



The University of the South Pacific Library

Laucala Campus

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LIBRARY NEWS

Extended Library Opening Hours: Study and Exam Weeks

Main Library

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:

- 30th May
- 6th June
- 13th June

TOK Space Becomes ANRR: Study and Exam Weeks

To meet the students' demands for additional after hours Library study space during study and exam weeks, the Library is opening *TOK Space* from 10.00 p.m. till 7.00 a.m. from Monday to Thursday from 2nd June till 19th June as per the rules below:

1. *TOK Space* is attached to Level A with entry from the pool side door of the room. It is partitioned off from the main reading area by a locked door.
2. All users in the *TOK Space* at closing time will have to vacate the room by 9:50 p.m. and re-enter *TOK Space* when opened from the outside of the Library Building at 10.00 p.m.
3. Admission is conditional on the presentation of a USP ID card.
4. Smoking, consumption of food or drink, use of matches, lighters, mosquito coils (excluding vape mats & spray) are prohibited.
5. Bags are permitted into the room and will be checked by the Security Officer.
6. Toilet facilities for users of the room are available at U8.
7. The Library does not offer any services via this facility. It is purely a quiet supervised study area. Quiet discussion is allowed provided users are not disturbed.

All Night Reading Room (ANRR)

The *All Night Reading Room* at the Main Library is also open from Monday to Thursday: 10.00 p.m. - 7.00 a.m. and closed all other days.

Library Opening Hours: Semester Break: 21st June to 20th July

Main Library

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

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

Saturday/Sunday/Public Holiday: Closed

PIMRIS Library

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

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

Saturday/Sunday/Public Holiday: Closed

The Library is a PUBLIC SPACE

The Library is a PUBLIC SPACE and users are strongly advised to be responsible and refrain from leaving personal items unattended.

Recently, there has been a spate of thefts in the Library of laptops, USB flash drives, pencil cases, wallets and phones. In 99% of the theft cases reported, the items were left on a table or study desk unattended whilst the owner went elsewhere (lectures/ ladies room/ shelves/ coffee break etc.).

Be careful and take your personal items with you anytime you leave your study table/desk. Users are reminded that the Library does not accept responsibility for the loss of unattended items. (*USP Handbook & Calendar, p.479, clause 3.4*).

Prohibited Items

In accordance with Library Regulations, users are strongly advised that food and drink consumption is prohibited. In particular, stringent disciplinary action will be taken against users who are found consuming alcohol in the Library (*USP Handbook & Calendar, p.478, clause 3.2*).

Noise control

Users are asked to keep talking and laughter to a minimum close to the Library building and especially in the Baggage Booth area during this period when students are completing major assignments/projects and preparing for exams.

Three Easy Steps for Finding RELEVANT INFORMATION for your Final Assignment

1. 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, analyse, compare and contrast.
- Identify **limiting words**, i.e. - what should and should not be included in your writing.

2. 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.
- Conduct a quick 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.





3. 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.
- 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 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.

Accessing Past Examination Papers

Past exam papers are a great revision tool. The Library provides access to final semester exam papers. Electronic copies dating back to 1999 are available via the Library website and print copies dating back to three years at the Main Issue Desk.

Electronic Exam Papers

- 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.

Print Exam Papers

Alternatively copies of past three years' exam papers can be obtained from the Main Issue Desk at 15 cents per page. Consult the Exam Papers Catalogue located at the left of the Main Issue Desk.

ITS Lab PC issues

Problems experienced at the Library hosted ITS labs may be reported to the Information Desk or to ITS via helpdesk@usp.ac.fj. Include PC number.

Best Wishes for Exams

The Library wishes all students the very best in their exams and a restful semester break.

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.