



ROYTEC

STUDENT LIBRARY MANUAL





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The **UWI-ROYTEC Library** began as a reading resource room to support institutional workshops being held by Royal Bank of Trinidad and Tobago. It was subsequently founded in June 1993, initially with a corporate focus to serve the needs of the Bank. Official operations began on June 15th 1993 with a collection mainly centered in Management and Human Resources. With the inauguration of the Bachelor's degree in Management and Organizational Psychology in January 1994, the Library began to change its focus from being primarily a Corporate Management Library to an Academic Library and has acquired a collection development focus in the areas of management, information systems and education. As ROYTEC's programmes became more diverse, the Library collection grew in size and in a variety of subject areas. In 2006 RBC Royal Bank transferred the management of ROYTEC to UWI St. Augustine through a joint venture agreement. Today, the Library houses an outstanding collection consisting of authoritative and current material of over 2,500 items.

Vision

To provide quality resources in various formats and innovative services to stimulate creativity, intellectual curiosity and to facilitate lifelong learning to the stakeholders we serve thus supporting the institution's mandate, goals and objectives.

Mission

To be a gateway of information and knowledge resources whilst providing a dynamic and collaborative learning space and facilitating access of UWI - ROYTEC stakeholders (internal and external) to its resources for the promotion of lifelong learning.

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OPERATING HOURS

North Campus Library

	During the Term	Term Break
Monday to Thursday	8:00 a.m. – 8:30 p.m.	8:00 a.m. – 4:00 p.m.
Friday	8:00 a.m. – 6:00 p.m.	8:00 a.m. – 4:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.	Closed

South Campus Library

	During the Term	Term Break
Monday to Friday	3:30 p.m. – 8:30 p.m.	3:30 p.m. – 8:30 p.m.
Saturday	8:30 a.m. – 5:00 p.m.	Closed

NOTE: The Libraries do **NOT** open on a Sunday



To contact the Library:

⇒ (868) 225-1229

Extensions

2125, 2126 or 2131

⇒ library@roytec.edu

The Library services include:

- Book Loans
 - Use of the Computers for Internet Access
 - Electronic research to on-line databases (Emerald Journals, EBSCO, Business Source Complete and Psych info)
 - Reprographic (Printing and Photocopying)
 - Research
 - Locker Loans
-

Library Usage Restrictions:

- Bags (including handbags) are not allowed in the study and computer areas
- Eating and Drinking is not allowed in the study and computer areas
- Phone calls are not allowed while in the Library
- Meetings are not allowed in the library

REPROGRAPHIC SERVICES

UWI-ROYTEC Library observes the Copyright Act of Trinidad and Tobago 82:80 and the Freedom of Information Act (1999).

Printing/Copying fees are as follows:

- Black & White -\$0.50
- Partial Coloured (<=50% of page in colour) -\$3.50
- Full Coloured (>=50% of page in colour) -\$7.00

All printing/copying is recorded by the Library staff. Users are required to initial the log of their printing/copying.

At present, printing is only available from the computer situated next to the Circulation Desk.

Patrons are encouraged to use their flash drives to save, as well as send personal emails of documents to be printed.

COMPUTER USE POLICY

The URL's computer resources can only be used for legal and authorized purposes. Users are asked to refrain from the following activities:

- Using sounds and visuals which might disrupt the other Library patrons.
- Displaying, sending or receiving inappropriate material. Inappropriate material is defined as pictures or text which could reasonably be construed as offensive, obscene or pornographic.
- Users may not install, download, copy or distribute copyrighted materials such as software, audio or video without the permission of the administrator.
- There is a 30 minute time limit on all computer workstations.
- **Username:** student **Password:** password

LOCKER RENTALS

UWI-ROYTEC Library has lockers available for rentals.

Lockers can be rented on a daily basis at \$1.00 per hour or any part thereof up to \$10.00 for the entire day.

To rent a locker simply approach any of the library staff and ask to rent a locker. The user's Name, Student ID number and Contact number are required. Payment for the locker will be made AFTER the key is returned.

Keys must be returned before the library closes. Any keys kept will be charged an additional overnight fee of \$10.00

The library does NOT offer term locker rentals.

