

CARIBBEAN MARITIME UNIVERSITY

LIBRARY



GUIDE TO THE LIBRARY

2024

MISSION AND VISION STATEMENTS

Mission Statement

The mission of the Caribbean Maritime University Library is to support the teaching, learning, and research needs of our students, faculty, and staff by providing access to high-quality information resources, fostering information literacy skills, and creating welcoming spaces for study and collaboration.

Vision Statement

Our vision is to be a dynamic and innovative library that empowers the academic community to succeed in an evolving information landscape. We strive to be a hub of intellectual discovery, knowledge creation, and lifelong learning, embracing cutting-edge technologies and best practices in library services.

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THE COLLECTION

The collection is multi-disciplinary and consists of books and other resources.

- **Books** For the various programme offerings.
- **E-Books** Multi-disciplinary and specialized
- **Reference Books** Dictionaries, Handbooks, Encyclopedia,
- **Theses** Diploma, Bachelors. Master's and Doctoral
- **Periodicals** Journals, magazines, newsletters, newspapers
- **CD ROMs** Related to some of the courses taught
- **DVDs** Related to some of the courses taught
- **Online databases** EBSCO, Emerald, ProQuest Dissertations and Theses Global, Lloyds List Intelligence, Regs4ships, Legal Information on Jamaica

- **Other Electronic Resources** E-Magazines and Newsletters, Credible web sites
- **Past Examination Paper** These are sent electronically to student email

LOCATING MATERIALS

THE CATALOGUE

Purpose, Scope and Arrangement of the Computerized Catalogue

The catalogue serves as a key to resources in the library. Entries in it describe items in our collection. The description includes at least the minimum information necessary to clearly identify a particular item, (i.e. author, title, series, publisher, place of publication and date of publication). Also indicated are the subject descriptors covered in the publication.

The Catalogue can be accessed from the Website. To do so,

- click on Academics,
- then library,
- Scroll down to Catalogue,

- then click on Catalogue.

The Classification Number (Class No.)

Books, pamphlets and some documents are assigned classification numbers. These numbers bring together items on the same subject on the shelf. The Classification Scheme used is the Library of Congress Classification Scheme. It is arranged as follows:

- A General Works
- BL-BQ Religion (General)
- G Geography Maps
- H Social Sciences
- J Political Science
- K Law
- KDZ, KG-KH Law of the Americas, Latin America and the West Indies
- KZ Law of Nations
- P-PZ Language and Literature
- Q Science
- QA Mathematics
- QC Physics
- QD Chemistry
- T Technology
- V Naval Science
- VK Seamanship; Navigation; Stowage, Handling and loading Cargo; Nautical Instruments
- VM Naval Architecture; Ship Stability; Tanker Vessel, Oil Tankers; Marine Engineering

-

ELECTRONIC RESOURCES

The library provides access to the following electronic resources:

- Internet
- Online Databases
- E-Books
- Legal information on Jamaica
- Newsletters
- Magazines

INTERNET

Avoid falling into the trap of thinking that the internet has all the knowledge you need. Online information searches might frequently look like the quickest and most enjoyable way to find information, however, there is a chance that the data compiled on Google, Wikipedia, and similar websites is false and/or the source is not known. Because our university is founded on research, you will be introduced to more trustworthy sources in the subsections that follow.

Therefore, while you are using web resources, do not forget that the information you find needs to be evaluated just as carefully as printed material. In evaluating information from the web ensure that an article has an author or authors, or it emanated from a creditable institution; ensure that the article has a publication date. Just because something has been published on the web, it is not necessarily true. There is a large amount of outdated, biased or inaccurate information there.

E-RESOURCES

PLEASE FOLLOW THE PROCEDURE IN ACCESSING THE DATABASES AND PROQUEST EBOOK COLLECTION

Step 1: Browse to <https://openvpn.net/vpn-client/> and download the respective client for your device.

Step 2: Install the OpenVPN Connect client software.

