Welcome to the Alma Jordan Library (AJL)
The University of the West Indies (UWI)
St. Augustine Campus (STA)

Staff Information

This brochure briefly outlines the resources, facilities and services that are available to UWI STA staff members. Additional information is accessible via the Library’s website: https://libraries.sta.uwi.edu/ajl/

- Help Desk, Circulation & Access Services: 1st Floor, Alma Jordan Library, tel exts. 82132, 84030 or 82336, CASmail@sta.uwi.edu

OPENING/CLOSING HOURS

During the academic year, the service hours of the Library are as follows:

SEMESTER I and SEMESTER II

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

ACCOUNTS
- 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

“24/7” SERVICE
- Mondays to Fridays — 10:00 p.m. to 5:45 a.m.
- Saturdays — 5:00 p.m. to 5:45 a.m.
- Sundays — 12:00 noon to 6:00 p.m.

SUMMER

LIBRARY
- Mondays to Wednesdays — 8:30 a.m. to 9:00 p.m.
- Thursdays to Saturdays — 8:30 a.m. to 5:00 p.m.

ACCOUNTS
- Mondays to Wednesdays — 8:45 a.m. to 6:45 p.m.
- Thursday to Friday — 8:45 a.m. to 4:00 p.m.
- Saturdays — 9:00 a.m. to 12:00 noon

VACATION

LIBRARY
- 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.

ACCOUNTS
- Mondays to Fridays — 9:00 a.m. to 4:00 p.m.
- Saturdays — 9:00 a.m. to 12:00 noon

Staff members are reminded to consult the Library’s notice boards and website regarding the dates for the beginning and ending of each period during the academic year, as well as for the “24/7” Service.

ACCESS (LIBRARY)

PRESENTATION OF UWl ID CARD

In order to enter the Library, Staff Members are required to have a VALID UWl ID card or Alma Jordan Library ID card which must be presented to the security officer located at the AJL entrance. Neither UWl ID cards nor AJL ID cards should be loaned to others.

BAGS IN THE LIBRARY

No bags, briefcases, handbags or other parcels exceeding 10” x 6” x 4” (20cm x 15 cm x 10 cm) are allowed in the Library.

LAPTOPS IN THE LIBRARY

Laptop bags and sleeves are not allowed in the Library.

FOOD AND DRINK

Water in spill-proof bottles allowed. No other food and drink allowed.

ACCESS (E-RESOURCES)

ON CAMPUS

Staff members can access most of the Library’s electronic resources via the AJL website, from on campus.

OFF CAMPUS

In order to have off campus access to the Library’s electronic resources, Staff Members must first activate their logon credentials from on campus. For guidelines on how to do so please visit: https://libraries.sta.uwi.edu/ajl/index.php/how-to/connect-from-off-campus

COLLECTIONS & RESOURCES

- Online Resources (AJL’s website: https://libraries.sta.uwi.edu/ajl/)
- General Collection (Floors 1-4)
  - Engineering and Physical Sciences (Floor 1)
  - Life Sciences and Agriculture (Floor 2)
  - Humanities (Floor 3)
  - Social Sciences and Law (Floor 4)
- Course Reserves Collection (Floor 1)
- West Indiana and Special Collections (Floor 2)
- Multimedia Collection (AV Room, Floor 3)

SERVICES

BORROWING — PRIVILEGES

Academic, Senior Administrative and Professional Staff are entitled to borrow:
- A total of nineteen (19) items (including serials)
- May include four (4) Reserved items, fifteen (15) General items

Academic Related Staff are entitled to borrow:
- A total of fourteen (14) items (including serials)
- May include four (4) Reserved items, ten (10) General items

Administrative, Technical & Service Staff are entitled to borrow:
- A total of six (6) General items (including serials)

Academic Staff Spouses are entitled to borrow:
- A total of two (2) General items (including serials)
Members of Faculty may designate their Research Assistants to borrow on their behalf but are reminded that they remain responsible for all such loans. In order to enable this service, a Proxy Loan Authorization Form must be completed and submitted. For further details please visit the Library’s website: https://libraries.sta.uwi.edu/ajl/.

BORROWING — COURSE RESERVE COLLECTION

Material from this collection can be borrowed for: three (3) hours; overnight; three (3) days; or seven (7) days. A colour code on the spine of each Reserve item indicates conditions of use. Lecturers’ photocopies and personal items cannot be removed from the Library.