BORROWING PRIVILEGES

General Collection

Books in the General Collection can be borrowed for periods of seven (7) days or three weeks (21) days. If the date due falls on a holiday or a Sunday, the date due is extended to the next working day. If the borrower requests an extension on the date due, this can only be facilitated providing:

- There are no requests for the book.
- There are other copies on the shelf.
- The book is not overdue.

Books must be returned to the Circulation Desk during Library hours or placed in the return box located at the front of the building in the lobby area. Students can also call the Library to renew a text on or before the due date.

BORROWING PRIVILEGES

Reserved Collection

This includes books that are identified as:

- Required texts for the various programs
- Texts recommended for additional research by lecturers

They can be borrowed as follows:

Undergraduate Students – three (3) books from the general collection for a seven (7) day period, and two (2) books from the reserve section for a three (3) day period.

Postgraduate Students – five (5) books from the general collection for a seven (7) day period, and two (2) books from the reserve section for a three (3) day period.

Reference Section

Books in the Reference Section can be used only within the Library. These include Dictionaries, Glossaries, Encyclopaedia, Almanacs, Directories, Handbooks, Thesauri, Books in Print Indices, and Yearbooks. They are identified with a yellow sticker on the spine label.

Journals *(including Newsletters and Magazines)*

Journals are loaned for a one week period.

Multimedia *(CD-ROMs and DVDs)*

The Library's CD-ROMs and DVDs can only be borrowed by faculty or staff.

Dictionaries and Encyclopaedias

These are only available for use within the library. They are not available for loan.

PROCEDURE FOR BORROWING A BOOK

Student presents ID

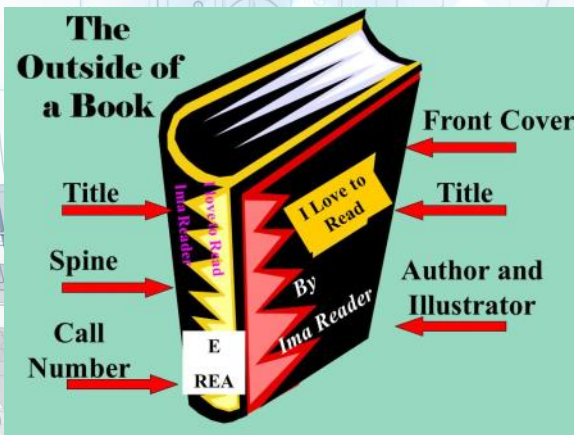
Once book is located (either from shelf or reserve section) - Loan Card is filled out.

Library staff verifies information on the loan card. The due date is stamped on the Date Due card inside of the book, and student's initials written.

The loan card is also stamped at the top with due date and the Circulation slip taken from text. This slip is attached to card.

Book is desensitized (using the 3M Bookcheck) and given to borrower

Card is filed in circulation drawer.



PROCEDURE FOR RETURNING A BOOK

Student either returns text to the Library or use the Drop box located next to the Security Desk

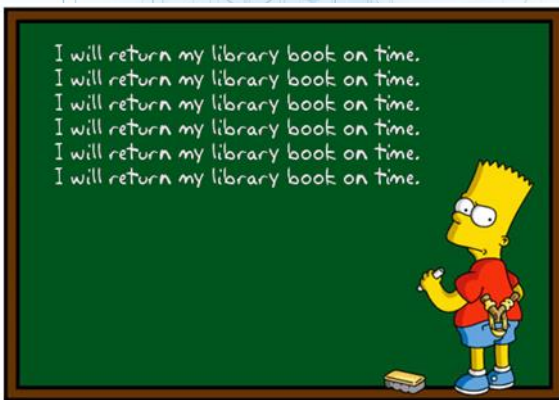
Library Staff ensures that book is returned on or before the due date.

On time books: Slip is detached from loan card and returned to book. Loan card is destroyed. A line is placed through the due date and the initials in the book.

If a book is overdue. The procedure that follows will be outlined below.

Book is sensitized using the 3M Bookcheck.

