

*The University of the South Pacific Library*  
*Laucala Campus*  
*March 2014, Volume 20, Number 2*  
**LIBRARY NEWS**

**Operating Hours during Mid-Semester Break and Easter**

**Main Library**

Mon – Thu (7-10 April)	8AM – 8PM
Fri (11 April)	8AM – 6PM
Sat (5 & 12 April)	closed
Sun (6 & 13 April)	130 – 6PM

Good Friday 18 April	9AM – 6PM
Easter Saturday 19 April	9AM – 6PM
Easter Sunday 20 April	130 – 6PM
Easter Monday 21 April	9AM – 6PM

**Lower Campus Library (PIMRIS)**

Mon – Thu (7-10 April)	8AM – 430PM
Fri (11 April)	8AM – 4PM
Sat & Sun (5-6 & 12-13 April)	closed
Easter (18-21 April)	closed

**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.

ID cards are required to borrow an item from this collection, 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. Late returns incur a fine.

Users can access information about materials placed on Reserve via the Library catalogue <http://www.library.usp.ac.fj> and selecting **Closed Reserve** from the navigation bar on the left. Users will then be able to make selections.

**Walk-In Library Tours**

Every Tuesday at 11AM and Saturday at 4PM a general library tour is conducted by Library staff for students and staff who wish to familiarize themselves with library services, facilities and collections. Sign-up sheets are pasted on the noticeboard along the library verandah.

**Library Information Research Skills**

Formerly known as the Information Literacy Programme (ILP), the Library is offering sign-up Information Research Skills (IRS) sessions. This is done in alignment with the Library's Strategic Plan 2014-2018 to incorporate Research Skills Development (RSD) into its IRS programme.

Sessions targeting fulltime students were held in Week 4. Currently, evening and Saturday classes are held for part-time as well as other interested fulltime students.

The sessions are held in Library Lab 2 adjacent to the Main Issue Desk. Nine spaces are available for each session and students must register their name, ID number, programme and year of study to the email [irslibrary@usp.ac.fj](mailto:irslibrary@usp.ac.fj)

Date	Time	IRS Topic
Thu 3 Apr	6 - 7pm	Using Library Online Databases – <i>Research for Life (AGORA, HINARI and OARE)</i>
Tue 15 Apr	6 – 7pm	Using Citation Styles - <i>APA</i>
Thu 17 Apr	6 - 7pm	Using Citation Styles - <i>MLA</i>
Tue 22 Apr	6 – 7pm	Using Citation Styles - <i>Harvard</i>
Thu 24 Apr	6 - 7pm	Using <i>EndNote</i> to Manage your References
Sat 26 Apr	10 – 11 am	Using <i>Mendeley</i> to Manage your References
Tue 29 Apr	6 – 7pm	USP Theses Presentation Guide
Thu 1 May	6 - 7pm	Using Citation Styles - <i>APA</i>
Sat 3 May	10 – 11 am	Using Citation Styles - <i>MLA</i>
Tue 6 May	6 – 7pm	Using Citation Styles - <i>Harvard</i>
Thu 8 May	6 - 7pm	Using <i>EndNote</i> to Manage your

		References
Sat 10 May	10 – 11am	Using <i>Mendeley</i> to Manage your References
Tue 13 May	6 – 7pm	USP Theses Presentation Guide

## Need help?

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

## **“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. Such items should be left either on the study tables or book trolleys.

Library staff assigned to this work area will shelve books according to the Library of Congress classified sequence to facilitate retrieval.

## Online databases

If you are not sure which databases are relevant to your area of study, click *Databases (including e-books)* under *e-Resources* on the Library webpage <http://www.usp.ac.fj/library> then click your subject area and a list of appropriate online databases in your subject area is provided.

## Switch your Mobile Phones to Silent at the Roller Door

The Library entrance begins at the roller door and users must switch their mobile phones to silent mode.

Talking on a mobile phone as well as a ringing phone are treated as noise offences attracting fines.

## Entrance and Exit Control Points

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

## Bags in the Library

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

Pacific Collection users must deposit their bags at the University Baggage Booth before entering the library.

## Student and Staff Printing

USP has introduced in the computer labs a new printing solution called “MyPrints” for student and staff use. The Library sells these cards at the Main Issue Desk for \$2.00.

The website to redeem “MyPrints” top up cards is <http://printing.usp.ac.fj> The Library has multi-functional devices that offer unique printing features including:

- Print & Release
- Print Anywhere

Students can activate the Print & Release feature to acquire their printout by:

- swiping their ID cards on the swipe machine or
- entering their USP ID number and password on the attached user console

Students are now able to release their printouts to any printer located in selected computer labs through the Print Anywhere feature

Additional information about “MyPrints” can be accessed from

<http://www.usp.ac.fj/index.php?id=6183>

## Staffing: Arrival and Departure

### Arrival

**Shalvindra Reddy**, IT Technician and former employee of the Civil Aviation Authority of Fiji (CAAF) joined the library technical team in early March.

### Departure

**Vuli Ravula**, Clerk Typist in the Regional Libraries section, tendered her resignation in March.

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