



Information for new students

<http://library.ucy.ac.cy>

The University of Cyprus Library welcomes you and wishes you every success in your studies. Below you will find important information regarding the use of Library which will be useful during your studies.

In December 2018 the Library relocated to its new premises, the Learning Resource Centre – Stelios Ioannou Library in the University campus (1 Panepistimiou Ave., 2109 Aglantzia), bringing together all material and services from five distinct service locations.

The only Library branch remaining is the non-lending collection of the Archaeological Research Unit at 12 Gladstonos Str., Nicosia.

The Learning Resource Centre – Stelios Ioannou Library was named in memory of the husband of the donor, late Ellie Ioannou, and designed by internationally acclaimed French architect Jean Nouvel.

The new building houses all Library functions and services and spreads over five levels, combining book stacks, reading areas, work stations (computers), study spaces, as well as a reading area that remains open 24 hours a day, 365 days a year.

Reading Area 24/7

Located on the ground floor, it remains open for all users all seven days of the week.

Collection

The Library collection includes printed material (books, periodicals, reference material, maps, etc.), online material (e-books, e-journals, databases, etc.) and audiovisual material. All material is searchable through the online catalogue and the Library website.

In the table below you can see the distribution of printed material in the five levels of the building. The Library employs the Library of Congress classification system.

3rd floor		Ground floor	
A	General works		Short Loan collection
B-BD	Philosophy, Logic		Children's Section
BF	Psychology		Reference books (encyclopedias, dictionaries, etc.)
BH	Aesthetics (Philosophy)		Audiovisual material
BJ	Ethics	Q	Science
2nd floor		R	Medicine
BL-BX	Religion, Mythology	S	Agriculture
C	Auxiliary sciences of history	T	Technology
D	World history and history of Europe, Asia, Africa, Australia, etc.	U	Military science
E-F	History of the Americas	V	Naval science
G	Geography, Anthropology. Recreation	Z	Bibliography. Library and information science. Information sources (General)
H	Social sciences	Basement	
J	Political sciences		Periodicals
K	Law		Special collections
L	Education		Statistics
1st floor			Cypriot periodicals
M	Music		
N	Fine arts		
P	Language and literature		

Library hours

Library hours are posted in detail on the Library website.

Library hours are extended during exams periods.

During the Easter and Christmas breaks, as well as during the summer, Library hours change. Current Library hours are always posted on the Library website and premises.

The Library is closed on public holidays.

The Reading Area 24/7 always remains open, even when the Library is closed.

University card

The University card can serve and is necessary for many purposes, including checking out library material, photocopying, printing, and access to the Library. All students are required to have their personal University card. See the [Instructions to University of Cyprus students](#) issued by the UCY Express Services Office.

The University card is strictly personal.

What you can borrow

You can check out any library material, provided that it does not bear a small red round sticker, which indicates that the item cannot be checked out (e.g. reference books).

The maximum number of books you can have checked out simultaneously and the borrowing duration for each item are:

User category	Max. no. of items	Max. borrowing time per item
PhD students	30	6 months (180 days)
Post-graduate students	20	21 days
Undergraduate students	15	21 days

My Library account

You can connect to your personal library account through the online catalogue at <https://www.cypruslibraries.ac.cy/>, choosing “**My Library**” or “**UCY Login**” and using the username and password you use for access to all UCY online services (such as your email). Once entering “**My Library**” you can see which books you have checked out, your checkout history, your personal information, and you can renew an item you have checked out, request an item that has been checked out by another user to be reserved, etc.

Renewing an item you have checked out

Borrowed items can be renewed up to two times as long as they have not been reserved by someone else and you have not outstanding balance to the Library.

Recall by another user of an item you have checked out

The Library may ask you to return immediately an item if that is recalled by another user. In this case, upon notification, you must return the item within three days.

Short Loan Collection

The Short Loan Collection aims to provide easy access for a large number of students to material that is necessary for courses given in the current semester. Items in the Short Loan can be borrowed under the following terms:

- **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.

Overdue returns for material that has been checked out

In case you fail to return or renew an item within the specified time, a fine is imposed as follows:

€0,40 per day per item of the general collection

€0,40 per hour per item of the Short Loan Collection

As long as any fine remains outstanding, you cannot borrow or renew any other item. Furthermore, any outstanding balance to the Library, including unpaid fines and unreturned items, may lead to penalties, e.g. you may not receive your degree or you may not be allowed to have a certificate of studying issued.

Photocopying / printing

The Library provides equipment for photocopying, printing and scanning. The equipment operates with the University card, which can be charged. See more information at <http://library.ucy.ac.cy/en/services/photocopy>

Adding credit to your University card online

You can add credit to your University card at <http://www.ucy.ac.cy/epayments>. For more information see the [Guide to adding credit to your University card for photocopying](#) (at the Library website, choose [Photocopying / Printing](#)).

Searching material

All books are shelved according the Library of Congress classification scheme. On the spine of each book you can see a label on which the shelf number is written. The shelf number consists mainly of the classification number denoting the subject of the book, and indicates where the book is located.

Use the online catalogue in order to find material you are interested in. Take note of the shelf number and any other location information (such as on which floor the item is located) which will help you find the item.



Web services

PCs can be found on various locations within the Library and provide access to the Internet. You can also bring your own laptop or other portable device and have access to the Internet through ucywifi service.

- **Connect to Wi-Fi within the University premises - ucywifi**

Visit the Library website “Wi-Fi connection” <http://library.ucy.ac.cy/en/services/technical-support/wifi> and follow their instructions of the Information Technology Infrastructure Services in order to connect to ucywifi.

- **VPN - Remote access service (outside the university premises)**

If you are outside the University premises you can have access to the Library online sources once you connect to the University network through “Remote access service through Virtual Private Network”. See <http://library.ucy.ac.cy/en/services/technical-support/vpn>

Visually impaired students

The Library provides the following services to visually impaired students: reproduction of material in alternative formats tailored to the needs of each student, a work station and portable equipment.

More information for the services provided, the collections and locating material can be found at the Library website and the relevant guides (<http://library.ucy.ac.cy/en/services/library-guides>).

Furthermore, you would benefit a lot from attending the information literacy seminars organized by the Library.

Request to attend any of the seminars offered by the Library

at library@ucy.ac.cy in order to

- become familiar with the collections, information sources and the services provided by the Library,
- learn how to use a number of search tools and information retrieval and management,
 - learn search techniques and how to evaluate information, which will be very useful in your studies!

Don't forget to follow us in the social media below in order to stay up-to-date.



University of Cyprus
Library

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University
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