stored safely near the owner so as not to block any aisle, bookshelf or passageway. Bags must not create a safety hazard to Library users or staff. The Library will not be responsible for any injuries sustained by users as a result of bags in the Library.
- A fine of \$5.00 will be charged to any Library user leaving unattended bags or personal belongings in the Library foyer or near the entrance. University staff will confiscate these materials, and the fine must be paid to retrieve it.
- The Library shall reserve the right to remove any personal belongings that are left unattended in the Library. These materials will be treated as lost property.
- The Library shall not be held responsible in any way for the loss of or damage to personal belongings. Thefts have occurred in the library. Bags and valuables in the Library are the responsibility of the owner and should not be left unattended.
- There will be no after-hours retrieval of bags or possessions left in the Library.
- *No bags are permitted into the Pacific Collection.*

University Baggage Booth

If you have more than one bag, there is the University Baggage booth located in the Library basement where you may deposit additional personal pieces noting that valuables such as wallets and phones are best kept in the one bag allowed in the Library.

Receipts for Financial Transactions

Patrons are advised to ensure receipts are given for all Library financial transactions. Ask if you do not receive one.

Claimed Items from Lost and Found

Users handing in items found in the Library are asked to wait until Library staff has entered details into the Lost and Found Log Book which should include an identification of the person handing it in - a student/staff name and ID number.



Claimants are also required to provide identification and to sign the Lost and Found Log Book on receipt of the item claimed.

DO NOT LEAVE ITEMS UNATTENDED ON TABLES!

Accessing Past Years Exam Papers

Did you know that you can download and access past exam papers dating back to 1999 via our Library website at <http://exampapers.library.usp.ac.fj/>

To download a particular electronic exam paper:

- 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

SMOKERS – 10M FROM LIBRARY

A 'Smoke Free Workplace' exists within and around the University buildings. Smoking within 10 meters of buildings and walkways is prohibited on campus.

The trees closest to the footpath which runs between the upper and lower rara, where smokers are seen congregating is within 10 metres and library staff are subjected to a constant flow of cigarette smoke which is making some feel unwell and leading USP Security having to patrol and clear this area.

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