Step 3: Download VPN Configuration file Click [HERE](#)

Step 4: Student must enter their student email username. The full email address or just the username will work. [example@stu.cmu.edu.jm](#) or **example**

Step 5: Enter the password for your student email address and click connect.

EBSCO HOST

EBSCO is the leading provider of research databases, e-journals, magazine subscriptions, e-books and discovery services to libraries of all kinds. For more than 70 years, the company has partnered with libraries to improve research with quality content and technology. EBSCO is a multi-disciplinary database.

URL: <https://research.ebsco.com/c/5eqdzi>

USER ID: caribbean@1

PASSWORD: Maritime 1!

Procedure in accessing database.

- type in <http://search.ebscohost.com> in Internet Browser
- Type in User ID and Password
- Click on link “sign in”.
- Click on “Select EBSCO*host* Research Databases”
- A list of databases will appear.
- Click on the database you will be accessing.
- Type in search term in window
- Click on “search”
- A list of articles will appear.
- Select the article you will be accessing by clicking on “html” or “pdf”.
- The article will appear.

Academic Search Premier

This multi-disciplinary database provides full text for more than 4,600 journals, including full text for nearly 3,900 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

Caribbean Search

Caribbean Search is a multidisciplinary database that provides a comprehensive guide to English-language articles pertinent to the countries and people of the Caribbean region. The collection contains over 730 Caribbean focused scholarly journals, magazines, newspapers, reports and reference books making this the largest collection of full text content available to academic, school and public libraries in the region. This database is updated weekly on EBSCO*host*.

Engineering Source

Engineering Source offers more than 3000 full text titles in engineering, computer science and related areas. It is designed for corporate reference customers, and will be offered as a standalone database, or in conjunction with EDS.

INTERNATIONAL SECURITY & COUNTER TERRORISM REFERENCE CENTER

This database offers information on virtually every dimension of security & counterterrorism and is designed to inform the analysis process, as well as enhance the general understanding of security and terrorism-related issues. ISCTRC provides a comprehensive Open-Source Intelligence Resource for analysts, risk management professionals, and students. Content includes hundreds of full text journals and periodicals, hundreds of thousands of selected articles, news feeds, reports, summaries, books, FAQs, and proprietary Background Information Summaries that pertain to terrorism and security.

Business Source Complete

Business Source Complete is the world's definitive scholarly business database, providing the leading collection of bibliographic and full text content. As part of the comprehensive coverage offered by this database, indexing and abstracts for the most important scholarly business journals back as far as 1886 are included. In addition, searchable cited references are provided for more than 1,300 journals.

Regional Business News

This database provides comprehensive full text coverage for regional business publications. *Regional Business News* incorporates coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States. [Click here for a complete title list.](#) [Click here for more info.](#)

Business Source Elite

This business database provides full text for over 1,000 business publications. The rich collection of titles in *Business Source Elite* provides information dating back to 1985. More than 10,100 substantial company profiles from Data monitor are also included. This database is updated on a daily basis via EBSCOhost.

Environment Complete

Environment Complete contains more than 2.4 million records from more than 2,200 domestic and international titles going back to 1888 (including over 1,350 active core titles) as well as more than 190 monographs. The database also contains full text for more than 920 journals.

GreenFILE

GreenFILE offers well-researched information covering all aspects of human impact on the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

Library, Information Science & Technology Abstracts

Library, Information Science & Technology Abstracts (LISTA) indexes more than 560 core journals, nearly 50 priority journals, and nearly 125 selective journals; plus, books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

EMERALD DATABASE

Emerald Publishing was founded in 1967 to champion new ideas that would advance the research and practice of business and management. Emerald manages a portfolio of nearly 300 journals, more than 2,500 books and over 1,500 teaching cases. Emerald Publishing is part of the **Emerald Group**.

Partnerships and collaborations

Emerald works in close collaboration with several academic and corporate organizations and associations worldwide, including: the Association to Advance Collegiate Schools of Business (AACSB), the Academy of Management, the International Federation of Library Associations (IFLA), the American Library Association (ALA), the European Foundation for Management Development (EFMD), CEEMAN (Central and East European Management Development Association), amongst others.

