University of Cyprus Library

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.

The Library is located at the Learning Resource Centre "Stelios Ioannou" in the University Campus. The building houses all Library functions, services and collections, which spread to five levels combining stacks, reading rooms, work stations, study areas, a 24-hour reading area, as well as a Children's Section in a dedicated, specially designed area. The building has more than 900 seats for studying, including 31 four-seat and six-seat group study rooms.

The 24-hour reading area is located on the ground floor and it is open seven days a week, all year round.

The only Library brunch that remains is the non-lending collection of the Archaeological Research Unit, located at 12 Gladstonos Street, Nicosia.

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	
A	General works
B-BD	Philosophy, Logic
BF	Psychology
BH	Aesthetics (Philosophy)
BJ	Ethics

2nd floor	
BL-BX	Religion, Mythology
C	Auxiliary sciences of history
D	World history and history of Europe, Asia, Africa, Australia, etc.
E-F	History of the Americas
G	Geography, Anthropology. Recreation
H	Social sciences
J	Political sciences
K	Law
L	Education

1st floor	
M	Music
N	Fine arts
P	Language and literature

Ground floor	
	Short Loan collection
	Children's Section
	Reference books (encyclopedias, dictionaries, etc.)
	Audiovisual material
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military science
V	Naval science
Z	Bibliography. Library and information science. Information sources (General)

Basement	
	Periodicals
	Special collections
	Statistics
	Cypriot periodicals
	Dissertations

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, access to the Library, use of group study rooms and lockers. 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:

- **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 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 of 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 https://library.ucy.ac.cy/services/technical-support/photocopying-printing-scanning/?lang=en

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.

UCY Library Book Tracer

Application for mobile devices (phones, tablets, etc.). The application guides library users to locate easily and quickly the book they are interested in on the shelves. It is available on App Store and Google play.

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 they instructions of the Information Technology Infrastructure Services in order to connect to ucywifi.

- **OpenAthens** (**Accessing Library Electronic Resources Off-Campus**)
  If you are off campus, you can access the Library's online resources through the OpenAthens service, using your University ID and password.

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.

Group study rooms (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. To book a group study room please login to the Library Rooms Reservation System.

Lockers

For your convenience, lockers have been placed on the Ground Floor, near the entrance of the "Stelios Ioannou" Learning Resource Centre. The locker use is possible with the University ID/Library card and the charges are €0.10 per hour.

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 Libraryι,
  - 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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