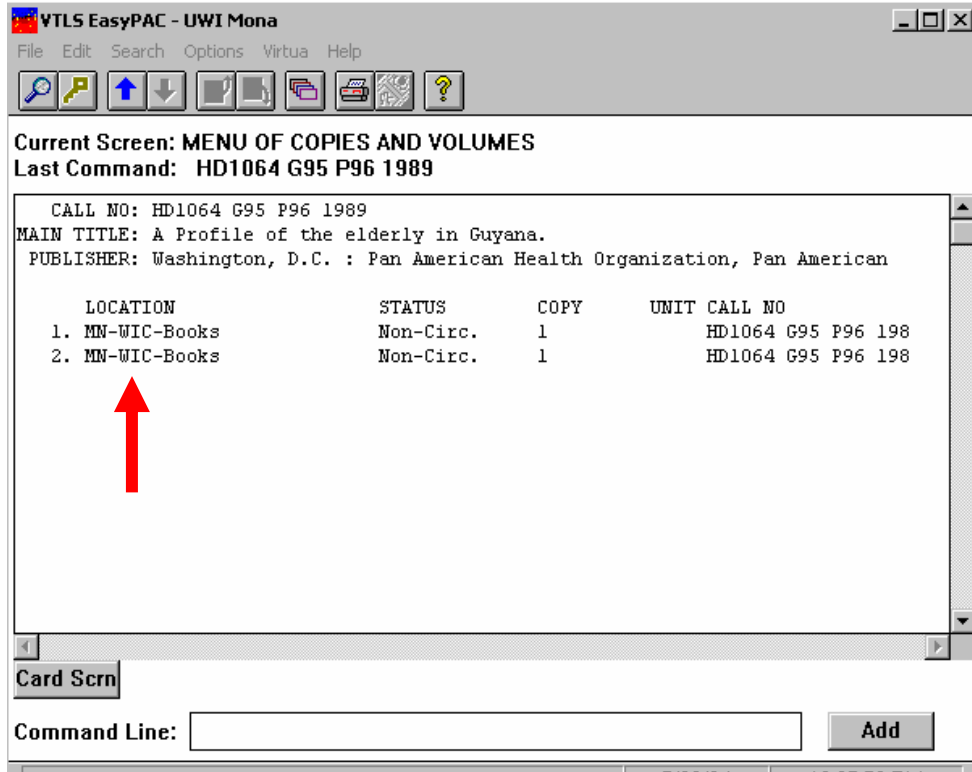


MAIN LIBRARY

1. Where is H?

"H" is the letter assigned to materials relating to the Social Sciences. "H" material is found in a variety of collections in the Library, so it is important for you to read the catalogue screen closely to determine the *location* of the "H" item you need.



Based on the location symbols used in the catalogue, "H" materials could be found in any of the following locations:-

- **MN-OS* = Main Library Open Shelf (Level III overlooking the car park).
- **MN-GOV*=Main Library Government Serials (on Level III)
- **MN-PER*=Main Library Periodicals (on Level II)
- **MN-PIC*= Main Library World Bank Collection (Level II floor overlooking the car park).
- **MN-REF*=Main Library Reference (Level I in MERIC)
- **MN-RBC*=Main Library, RBC. Complete an RBC form and submit it at the Circulation Desk.
- **MN-WIC*=Main Library West Indies Collection (Level I)
- **MN-SPC*= Main Library West Indies Collection (Level I)

In addition to noting the location, be sure to write down the call number, author and title of any item you require.

2. Where can I get a photocopy card/pay to print/change my password?

You may purchase photocopy cards, pay for printing, and obtain/change your password to access the computers in the Library at the Reprographic Services Unit – RESU. RESU is located on the ground floor of the Main Library, adjacent to the Catalogue Hall and is open between the hours of 9 am and 7 pm.

Outside of these hours:-

- ☆ You may purchase photocopy cards at the Circulation Desk.
- ☆ To pay for printing, pay at the Circulation Desk and take your receipt to the Reference Desk where the Librarian on duty will add the amount paid to your account.
- ☆ Visit the Reference Desk to change or set-up your password.

In the Science and Medical Libraries, please ask at the Circulation Desk for assistance.

3. What does 'No Items Exist on the Online Catalogue' mean?

This code means that the item you have selected **is in the UWI Library's collection**, but details on location and availability have not yet been updated on the computerized catalogue.

Simply check the card catalogues, searching under the **surname** of the author or the **first word in the title** if no author is given.

The item's location (e.g. *West Indies Collection*) will be stamped in red on the catalogue card.

If no location is stamped on the card, the item is located on the Open Shelves.

4. Where can I find past examination papers?

Most examination past papers have been digitized and can be accessed in full-text from the Library's website. To access these past papers:

1. Visit the Library's website at <http://mona.uwi.edu/library/index.html>
2. Click on 'Online Catalogue'.
3. Click on 'Word or Phrase Search'
4. Under 'Search Type' select 'Title'
5. Type in your course code e.g. *FD10A* or course title "*English for academic purposes*"
6. Press 'Start'.
7. Under 'Multimedia', click on the link of the past paper of your choice [e.g. *FD10A April/May 2002*]

You may print or save using the printer or diskette icons on the Acrobat toolbar.

Print copies of examination past papers are available in MERIC, Main Library and at the Circulation Desks, Science/Medical Branch Libraries, for use within the Library only.

5. What are the hours for the Overnight Reading Room?

During the semester, the Overnight Reading Room is open as follows:-

Monday – Friday: 10:00 p.m. – 6:00 a.m.

Saturday: 4:30 p.m. – Monday: 6:00 a.m.

The Reading Room is closed on Public and University Holidays throughout the year, on the Saturday during the Easter Weekend and before Independence Day, and at noon* on Christmas Eve and New Year's Eve.

The Library posts announcements regarding any other changes in opening hours that may occur during semester breaks.

6. How many RBC items can I borrow at a time?

You may borrow up to three (3) RBC items at a time. No more than two (2) of these may be borrowed overnight.

7. Can undergraduate students borrow periodicals?

Undergraduate students may use periodicals (journals, magazines, newspapers etc) **within the Library only**. Medical undergraduate students may borrow two (2) periodicals from the Medical Library.

8. Can I renew a book I borrowed?

RBC items cannot be renewed.

An open shelf item may be renewed up to two consecutive times, provided that it has not been requested by another user, and is not overdue.

Please note that the Library can recall any item borrowed if it is in great demand (e.g. required course material).

9. Can I reserve a book that is out?

The reservation service allows you to request a book that is out and have it placed on hold for you when it is returned. This service is available for **open shelf materials ONLY**. To reserve an item, complete a reservation form and submit it at the Circulation Desk.

Please call or check with the staff at the Circulation Desk to determine when the item you requested becomes available.

10. If an item is in the bindery, can I get it to borrow?

Yes. You will need to complete a reservation form and submit it at the Circulation Desk. *Please allow time for this process – depending on the stage of repair of the item, but at least 48 hours.*