The text is then placed on the appropriate shelf by a member of the Library staff



DAY LOANS

Patrons are also entitled to check out books from any collection or section for the duration of the day. The procedure is different from a loan as a slip is filled out and left at the Circulation Desk. This slip is not filed with the cards but kept in a separate area for easy retrieval.

Books not returned within the specified time will be subject to the current overdue fees.

OVERDUES

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 (including Sundays, holidays and non-school days) or part thereof.
- ⇒ The fine for books with a 7-day loan period in the Reserved Collection will be 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 fifteen (\$15.00) per day late or part thereof.

Fines can be paid using cash, credit card or debit card and a receipt is generated for every transaction. Reminders of these fines are placed in each text.

Users who do not pay their overdue fees at the time of notification will be blocked from accessing their Banner accounts.

TOP 12 USEFUL INTERNET ACRONYMS

WHAT IS ACRONYM?

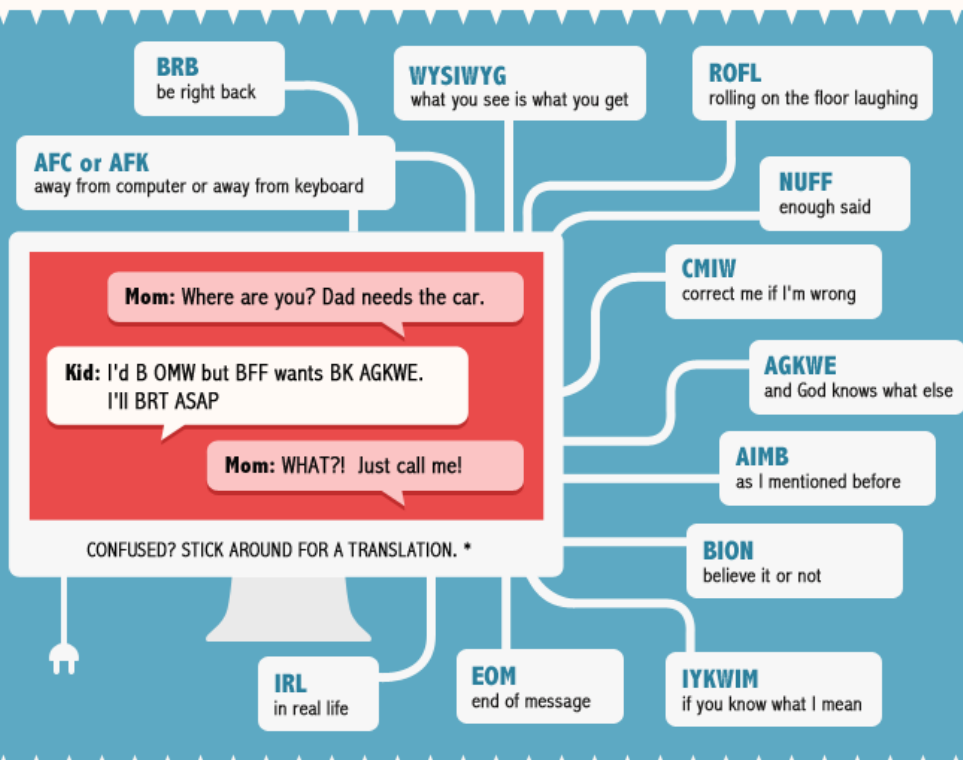
An acronym is an abbreviation that consists of the first letter of each word in a phrase, title, or name.

ARE ACRONYMS COMMONLY USED IN INTERNET?

Acronyms on the internet have existed for nearly as long as the internet itself.

WHY TO USE?

For regularly repeated phrases, using acronyms is a handy way to type less and speed up conversation.



* "I'd B OMW" is "I'll be on my way", "BFF wants BK AGKWE" is "best friend forever" wants Burger King and God knows what else", and "I'll BRT ASAP" is "I'll be right there as soon as possible".

HOW BOOKS ARE ARRANGED

A - General works	K - Law
B - Philosophy, Psychology, Religion	L - Education
C - Auxiliary sciences of history	M - Music
D - World history	N - Fine Arts
E-F - History of the Americas	P - Language and Literature
G - Geography, Anthropology, Recreation	Q - Science
H - Social Sciences	R - Medicine
J - Political science	S - Agriculture
	T - Technology
	Z - Bibliography and Library Science

HOW TO FIND A BOOK

The first line of the call number on the spine of the book usually has two letters and a number, for example *HN59.N343 1990*.

