

Photocopying & Printing Services

Students using the photocopying machine in the Library must purchase a vendor card. The cost per page (letter & legal) is currently \$0.50. The Vendor Cards are pre-valued at \$10.00 each and students can purchase additional value as needed.

Black and white prints cost \$1.00. Coloured prints cost \$3.50 for partial and \$7.00 for full colour pages.

Overdue Books

Fines are levied upon all users who fail to return library material within the prescribed period. The fine for late return of books in the general collection is one dollar (\$1.00) for each day overdue or part thereof. The fine for books with a 7 day loan period in the reserved collection is currently five dollars (\$5.00) per day or part thereof inclusive of weekends and public holidays. The fine for books in the reserved collection with a 1-day, 2-day or 3-day loan period will be \$15.00 per day or part thereof. Books can be dropped off in the box located next to the Security Desk when Library is closed.

Locker Rental

Student lockers are available for rent at a daily rate of \$10.00 or a hourly rate of \$1.00. Students are encouraged to use this facility as no bags are allowed in the library and in the classrooms during final examinations.

Booklists

Booklists are available on the website for the current term. Kindly Contact the Library with any queries.



ROYTEC

Henry Street Campus, Port of Spain // 225-1299 ext 2125, 2126, 2131, 2132
Naparima Campus, San Fernando // 225-1299



ROYTEC

Library Services



library@roytec.edu

www.roytec.edu

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ROYTEC

LIBRARY SERVICES

The Library collection comprises of:

- Academic Texts
- Journals
- Periodicals
- Daily Newspapers

Computer Resources

Students may use the Desktop Computers provided for research.

Electronic Research Facilities

Our students are allowed access to several online databases. A library database allows you to search published information. Access is provided to a list of renowned databases such as Emerald Journals, EBSCO, Business Source Complete and PsychInfo. Any member of the Library staff can assist you with your queries.

Calendar of Events

Library Orientation Week
(1st week of the September and January term)

Opening Hours

During the Term (North Campus)

Monday to Thursday- 8:00am – 8:30pm

Fridays – 8:00am – 6:00pm

Saturdays – 8:00am – 5:00pm

Term Break

Monday to Friday - 8:00am – 4:00pm

Saturdays – Closed

During the Term (South Campus)

Monday to Friday- 3:30pm – 8:30pm

Saturdays – 8:30am – 5:00pm

Term Break

Monday to Friday - 3:30pm – 8:30pm

Saturdays – CLOSED

General Rules and Guidelines

- 1) All students must present their student identification cards to access the Library's services.
- 2) Food and Drinks are not allowed.
- 3) The Library is a designated smoke-free environment.
- 4) Borrowing privileges will be suspended for the following reasons:
 - Failure to return Library materials on time
 - Failure to pay Library fines
 - Destruction of the Library's property and resources
- 5) Group discussions are not allowed.
- 6) The use of cellular phones are not allowed. Patrons are kindly asked to take off their phones or place them on vibrate mode.
- 7) Any material removed from the Library without being checked out by the Library staff which will include a proper stamp of the due date, will be treated as theft and dealt with accordingly.
- 8) The computer facilities are to be used solely for educational research.

