



LSC P. 3  
2022/2023

# THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

## MEDICAL SCIENCES LIBRARY

Telephone: (868) 645-3232 Ext. 5206/5201 ♦ Fax: (868) 662-1392 ♦ e-mail: [medlib@sta.uwi.edu](mailto:medlib@sta.uwi.edu)

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## GUIDELINES FOR STUDENT ACCESS TO SERVICES (REMOTE AND ONSITE) SEMESTER I, 2022

Staff of the Medical Sciences Library extend a warm welcome to new and returning students  
**Please read these guidelines prior to visiting the Library.**

\*Guidelines include information for on-site visits and remote access to services.

The Medical Sciences Library provides access to a wealth of online resources to support teaching and research and available 24/7.

### Services as follows:-

- Ask-a-Librarian: - <https://libraries.sta.uwi.edu/apps/index.php/AskLibrarian/index>
- Online MedLib Chat
- Research Consultations and reference queries
- Thesis checking
- Document delivery
- Training on electronic resources and medical research databases
- Book borrowing
- Tablet Loans
- Room bookings
- Online fines payments and clearances
- Remote service for PG Students after hours via Liaison Librarians (Wednesdays 5:00 pm to 7:00 pm)

<b>Opening Hours - Semester Hours (revised)</b>	<b>General Reading Rooms</b>	<b>24/7 Reading Room</b>
<b>Monday – Friday</b>	8:30 am – 7:00 pm	7:15 pm – 5:45 am
<b>Saturdays</b>	Closed	9: 00 am – 5:45 am
<b>Sundays</b>	Closed	12:00 pm to 6:00 pm (closed until further notice)
*Sangre Grande Reading Room- 8:00 am - 4:00 pm *Couva Facility Reading Room- 8:30 am - 4:30 pm		

## ACCESSING SERVICES

Before you visit the Library please note the following-:

- Walk in visits are now available
- Option available to book an appointment to use the Library study spaces, reading rooms, seminar rooms and computer lab.
- Bookings are to be made on the link below and posted on the MSL website
- See bookings guidelines here-: <https://outlook.office365.com/owa/calendar/MSLBookings@uwi.edu/bookings/>
- Quick Guide available at: <https://libraries.sta.uwi.edu/msl/images/notice/QUICK-GUIDESAUG2022.pdf>

<b>Accessing the Collection</b>	The physical collection is now accessible.
<b>Borrowing</b>	Titles may be checked out at the Loans counter OR via Curbside pick-up which is available. See flyer on website for guidelines Books may be returned and deposited in the Blue bin outside the Library

<b>How to Make a Request for Library Pick up Service</b>	<ul style="list-style-type: none"> <li>• Select an item via our <a href="http://uwilin.com">UWILinC</a> search portal-: <a href="http://uwin-primo.hosted.exlibrisgroup.com/primo_library/libweb/action/search.do?vid=STA&amp;">http://uwin-primo.hosted.exlibrisgroup.com/primo_library/libweb/action/search.do?vid=STA&amp;</a></li> <li>• Please ensure that the item requested is available for borrowing.</li> <li>• To request an item found in the catalogue use one of the two options: <ul style="list-style-type: none"> <li>➢ OPTION 1: - ONLINE FORM: fill out the online request form</li> <li>➢ OPTION 2: - PHONE CALL: Call the Library at 868-645 3232 ext 5201 between the hours of 8:30am – 6:30pm, Monday – Friday.</li> </ul> </li> <li>• OPTION 3: - Request at Information desk using the form provided</li> <li>• Please select your preferred pick-up date and time.</li> <li>• For online requests, a staff member will contact you within 24 hours via email with a confirmation number and verify the time your item is ready for pick up.</li> <li>• N.B. Requests made after 6:30pm will be processed on the next working day.</li> </ul>
<b>How to Collect at Library Pick-up</b>	<ul style="list-style-type: none"> <li>• A library pick-up area has been set up for item collection, located at the entrance of the Library foyer.</li> <li>• To confirm your request at pick up, staff will ask for your name and confirmation number.</li> <li>• Check out date starts at the day of pick up.</li> <li>• If you have missed the collection date, you need to make another request.</li> <li>• The due date will be stamped on the slip found inside the book you requested.</li> <li>• Items collected at this pick up point include books, journals, document (delivery)</li> </ul>
<b>Curbside Pickup Schedule</b>	<ul style="list-style-type: none"> <li>• Monday – Friday 9:00 am - 11:00 am &amp; 1:00 pm - 3:00 pm</li> </ul>
<b>Printing/ Scans</b>  <b>Online Payment Facility</b>	<ul style="list-style-type: none"> <li>• Scanning and Printing services are now available in the Computer Lab (Pharos system currently not operational)</li> <li>• An online payment facility for payment for photocopies, scans and fines is available on the following link <a href="https://secure.touchnet.net/C24203_ustores/web/store_main.jsp?STOREID=89&amp;SINGLESTORE=true">https://secure.touchnet.net/C24203_ustores/web/store_main.jsp?STOREID=89&amp;SINGLESTORE=true</a></li> <li>• Top up services are also available at the Accounts service counter</li> </ul>
<b>Document Delivery</b>	<ul style="list-style-type: none"> <li>• Requests for articles may be sent to the following link <a href="mailto:mssl_document@sta.uwi.edu">mssl_document@sta.uwi.edu</a></li> </ul>
	<ul style="list-style-type: none"> <li>• See link for further details  <a href="https://libraries.sta.uwi.edu/mssl/images/notice/Tablet-flyer.pdf">https://libraries.sta.uwi.edu/mssl/images/notice/Tablet-flyer.pdf</a></li> </ul>