To find the book, alphabetically find the H section in the shelves. Look at the guides on the ends of the shelves to help. After you have found the H section, alphabetically find the HN subsection. After you have found the HN subsection, look for the number. The numbers signify a subject; so a topic like "calculus" will have a number, and several books with that number.

HOW TO FIND A BOOK

After you have found the number (*e.g. HN59*), look at the second line and find the specific book using the same method. Go to the first HN59 and alphabetically find the letter (N) and then the number 343.

The first time you try to find a book it will be like the first time you tried to ride a bike. It will be difficult, and you might need to call a librarian. The second time it will be much easier. By the third time, you will never forget.

THEFT, MUTILATION AND LOSS OF LIBRARY TEXTBOOK POLICY

Any material removed from the Library unless it has been checked out by the Library staff with a proper stamp of the due date is treated as theft and dealt with accordingly. A written report will be sent to both the Director of Academic Services and the Manager – Student Welfare. Patrons are responsible for all items borrowed on their accounts. Materials that are lost or damaged enough so as to be considered unsuitable for the Library collection are to be reported immediately. A replacement cost is charged as well as any fine incurred up to the date of reporting the item lost or for replacing a damaged item. The damaged item can be kept by the patron after the replacement fee is paid. The Library accepts substitute items in place of damaged or lost material. Replacement materials may be accepted if they are the same title and edition and are in excellent condition.

COMPLAINTS AND QUERIES

All legitimate complaints and queries by patrons of the Library concerning fines and other matters are welcomed.

The following does not constitute a legitimate complaint:

- Lack of knowledge about our Library's policy
- Disagreement with the Library's fine structure
- Forgetting the due date/Failure to check the due date stamped in book
- Non-receipt of notice that book is overdue
- Inability to return books during vacation breaks.

BASIC MUFFIN RECIPE

Ingredients

2 medium eggs
125ml vegetable oil
250ml semi-skimmed milk
200g golden caster sugar
400g self-rising flour (or same quantity plain flour and 3 tsp baking powder)
1 tsp salt
100g chocolate chips (see tip) or dried fruit such as sultanas or dried cherries (optional)

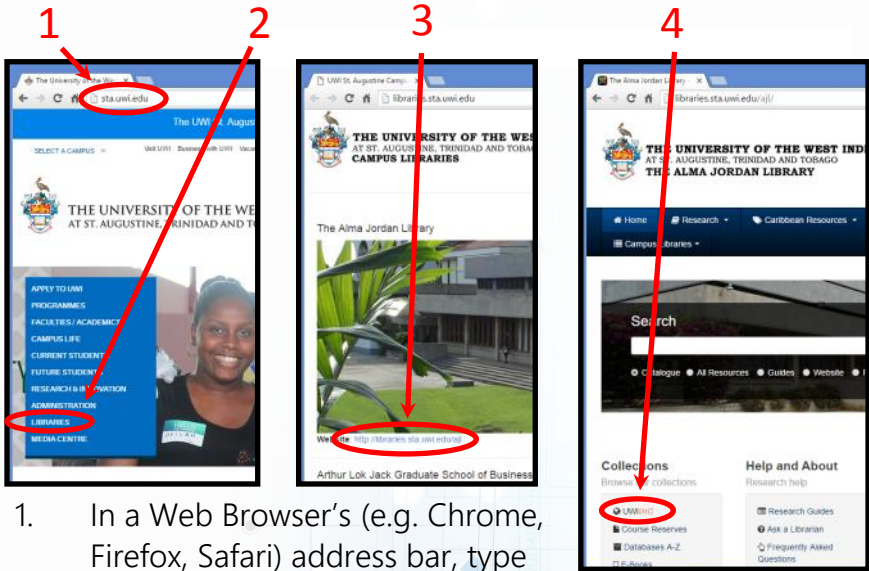


Method

Heat oven to 200C/180C fan/gas. Line 2 muffin trays with paper muffin cases. In a large bowl beat the eggs lightly with a handheld electric mixer for 1 min. Add the oil and milk and beat until just combined then add the sugar and whisk until you have a smooth batter. Sift in the flour and salt (and baking powder if using) then mix until just smooth. Be careful not to over-mix the batter as this will make the muffins tough. Stir in the chocolate chips or dried fruit if using.