EMERALD MUST BE ACCESSED FROM THE STUDENT PORTAL (SRS)

Procedure in accessing EMERALD:

- **Click on Emerald Portal**
- **Click “Emerald Access”**
- **Type search term in window. This is below the word ‘discover’.**
- **Click on “Enter”**
- **Journal articles will appear.**
- **Select the one(s) you want to access.**
- **At the top of each article, you will see a green tick that states content available.**
- **Click on the title of each article to access the content.**

ProQuest DISSERTATIONS AND THESES GLOBAL DATABASE

This Database is the world's most comprehensive collection of dissertations and theses from around the world, offering millions of works from thousands of universities. Each year hundreds of thousands of works are added. Full-text coverage spans from 1743 to the present, with citation coverage dating back to 1637.

To access this database please use the following link and access credentials:

Link: <https://www.proquest.com/pqdtglobal1/?accountid=149735>

Access credentials:

Username: CMU Library

Password: CMUDissertations2022#

Reasons for using Dissertations when conducting research include the following:

- They test and present new trends and ideas.
- They provide more coverage than journal articles — 225-page vs 10-12 pages for journal articles.
- They often provide only research and literature on uncommon topics.
- Dissertations include up-to-date literature reviews with extensive bibliographies.
- They feature more extensive research data.
- They give examples of expected writing style and format.
- They uncover recommendations for future research.

PROCEDURE IN ACCESSING DATABASE

1. Copy link and paste in browser.
2. Home page will appear.
3. Enter your search term in the window.
4. Click on the choices below window, these are “full text “dissertations”, or “citation connection”.
5. A list of articles will appear.
6. Select article(s) you are desirous of reading.
7. Click on the title and the full text will appear.

REGS4SHIPS DATABASE

This is a database of maritime regulations. It is a single resource of regulations from multiple maritime organisations and is designed for ships, offices and for educational purposes. It is a one (1) point of reference for maritime regulations and is organized by keyword/subject index. The database is updated as soon as amendments are made to the regulations. Regs4ships automates an otherwise manual process of organizing regulations from varied agencies. Documentations are reviewed by mariners and maritime experts.

The database consists of the following:

- IMO Conventions
- IMO Resolutions
- IMO Circulars
- IMO Codes
- Flag State Regulations
- International Labour Organization Regulations
- EU Legislations
- World Health Organization Regulations
- US Coast Guard for Foreign Vessels (optional extra)

To access the database, please use the following link:

**[http://dmr.regs4ships.com/latbd.cfm?
LP=65D24FF07CF908A897AAC8449C8A8FDA7F899085857CEB008DCB90](http://dmr.regs4ships.com/latbd.cfm?LP=65D24FF07CF908A897AAC8449C8A8FDA7F899085857CEB008DCB90)**

LLOYD'S LIST DATABASE: MARITIME INTELLIGENCE

The global solution to your information needs.

Lloyd's List has been a leader in its field since it published its first issue back in 1967 and has established itself as the foremost analytical voice on container shipping and provides invaluable news and statistics to the container markets and related businesses.

Our experienced editorial team has an average of over 20 years experience in the market and provide insightful features and analysis highlighting potential future market changes, business and financial updates, case studies, opinion and perspective from around the industry.

Users will be required to register the first time they access the Lloyd's List website; you will be recognized by the IP address and be able to register with a personal username and password. These details will then be required to access the website each time.

Procedure in accessing database:

- **Type in <http://www.lloydslist.com> in the URL address**
- When the Home page appears, click "Login" at the top right-hand corner of the page, then
- Enter username and password as follows:
 - ❖ **USERNAME: library@cmu.edu.jm**
 - ❖ **PASSWORD: Shipping25**
- On the left-hand side of the page there is a menu
- Click on the topics you are interested in.
- The Articles will appear.
- A search window titled "search the site" is located in the centre of the web page.
- You can type search terms/key words or information that you are requesting in the window.
- Peruse the database as information on topics related to the shipping industry is available.

