Ask a Librarian

If you need assistance in order to locate sources for your research needs or you do not know where to start from, you can always ask a Librarian, Monday-Friday, 8:30-13:30, excluding holidays.

... AskLive Service

Use the AskLive service (via library website) to chat with a librarian. Replies will be sent by real time chat.

What can I borrow from the Library?

You can check out any material from the library, provided that the item does not bear a round red sticker, which signifies that it cannot be checked out. Short Loan items can be checked out only for a limited time.

How many items can I borrow?

The number of books or other material that you can check out depends on the type of user, as follows:

<table>
<thead>
<tr>
<th>Membership categories</th>
<th># of items</th>
<th>Time period per item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic staff (incl. Educational staff, External Academic Collaborators)</td>
<td>30</td>
<td>6 months (180 days)</td>
</tr>
<tr>
<td>Administration staff</td>
<td>15</td>
<td>6 months (180 days)</td>
</tr>
<tr>
<td>PhD students</td>
<td>30</td>
<td>6 months (180 days)</td>
</tr>
<tr>
<td>Postgraduate students</td>
<td>20</td>
<td>21 days</td>
</tr>
<tr>
<td>Undergraduate students</td>
<td>15</td>
<td>21 days</td>
</tr>
<tr>
<td>External users</td>
<td></td>
<td>According to the subscription package selected</td>
</tr>
</tbody>
</table>

Short Loan items may be borrowed for
- 3 hours for in-library use, during any time the Library is open.
- Overnight for take-home checkout, starting any time after 15:00 Monday to Sunday. Books must be returned by 11:00 the following calendar day. Books must be returned at the Self Return Station by the user (you are advised to keep the receipt the machine prints).
- Lecture material (photocopies of articles or book chapters) cannot be checked out.

Items returned after the due date

For items that are returned after the due date a fine is charged. Moreover, the user cannot check out any other item until the fine has been paid. Fines are calculated as follows:
- €0,40 per day per item (general collection)
- €0,40 per hour per short loan item
**I am looking for...**

- **Book**
  Search the online catalogue or ask a librarian to assist you. Take note of the call number in order to locate a book on the shelves.

- **E-Book**
  You can search it through the library website. Part of the collection is also searchable through the online catalogue. Access is only possible within the University network.

- **Article**
  Search a subject-specific database to find articles relevant to your topic from Subject Resources or alphabetical list of databases.

  Search across multiple databases using the search box at the top of the Library website. Browse by journal title in E-Journals portal, if you have the citation information. Access to full text is possible within the University network. You can also browse the print journals.

- **Print Journal**
  To find journals not available electronically search the online catalogue or the EDS federated search tool (cross-database search tool) using the search box at the top of the Library website. All the computers are connected to the internet, but you can also connect your own computers to the UCYwifi service, with which they can use the Library facilities and services provided through the Web as if they connect within the University network. Follow the instructions of the Information Systems Services of the University via the library website Remote access to electronic information resources (Sources).

- **Library**
  Librarians are available at the circulation desk. Inquiries can also be made by instant messaging service AskLive via the library website or by phone 22892020 or via email library@ucy.ac.cy

- **A photocopier**
  All library branches are equipped with photocopying machines for use by library users.

- **A printer**
  Photocopying machines accepting the UCY ID-Smart card/UCY Library ID (external users) can also be used as printing machines.

- **A computer**
  Computers are available throughout the reading area. They are primarily intended for academic research, i.e. to search the library catalogue and electronic information services (e-journals, databases, e-books, etc.) or other services and information provided through the website. Use of library computers for personal purposes is allowed, however only provided that:
  - the use does not disturb other users or staff in any way and
  - if asked, the user will assign the computer to another user who wants to use it for research purposes.

- **Organize my bibliography**
  Use RefWorks tool. You can find it in the Library website by selecting Citation management. Seek assistance from the Information Support Office, tel. 22892016 for how to use it.

- **More information about the services and electronic sources**
  The Library offers seminars so that you make the most of library resources and services. You will learn how to search the library catalogue, the databases, the internet and much more. Book a place for library seminars.

**I need ...**

- **The Library catalogue (OPAC)**
  
  The Library catalogue is available via the Library website. Also, search across multiple databases via the federated search tool using the search box at the top of the Library website. The federated search tool allows simultaneous search in multiple resources, catalogue, databases, e-journals and e-books, providing easy access to printed, digital and audiovisual material, as well as to the full text of electronic articles and books, through a simple search. Access to full text is possible within the University network.

- **Internet**
  
  All the computers are connected to the internet, but you can also connect your own computers to the UCYwifi service, which gives you access to the internet.

- **UCY wifi**
  All members of the UCY community, including students, faculty, staff, and other affiliates, as well as visitors, may use the UCY wifi. Members of UCY community who wish to connect to the wireless service should follow the instructions of the Information Systems Services of the University via the library website Remote access to electronic information resources (Sources). External users wishing to access the ucywifi-guest network should follow the instruction via the library website http://library.ucy.ac.cy/en/services/technical-support/wifi.

- **University network**
  
  All Library computers as well as all the computers located in the university are connected to the University network. Access to e-resources (databases, e-articles, e-books) from your home VPN (Virtual Private Network) Service allows Library users who are members of the UCY community to have access, regardless of their IP address, to all Library’s information sources and services.

**How can I become a member?**

UCY Community members become automatically Library members with their enrollment/employment and receive the university card, with which they can use the Library facilities and services provided.