RETURNS

When the AJL is open, all books 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 entrance.

RENEWALS

Staff Members may renew loaned items for a period of fourteen (14) or twenty-eight (28) days from the General Collection for an additional seven (7) days. Certain conditions apply; items can be renewed once only; books cannot be overdue; if the item is on request, then renewals are not possible. Renewals can be done in person or via the telephone (ext. 82132). Items from the Reserve Collection cannot be renewed.

REQUESTS

Staff Members may request items currently on loan. When those items are returned, the items requested are held for a maximum of three (3) days. An item request does not change the original due date, but prevents the current borrower from renewing it. When a book on loan is requested by another user, it may be recalled after it has been on loan for a minimum of seven (7) days. A new due date is assigned and fines are charged for non-return of the item after the new date.

FINES

Late Reserve items are fined one dollar ($1.00) per hour or any part thereof. Late General Collection items are fined one dollar ($1.00) per day. Please note that members of Academic, Senior Administrative and Professional Staff are no longer subject to fines. They will however still be automatically blocked for overdue items.

Staff members are required to immediately report any item issued to them which cannot be located and is presumed lost. If an item is overdue, borrowing privileges are suspended until the staff member pays the replacement cost along with a processing fee of thirty-five dollars ($35.00). For each overdue item either from the General or the Course Reserve Collections, there is a maximum fine/replacement cost of five hundred dollars ($500.00). If a report is made after the due date, the staff member is also liable for all fines incurred on the item at the time of the report. Please note that maximum fine/replacement cost also applies to items returned and assessed as damaged or mutilated.

Any objections to fines are to be directed to the supervisor at the Help Desk. If there is no resolution, the staff member may complete a Loans Complaint Form and the complaint will be investigated. Staff members may also refer to the Head of the Circulation & Access Services Division at CASmail@sta.uwi.edu.

INTERLIBRARY LOANS SERVICE

The Interlibrary Loan (ILL) Service supplements the resources of the Library by borrowing items from other Libraries, materials that the Library does not own or offer access to. Staff members can submit requests using the ILL forms that are available via the Library’s website and from the Library’s various subject divisions.

DOCUMENT DELIVERY SERVICE

The Document Delivery Service (DDS) supplements the resources of the Library by sourcing from other Libraries, materials that the Library does not own or offer access to. Staff members can submit requests using the ILL forms that are available via the Library’s website and from the Library’s various subject divisions.

COMPUTING SERVICES

The Library’s two (2) computer laboratories, St. Augustine Research & Reference Services (STARRS), 1st Floor and User Education Centre (UCE), 3rd Floor, provide access to the following:

- Applications (i.e. Microsoft Office, SPSS, EndNote)
- Internet (including access to the Library’s website)
- Printing facilities (black & white and colour)

Rules governing the use of the computer laboratories are posted in each laboratory.

PHOTOCOPYING

Photocopy machines (black & white only) are available in the Library. Staff Members can purchase Copy Cards and add funds to those cards, at the Accounts Unit, which is located on the 1st Floor.

SERVICES FOR THE DIFFERENTLY ABLE

The Library offers access to an Assistive Technologies Laboratory (ATL) which provides support to visually impaired patrons. The Lab is located on the 1st Floor.

“24/7” SERVICE

Each semester Library’s “24/7” Service provides continuous access to the STARRS Computer Lab and the Reading Room (1st Floor). Physical access to these facilities is via the Library’s east entrance. No other Library services are available during this time (e.g. borrowing, photocopying, printing, etc.).

REFERENCE AND RESEARCH ASSISTANCE

The Library supports the teaching efforts of Academic Staff by offering a wide range of services such as facilitating the submission of Booklists, Reserves and Electronic Reserves materials, providing documentation for course syllabus changes and accreditation, as well as encouraging collection development recommendations etc.

The Library also supports the research efforts of staff members by answering reference queries, assisting with literature searches and the compilation of bibliographies, offering research consultations and instruction on the use of specific resources, as well as providing guidance on citing and referencing etc.

General reference assistance is available in person at the Help Desk, Circulation & Access Services (1st Floor, Alma Jordan Library), via tel (exts. 82132, 84030, or 82336) and by e-mail: CAS@sta.uwi.edu.

For subject-specific assistance staff members may also contact the Library’s various subject divisions. A Librarian is available on each Division Floor for consultation with staff members.

For more information on such services and assistance, please visit Library’s website: http://www.libraries.sta.uwi.edu/ajl

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