



UWI

ST. AUGUSTINE CAMPUS
TRINIDAD & TOBAGO, WEST INDIES



The Alma Jordan Library (AJL)

Welcome

Student Information

This brochure briefly outlines the resources, facilities and services available to students. Additional information is accessible via the [Library's website](#) and from the Help Desk on Floor 1 – Tel: 662-2002 exts. 82132, 84030 and email: casmal@sta.uwi.edu.

AJL OPENING HOURS

SEMESTER

- Mondays to Fridays – 8:30 a.m. to 10:00 p.m.
- Saturdays – 8:30 a.m. to 5:00 p.m.

VACATION

- Mondays – 8:30 a.m. to 6:30 p.m.
- Tuesdays to Fridays – 8:30 a.m. to 5:00 p.m.
- Saturdays – 8:30 a.m. to 12:30 p.m.

Library users are reminded to check the AJL notice boards and website regarding dates for the beginning and ending of each period of the academic year.

AJL ACCOUNTS UNIT

- payment for photocopying, printing and overdue fines.

SEMESTER

- Mondays to Thursdays – 8:45 a.m. to 6:45 p.m.
- Fridays – 8:45 a.m. to 4:00 p.m.
- Saturdays – 9:00 a.m. to 12:00 noon

VACATION

- Mondays to Fridays – 9:00 a.m. to 4:00 p.m.

STUDY SPACES

A wide range of study spaces is available to provide you with flexible options for single and group study. There are also dedicated study rooms and postgraduate spaces.

SEARCH OUR RESOURCES

An online search tool, UWIIinC, is available via the AJL website. This portal helps you to find the resources you need, including books, e-books, journals, databases, DVDs, etc. Through UWIIinC, you can:

- check the availability and location of items in the Library
- access electronic resources
- check your library account

ACCESS TO E-RESOURCES

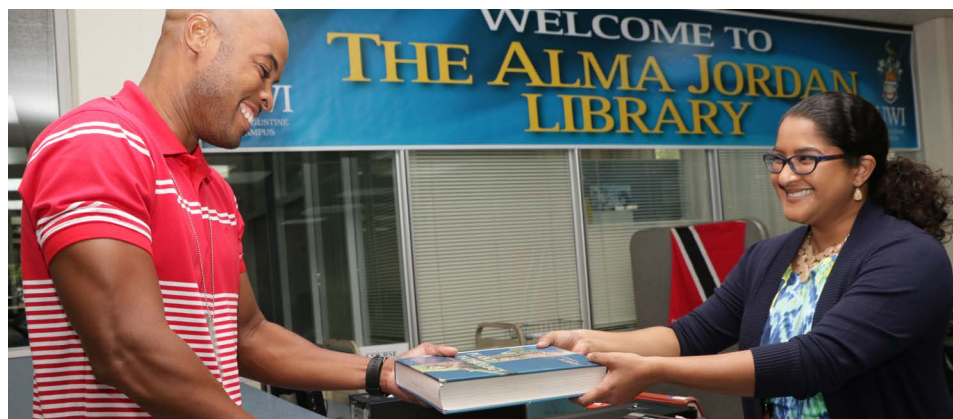
Students can access the Library's electronic resources such as e-books, e-journals and research databases via the AJL website, from on and off campus.

On campus access includes any computer workstation connected to the University's Local Area Network (LAN), i.e. in the Library, computer labs, offices, etc., as well as via the campus wireless network.

For off-campus access you are required to log on using your University username and password which is also used to access my.uwi.edu.

ACCESS TO LIBRARY

Your UWI ID card is also your library card. It is needed to enter the Library, borrow items and print in the computer labs.



COLLECTIONS & RESOURCES

We work to build collections which support your study and research in all subject areas. Within the AJL the print collections are located according to broad subject disciplines.

- Floor 1 – Circulation & Access Services
- Course Reserves Collection (provides short loan to items in high demand); Engineering & Physical Sciences
- Floor 2 - Agriculture & Life Sciences; West Indiana and Special Collections
- Floor 3 – Humanities; Multimedia Collection
- Floor 4 - Social Sciences; Law



BORROWING LIBRARY BOOKS AND JOURNALS

Undergraduate students:

- Twelve (12) items, including:
 - Four (4) Reserved items
 - Eight (8) General items

Postgraduate students:

- Fourteen (14) items, including:
 - Four (4) Reserved items
 - Ten (10) General items

RETURNS

Items should be returned to the Loans Counter on or before the due date. When the library is closed, books may be returned through the deposit box, which is located

at the front of the building near to the AJL entrance. Renewals of loans and requests for items currently on loan are also facilitated. Please check with our staff at the Help Desk for further details.

INTERLIBRARY LOANS/DOCUMENT DELIVERY SERVICE

If we do not have the item in the AJL, we can borrow it from another library through our Interlibrary Loan Service (ILL). Journal articles not available can be sourced through the Document Delivery Service (DDS). You can submit requests using the [Interlibrary Loan/Document Delivery Form](#).

SERVICES FOR DIFFERENTLY ABLED STUDENTS

We are committed to ensuring that all students and staff can make the best possible use of our services. If you have a disability which affects your use of the Library, please speak to us - where possible, we will provide a personalized service.

Facilities:

- assistive technologies for the visually impaired
- assistance with collecting items to use (special loan period)
- staffed copying service
- accessible lockers
- lifts in the building

ASK US

The AJL is here to help. The Library supports the research efforts of students by answering reference queries, offering instruction on the use of e-resources, assisting with literature searches, providing guidance on citing and referencing, checking theses and dissertations, etc.

These are some of the ways that you can contact us for assistance:

The Help Desk in the AJL's lobby:
Tel: **662-2002, Exts. 84030, 82132**;
email: casmail@sta.uwi.edu.

- Online via our Ask A Librarian Service.
- Liaise with your dedicated Faculty Liaison Librarian [CLICK HERE](#).

For further details and guidelines on using the AJL [CLICK HERE](#). See [FAQ](#)

COMPUTING SERVICES

Two (2) computer laboratories:

- St. Augustine Research and Reference Services (STARRS)
- User Education Centre (UEC)

Access to the following:

- Applications (e.g. Microsoft Office, SPSS, Endnote)
- Internet
- Online databases
- Library Catalogue (OPAC)
- Past Examination Papers
- Printing Facilities (black & white and colour)



AJL - YOUR PASSPORT TO SUCCESS!

For more information and assistance, please visit AJL's website:
<http://www.libraries.sta.uwi.edu/ajl>