LINK TO CARIBBEAN KNOWLEDGE AND LEARNING NETWORK (CKLN) PORTAL

URL: <http://www.ckln.org/home/content/welcome-log>

The C@ribNet Portal was developed to facilitate the development of communities of interest and practice in the Caribbean. It provides a service and space for interaction and collaboration of communities and is purely for academic use by teachers/ educators and researchers from institutions of higher education / tertiary level institutions, research centres, CARICOM agencies, government agencies and other related entities connected to the Caribbean's national research and education networks (NRENs), in CARICOM /CARIFORUM member states. Upon registering, please see the Policy of Use for more information for users.

LEGAL INFORMATION ON JAMAICA

Information on the legal fraternity including the laws of Jamaica is available on this database. This database includes Constitution |Supreme & Privy Council Cases | Statues | Regulations | Gazettes | Treaties | Bills | Court Forms | Tribunal disputes | Historic Laws | Dictionary | Law Firms, attorneys and Judges Information| Quotes/Legal maxims | Jokes | News (Local & International) | Videos | Court Schedule | Court Hierarchy Personal Injury & Fatal Accident Apps, Filtered Searching, Case Summaries, Tribunal Dispute Cases.

URL ADDRESS: <https://jm.ziplaw.com/wp-login.php?loggedout=true>

Username: **nbishop@cmu.edu.jm**

Password: **2018users@cmu**

PROQUEST ELECTRONIC BOOKS

This e-book collection consists of hundreds of books in several disciplines /courses offered at the University. This collection is a collaboration with other universities and colleges in Jamaica and is known in the field of librarianship as a consortium. The University purchased several titles, especially in shipping and logistics and these are integrated in this collection. Additional titles and revised editions of titles are purchased throughout the year.

Procedure in Accessing E-Books from ProQuest

Click on link: <https://ebookcentral.proquest.com/lib/cmi-ebooks/home.action>

1. **USER NAME:** nbishop@cmi.edu.jm,
- PASSWORD :** **Nbishop123**
2. Click sign in.
3. Type in title of book, author or subject in search window and click on term “search ebrary”.
4. Book selected along with other titles will appear.
5. Click on the title of book selected to open book.
6. The content page of the book will appear in the middle of page.
7. Select chapter(s) you will be accessing by clicking on these chapter(s).
8. The content of the chapter selected will appear.
9. To go to the next page or to access previous page, click on the black arrows at the top or bottom of the page.
10. To increase the size of font, click on the plus (+) sign at top of page and to minimize font click on minus (-) sign.
11. To highlight sections, click on the yellow bar with pen.

LINKS TO FREE E-BOOK SITES

<http://www.academia.com>

<http://www.pdfdrive.com>

Library Genesis: <https://libgen.lc/>

<http://www.4shared.com/>

<http://en.booksee.org/>

<http://bookboon.com/>

<http://www.free-ebooks.net/>

<http://www.freetechbooks.com/>

LINKS TO CREDIBLE RESEARCH WEBSITES

RefSeek

<http://www.refseek.com/>

RefSeek is a web search engine for students and researchers that aims to make academic information easily accessible to everyone. RefSeek searches more than one billion documents, including web pages, books, encyclopaedias, journals, and newspapers. RefSeek's unique approach offers students comprehensive subject coverage without the information overload of a general search engine—increasing the visibility of academic information and compelling ideas that are often lost in a muddle of sponsored links and commercial results.

<http://academic.research.microsoft.com/>

<https://scholar.google.com/>

SweetSearch

<http://www.sweetsearch.com/info/about>

Sweet Search is a Search Engine for Students. It searches only the 35,000 Web sites that our staff of research experts and librarians and teachers have evaluated and approved when creating the content on [findingDulcinea](#). We constantly evaluate our search results and "fine-tune" them, by increasing the ranking of Web sites from organizations such as the Library of Congress, the Smithsonian, PBS and university Web sites.

SweetSearch helps students find outstanding information faster. It enables them to determine the most relevant results from a list of credible resources and makes it much easier for them to find primary sources. We exclude not only obvious spam sites, but also marginal sites that read well, but lack academic or journalistic rigor. As importantly, the very best Web sites that are often buried on other search engines appear on the first page of SweetSearch results.