Fill muffin cases two-thirds full and bake for 20-25 minutes, until risen, firm to the touch and a skewer inserted in the middle comes out clean. If the trays will not fit on 1 shelf, swap the shelves around after 15 minutes of cooking. Leave the muffins in the tin to cool for a few minutes and transfer to a wire rack to cool completely.

HOW TO ACCESS UWI LINC



1. In a Web Browser's (e.g. Chrome, Firefox, Safari) address bar, type "sta.uwi.edu" and click Enter.
2. Click on "Libraries".
3. Click on the link "<http://libraries.sta.uwi.edu/ajl/>" below the 'Alma Jordan Library' image
4. Click on "UWI LINC" under 'Collections'

NOTE:

This service can only be accessed from on Campus; either at UWI-ROYTEC or UWI ST. Augustine.

HOW TO ACCESS THE STUDENT RESOURCE CENTER (S.R.C.)

1. In a Web Browser's (e.g. Chrome, Firefox or Safari) address bar type "roytec.edu" and click Enter.

2. Click on "Students", then "Access Online Services".

3. In the 'Access Services' tab, Click on the link "Click here to sign in" under 'SRC: Student Resource Centre'.

4. Username: Student ID number
Password: Date of birth (in the format MMDDYYYY) month first, 4 digits for year

HOW TO EMAIL A DOCUMENT TO YOURSELF

It is a wise practice to always email to yourself, a copy of all documents that have to be stored or printed. The following is a guide to carrying out this task.

1. Ensure that the document is edited and completed.
2. Save a copy to the desk top, give the document a name. e.g. (English assignment-1).
3. Go onto the internet and access your email.
4. Click 'compose' or 'compose new'.
5. Type your email address in the 'to' line.
6. In the subject line type the name of the document.
7. Look for and click the attach icon .
8. A dialogue box will show up, look for and click "desktop".
9. Search through the existing items and click on the document to be sent.
10. Then click 'open'.
11. The screen will display the email page again; press send.

HOW TO SAVE A DOCUMENT TO A FLASH DRIVE

1. Open the document on the desktop.
2. On the task bar at the top of the screen click on "file".
3. Click on "save as".
4. A panel will open to the left of the screen; scroll down to "removable storage", click.
5. A window will open – in the line next to file name, type in the name of the document.
6. In the bottom right hand corner click "save".
7. Your document is now saved on your flash drive.

Job Interview

D	R	V	O	L	U	N	T	E	E	R	R	E	L
E	U	E	N	O	I	T	A	C	U	D	E	E	S
T	P	R	E	F	E	R	R	E	D	N	A	M	E
E	T	E	T	E	C	E	O	A	T	R	O	E	C
R	C	X	L	M	O	P	B	R	D	R	S	A	N
M	F	P	P	P	V	O	J	A	T	E	U	L	E
I	S	E	N	L	E	T	E	T	N	U	P	D	R
N	L	R	E	O	R	E	C	S	A	E	E	R	E
E	L	I	T	Y	L	N	T	S	C	E	R	E	F
D	I	E	E	E	E	T	I	E	I	L	V	S	E
E	K	N	V	R	T	I	V	R	L	T	I	U	R
E	S	C	J	I	T	A	E	P	P	N	S	M	D
S	O	E	T	R	E	L	E	M	P	N	O	E	L
T	R	D	R	T	R	E	P	I	A	U	R	R	R

Objective
Education
Volunteer
Potential
References
Resume
Skills
Preferred Name

Experience
Impress
Supervisor
Applicant
Employer
Determined
Cover Letter

Play this puzzle online at: <http://thewordsearch.com/puzzle/2250/>



UWI ROYTEC

(North Campus)

136-138 Henry Street

(868) 225-1229

Ext. 2125, 2126 or 2131

(South Campus)

Naparima College,

Paradise Pasture,

San Fernando

(868) 689-2405