## 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.

**External users** wishing to become members of the University of Cyprus Library and obtain the UCY Library ID should apply to the Circulation desk (ground floor). The cost for issuing the UCY/Library ID is €12,00 plus annual subscription. The cost must be paid upon registration / subscription renewal.

**University of Cyprus alumni** can remain Library members as external members with a reduced membership subscription. They are no annual charges for the first year after graduation.

For more information, please see the following link https://library.ucy.ac.cy/services/lib-card/?lang=en or contact the Circulation Desk by calling at 22892020.

## 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:

| Membership categories | # of items | Time period per item |
|---|---|---|
| Academic staff (incl. Educational staff External Academic Collaborators ) | 30 | 6 months (180 days) |
| Administration staff | 15 | 6 months (180 days) |
| PhD students | 30 | 6 months (180 days) |
| Postgraduate students | 20 | 21 days |
| Undergraduate students | 15 | 21 days |
| External users | According to the subscription package selected | |

## Short Loan items may be borrowed for

- **4 hours for in-library use**, during any time the Library is open.

- **Overnight for take-home checkout**, starting any time after 16:00 Monday to Sunday. Books must be returned by 11:00 the following working 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

### 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, 9:00-14:00, excluding holidays**.**

### … AskLive Service

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

University of Cyprus
European Union
European Structural and Investment Funds
Republic of Cyprus
Structural Funds of the European Union in Cyprus

**University of Cyprus Library**

Learning Resource Centre–Library
"Stelios Ioannou"
1 Panepistimiou Avenue,
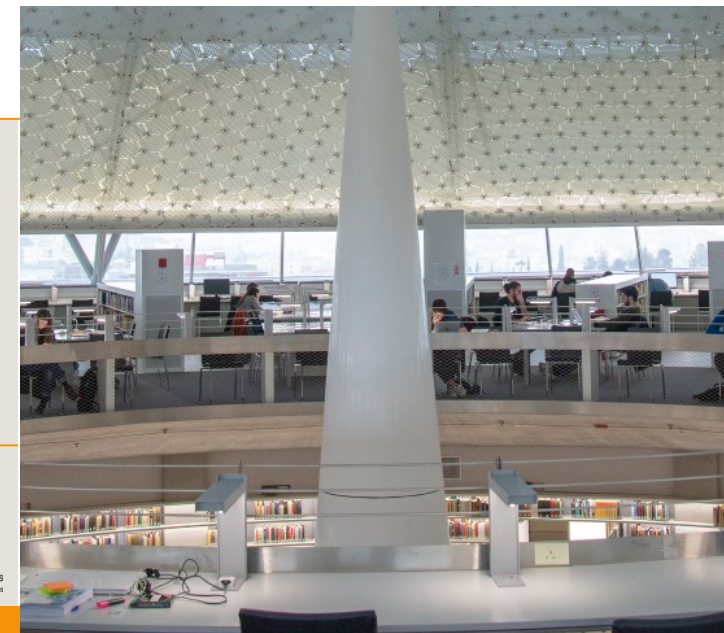2109 Aglantzia, Nicosia
P.O. Box 20537, 1678 Nicosia, Cyprus
Τηλ. +357 22892020
library@ucy.ac.cy

# University of Cyprus Library

# Library Services

- **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.

- **E-journal**

  Those who are connected to the University network have access to 30.000 electronic journals through e-journals portal on library website.

- **Dictionary, encyclopedia**

  Dictionaries and encyclopedias are located near the Main Library entrance. Users can search this material through the online catalogue. Also browse e-dictionaries and e-encyclopedias through the Subject Resources list through the library website. Access to full text is possible within the University network.

- **Audiovisual Material (map, CD, DVD, video tape, etc.)**

  The collection is located on the ground floor and is searchable through the Library catalogue.

- **Doctoral dissertations**

  Dissertations produced at the University of Cyprus are located on the ground floor and are searchable through the online catalogue or Gnosis Institutional Repository. Doctoral dissertations produced at other universities are searchable through the library website.

- **Requesting article, book and other resources not in Library collection**

  You can use Interlibrary Loan Services to get the item from another library as a loan, a photocopy for you to keep, or as an electronic document. For interlibrary requests there are charge issued in the name of the user. If the request has been approved and signed by the president of the Department, then the Department covers the expenses; otherwise, it is the user's responsibility to cover them. Before requesting an item, please make sure that it is the correct source and that the Library does not have it.

- **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 who wish to connect to the wireless service should follow the instructions of the Information Systems Services of the University via the library website https://library.ucy.ac.cy/services/technical-support/wi-fi-connection/?lang=en. .

  **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**

  OpenAthens is the Library's authentication system used to provide members of the university community with remote access to library electronic resources. Use your **UCY login credentials** for access.

- **Librarian**

  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 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.

- **Group study room (GSR)**

  There are four-seat and six-seat rooms at the Library available to book in advance, exclusively for purposes of group study and collaborative research projects.

- **Locker**

  If you need somewhere safe to keep your property whilst working in the Library, you can use the Lockers Room (LRC 008), located on the Ground Floor, near the entrance of the "Stelios Ioannou" Learning Resource Centre.