PubMed

<http://www.ncbi.nlm.nih.gov/pubmed/>

PubMed comprises more than 25 million citations for biomedical literature from MEDLINE, life science journals and online books. Citations may include links to full text content from PubMed Central and publisher websites.

Jurn

<http://www.jurn.org/#gsc.tab=0>

Jurn searches millions of free academic articles, chapters and theses in arts, humanities, business, law, nature, science and medical

Oaister

<http://oaister.worldcat.org/>

You can search this database with **WorldCat**, which is the world's largest library catalog. It helps you find library materials online.

Science gov

<http://www.science.gov/>

Science.gov searches over 60 databases and over 2200 selected websites from 15 federal agencies, offering 200 million pages of authoritative U.S. government science information including research and development results. Science.gov is governed by the interagency Science.gov Alliance

The World Factbook

<https://www.cia.gov/library/publications/the-world-factbook/index.html>

The World Factbook, produced for US policymakers and coordinated throughout the US Intelligence Community, marshals' facts on every country, dependency, and geographic entity in the world. We share this information with the people of all nations in the belief that knowledge of the truth underpins the functioning of free societies.

The **Factbook** provides information on the history, people, government, economy, energy, geography, communications, transportation, military, and transnational issues for 267 world entities.

LIBRARY SOCIAL MEDIA PAGES

Facebook Page: Library of the Caribbean Maritime University

There is a library Facebook Page. There you will find You Tube Videos and articles relating to your studies as well as motivational quotes for your nurturing and encouragement.

Instagram Page: Libraryofthecmu

We also have an Instagram Page that we publish to and that has links to other libraries, the Gleaner and Observer, publishers and other links that you may find interesting.

Twitter: Library of the CMU

WhatsApp: 876 564-4274

TURNITIN PLAGIARISM SOFTWARE

Turnitin Software is used for the following reasons:

To Prevent Plagiarism

- Identify unoriginal content with the world's most effective plagiarism detection solution.
- Manage potential academic misconduct by highlighting similarities to the world's largest collection of internets, academic and student paper content.

To Investigate Authorship

- Safeguard your institution's reputation with cutting edge authorship Investigation tools.
- From computer code plagiarism to contract cheating, Turn It In protects your culture of academic integrity with confidence.

To Provide Feedback

- Empower students to think critically and take ownership of their work. Easy to use feedback and grading features facilitate instructional intervention and save time both in and outside of the classroom.

For Academic Skills

- Prepare students for success in higher education and beyond. Lay the foundation for original thinking, authentic writing and academic integrity practices that will last a lifetime.

INFORMATION FOR ACCESSING THE JAMAICA OBSERVER ONLINE

The E- Observer login Instructions

Step 1. Enter UTL: <https://www.jamaicaobserver.com/>

This will take you to the Jamaica Observer homepage.

Step 2. Select e-paper on the right top page



Step 3. Select the date of the newspaper you will be reading.

Step 4. Enter the email address, which is cmulibrary123@gmail.com

Step 5. Enter the password which is **LibObserver!** (Cap sensitive)

How to log out

Select Options at the immediate right

Click on “Log Out”.



Please Note:

- The E- paper only allows 3 devices per day. Once it has reached its limit you will be notified when trying to log in.
- Only one person will be able to access the newspaper at any given time.

INDEXES AND LISTS

Not all materials are listed on the computerized catalogue at this time. The following will guide you in identifying materials in the collection:

- Index to research papers (diploma, undergraduate and post-graduate degrees)
- Abstracts to research papers
- List of CD Roms and DVDs

BORROWING MATERIALS

Eligibility

All students who registered with the library can use its facilities. Books can be borrowed from the Open Access Collection for **three (3) weeks**; the date to be returned will be stamped into book(s) borrowed. From the reference collection, books can be borrowed for one (1) week and or used in the library.

One Week Loan

Books located in the Reserve Book Collection can be borrowed for a week for both undergraduate and post-graduate students.