<p><b>Loan of Tablets available on request</b></p> <p><b>Loan of MiFI devices available on request</b></p>	<p><a href="https://libraries.sta.uwi.edu/msl/images/notice/MIFI-DEVICE-BROCHURE.pdf">https://libraries.sta.uwi.edu/msl/images/notice/MIFI-DEVICE-BROCHURE.pdf</a></p>
<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>• See Training Schedule for updates on sessions which are designed to maximise your awareness and use of Information resources: - <a href="https://libraries.sta.uwi.edu/msl/images/notice/Library-In-House-Training-Schedule_Sem_I_2022-2023.pdf">https://libraries.sta.uwi.edu/msl/images/notice/Library-In-House-Training-Schedule_Sem_I_2022-2023.pdf</a></li> </ul>
<p><b>Accessing study spaces</b></p>	<ul style="list-style-type: none"> <li>• The number of available study spaces is back to full capacity</li> <li>• Dedicated spaces are available for postgraduate use.</li> <li>• Seminar room 8 is now temporarily designated as the dedicated space for PG use</li> <li>• Group study is currently available in the new collaborative space in the 24/7, bookings are required: - <a href="https://outlook.office365.com/owa/calendar/MSLBookings@uwi.edu/bookings/">https://outlook.office365.com/owa/calendar/MSLBookings@uwi.edu/bookings/</a></li> <li>• Reading nooks are available for use</li> </ul>

**Curbside Pickup Online Request Form (See website for updates)**

**ACCESSING ELECTRONIC RESOURCES**

<p>MSL website</p>	<p><a href="https://libraries.sta.uwi.edu/msl/">https://libraries.sta.uwi.edu/msl/</a> Please check regularly for updates</p>
<p>Online guides</p>	<p><a href="https://libguides.uwi.edu/">https://libguides.uwi.edu/</a></p>
<p>Guide for remote access to Library resources</p>	<p><a href="https://libraries.sta.uwi.edu/msl/images/notice/QUICK-GUIDESAUG2022.pdf">https://libraries.sta.uwi.edu/msl/images/notice/QUICK-GUIDESAUG2022.pdf</a></p>

### **Further Guidelines for Library Users**

Do not congregate in Reading Rooms, Lounge and Bag cubby area

Use hand sanitisers throughout the Library

Do not use the Library if you show symptoms of flu

Follow the University guidelines and National guidelines and protocols to keep safe.

The wearing of masks is mandatory, the Library is located within the EWMSC, a public health facility.

### **Safety Measures**

Hand sanitisers throughout the Library including Seminar rooms

Cleaning schedule in place and custodial staff training conducted

Temperature check station available

Hygiene measures posted

Computers sanitised between use


Book returns in book deposit bin

Plexiglass screens at service counters


Sinks installed at main entrance and 24/7 entrance

User log in place for 24/7 reading rooms and collaborative spaces

## Contact Information-:




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ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES  
**MEDICAL SCIENCES LIBRARY**



**CONTACT INFORMATION**  
645-3232 / 225-4673

	<b>EXT</b>	<b>EMAIL</b>
<b>Information Desk</b>	5201	<a href="mailto:Libraries-MedicalSciences-ReferenceandLoans@sta.uwi.edu">Libraries-MedicalSciences-ReferenceandLoans@sta.uwi.edu</a>
<b>IT Help Desk</b>	5252	
<b>Head, Medical Sciences Library</b>		
Ms Avril Reid	5206	<a href="mailto:Avril.Reid@sta.uwi.edu">Avril.Reid@sta.uwi.edu</a>
<b>Administration/Secretariat</b>	5206 5217	<a href="mailto:STA-medlib@sta.uwi.edu">STA-medlib@sta.uwi.edu</a>
<b>Librarians, User Services</b>		
Ms Ayaana Alleyne Cumberbatch <i>Library Liaison to UWISoN, SoP &amp; SVM</i>	5220	<a href="mailto:Ayaana.Alleyne-Cumberbatch@sta.uwi.edu">Ayaana.Alleyne-Cumberbatch@sta.uwi.edu</a>
Ms Niala Dwarika-Bhagat <i>Library Liaison to School of Medicine (including Centres), SoD &amp; Optometry Programme</i>	5244	<a href="mailto:Niala.Dwarika-Bhagat@sta.uwi.edu">Niala.Dwarika-Bhagat@sta.uwi.edu</a>
<b>MSL Satellite Sites</b>		
Couva Facility Reading Room	(868) 226 4736	Ext 2034
Sangre Grande Reading Room	(868) 223 2640	
<b>MSL Services</b>		
Document Delivery		<a href="mailto:msl_document@sta.uwi">msl_document@sta.uwi</a>
Ask a Librarian		<a href="mailto:AskLib.Med@sta.uwi.edu">AskLib.Med@sta.uwi.edu</a>
Online Booking		<a href="mailto:Libraries-MedicalSciences-ReferenceandLoans@sta.uwi.edu">Libraries-MedicalSciences-ReferenceandLoans@sta.uwi.edu</a>

Visit our **website** for additional information on our services:



<http://libraries.sta.uwi.edu/msl>



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