Overdue Materials

Books returned after the due date attract a fine; books from **the Open Access Collection fine is \$40.00 per day and for those borrowed for a week, fine is \$150.00 per day.** You are asked to return books and other items borrowed promptly on the date they are due. This is particularly important because this will reduce the number of books available to patrons. You will be reminded to return books and other materials which become due. If books are not returned on time, your account will be debited for each day the book is in your possession. This information is sent to the Office of the Treasury. The user will be notified of this action by email and sometimes by phone.

Procedure to be followed when borrowing books from the Open Access Collection

Books borrowed from the Open Access Collection should be taken to the Circulation Desk where the book will be processed before borrowing.

Kindly note the following

Theses and research papers may not be photocopied and **can only be used** in the library.

LOST MATERIALS

Please report books and other material that you may lose to the staff in the library immediately. You will be required to pay for their replacement if they cannot be located within a reasonable time.

SERVICES OFFERED

FACULTY LIASION LIBRARIAN

The duties of the liaison librarian, who is one of our librarians, is to serve as the official point of contact between the library and the different academic departments as assigned by the University Librarian.

The liaison librarian works with departmental faculty and students to provide discipline-related Library resources and other support for teaching and course activities and assignments.

Objectives:

1. Work with departmental faculty and students to provide discipline-related Library resources and other support for teaching and course activities and assignments.
2. Work with departmental faculty in developing collections that meet the students' learning and research needs and support the faculty's teaching and, to the extent feasible, research needs.

3. Work with departmental faculty and students to provide research assistance in identifying and accessing Library resources and services and to assist with specialized scholarly communication issues and needs.

Photocopying

A Photo-copying machine is placed in the library. This service attracts a cost. Persons utilizing this service must comply with the guidelines provided by **JAMCOPY**. Guidelines are posted in the libraries at all locations.

Printing

Information for printing should be sent to the library's email address, which is **cmulibrary123@gmail.com**. Printing is done at the computer located at the Circulation Desk. The library staff can be contacted at 924-8150/8175-76, ext. 4243 and 4239. This service also attracts a cost.

Referral to other libraries

If more information is required that cannot be found in the CMI library, users may occasionally be advised to use the resources in other libraries. A letter will be provided by a staff member for you to take to these libraries. Please bear in mind that you are studying at the tertiary level and will be conducting several research, therefore, the University Library alone will not satisfy your informational needs at time. Please use the resources available in other libraries (academic, special, public and national) as well.

Access to Computers

Users have access to nine (9) computers in the library. Before computers are accessed and after accessing them, users are required to place their information in the Computer Logbook kept at the Circulation Desk in the library. Persons refusing to do so will not be allowed to access the computers.

Laptop Loan

Students can borrow laptop computers for a period of one month. You can borrow this device more than once, (depending on availability) but you will have to re-apply each time. The application form is on the SRS, and you will be informed by the library staff of the day you will be available to collect computers.

APA STYLE/ STANDARD

This is the standard/style used by the University for academic writing. We are currently using the latest edition (7th edition.).

APA Style originated in 1929, when a group of psychologists, anthropologists, and business managers convened and sought to establish a simple set of procedures, or style rules that would codify the many components of scientific writing to increase the ease of reading comprehension. As with other editorial styles, APA Style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material. It concerns uniform use of such elements as:

- selection of headings, tone, and length
- punctuation and abbreviations
- presentation of numbers and statistics
- construction of tables and figures
- citation of references
- many other elements that are a part of a manuscript

Below are some links that will assist you in citing sources used, writing your references, formatting your manuscript/research paper.

- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html
- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_author_authors.html
- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html
- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_overview_and_workshop.html

CATALOGUE SEARCH FOR BOOKS

How do I find out what books are in the library?

To find out if a book is in the library, you need to look it up in the computerized library catalogue or ask the staff at the circulation desk. The catalogue lists books held by the library. The shelves are labelled, which will also assist users in locating books and information quickly.

How much information do I need to write down from the catalogue?

To find a book in the library, you need to make a note of the author, title and classification number.

How do I conduct a search using the computerized catalogue?

You can search the catalogue by typing the subject area(s)/ disciplines you are requesting information on, by using the author(s) name and by using the title of book or document(s).

UTILIZING THE LIBRARY

Use of space

Because space is limited, use of the library is restricted to persons using materials belonging to the library.

Care Of Materials

Kindly:

- refrain from marking the materials. Some of the books have become seriously defaced.
- resist placing your elbows in books. (These are particularly vulnerable).
- turn pages correctly, using the top right-hand cover.

CONDUCT IN THE LIBRARY

All readers must obey instructions given by the library staff on duty that is deemed to be acting with the authority of the Librarian. It is an offence for anyone to behave in a manner likely to affect other users adversely (e.g., by disorderly behaviour, by making unnecessary noise, by writing in books, or by persistently failing to return books on time).

Eating, drinking, smoking and the use of personal radios or cassette players are not permitted. Mobile phones should be switched to silence.

If any member of staff believes that a user has committed such an offence (as mentioned above), immediate actions may be taken by removing the offender from the library building and by withdrawing the right to borrow. The offender may be suspended from borrowing materials for a period or, in the case of persistent offenders, for a fixed period.

In the case of a serious offence (e.g., the un-authorized removal of or damage to library books or property; or gross disorderly behavior) the library staff may, in addition to imposing the penalties listed above:

- *require payment for any damage or loss.*
- *impose a fine for students and staff.*
- *Written report will be sent to the Disciplinary Committee*

If computers or audio-visual equipment are being used, they should not disturb others. Group study of up to four (4) people at one table and quiet tutoring of one or two students is permitted.

The act of registering as a member of the library (whether in the course of matriculation or otherwise) carries with it a legal obligation to observe the

provisions of the General Library Regulations.

INAPPROPRIATE BEHAVIOUR

Inappropriate activities include but not limited to the following: running, throwing, loud or abusive talking, eating, or drinking, moving furniture, putting feet on furniture, vandalism, sleeping, loitering, gambling, in-appropriate public displays of affection, excessive socializing, soliciting, use of drugs and tobacco and any activities which might disrupt the library.

Disruptive behavior is defined as noisy, boisterous or behavior that is inappropriate in a setting where business is being conducted. This behavior may represent a physical danger to people or may interfere with the legitimate library business of other users or staff. Users who are behaving inappropriately or disruptively will be warned that the behaviour must stop, if the behavior is not immediately corrected, the person(s) will be told to leave the library. For serious violations, patrons may be asked to leave even if they correct the problem, anyone who does not leave after being told will be considered a trespasser and will be treated accordingly including involving the police. Habitual abusers of library rules may be banned from the premises.

PERSONAL PROPERTY

All bags except small handbags must be left in the storage area provided. The library has no facility for storage of personal property of users and under any circumstances will not take responsibility for such property.

SOME TIPS FOR EFFECTIVE RESEARCH

- Ensure that you attend orientation sessions arranged by the University. This should facilitate your use of facilities, resources and services available.
- Use the catalogue, indexes available.
- If you are unable to locate books and other resources, do not hesitate to ask the staff at the Circulation Desk for assistance.
- Discuss your research needs with the library staff.
- Explore resources in other libraries.

SERVICE HOURS

PALISADOES CAMPUS

Monday – Friday: 8:00 A.M. – 6:00 P.M.

Saturday: 9:00 A.M.- 4:00 P.M.

PORT ROYAL CAMPUS

Monday – Friday 8:00 A.M. – 4:15 P.M.

Saturday Closed

WESTERN CAMPUS

Monday – Thursday 8:30 A.M. – 5:00 P.M.

Friday 8:30 A.M. – 5:00 P.M.

CONTACT INFORMATION

Telephone #: 876 924-8150, 924-8175-6

Extensions

- **University Librarian's Office:** 4239
- **Circulation Desk:** 4243
- **Technical Services Office:** 4235

Email: cmulibrary123@gmail.com

WhatsApp: 876 564-4274

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