**RESOURCES**

**General Collection**
The General Collection covers the broadest spectrum of subject matter relevant to each library.
- Main Library - Arts, Humanities, Education and Social Sciences
- Medical Library - Clinical Medicine and Nursing
- Science Library - Science, Technology & Basic Medical Sciences
- Law Library - Legal Resources, West Indian and International Law Reports and Legislations
- Western Jamaica Campus - Resources supporting the disciplines taught at that campus

**Reserve Book Collection (RBC)**
The Reserve Book Collection is a selection of highly recommended items which are on course reading lists. RBC collections are found in each of the libraries.

**Reference Collection**
Each library has a relevant subject specific reference collection. Items in this collection include:
- Encyclopedias
- Dictionaries
- Handbooks

**Specialized Collections**
- West Indies & Special Collections (WI & SC)
- Government Serials
- UN Documents
- The World Bank Collection

**West Indies and Special Collections**
The West Indies and Special Collections (WI & SC) is a facility within the Main Library which houses a multi-format collection that includes:
- Books
- Serials
- Newspapers
- Theses
- Maps
- Photographs
- Microforms
- Sound Recordings
- Rare Books
- Manuscripts
- University Collection

This is a research collection of material about the West Indies, by West Indians, and published in the West Indies. The collection focuses largely on the English-speaking Caribbean but material from the rest of the region is added selectively. Users can access the material in this collection by searching the library’s online catalogue, various in-house databases, card indexes and inventories. Users are only allowed to consult materials from the WISC Collection in the section.

**Multimedia Collections**
The Library’s collections include various multimedia items. This includes:
- Records
- CDs
- DVDs
- Videos
- Audio-tapes

These items must be used in the WI & SC. Bookings can be made in advance through the WI & SC.

**E-Resources**
The Library provides access to electronic resources in various disciplines. These may provide full text or abstracts and can be accessed from any location on or off campus.

**SERVICES**

**OFF CAMPUS ACCESS**
To access e-resources remotely, users are required to enter a valid UWI ID when prompted.

**LOANS**

**Open Shelf Loans**
The loan period for materials from this collection varies according to user category.

- Undergraduates: 7 days
- Postgraduates: 28 days

**Reserved Book Collection (RBC):**
- Overnight loan: $50 per day
- 3-day loan: $50 per day
- 3-hour loan: $20 per hour

Users are also responsible for the replacement costs and processing fees for lost or damaged items.

**RBC Loans**
RBC items have short loan periods (3hrs, overnight or 3 days). All issuing ends 15 minutes before closing time.

**UWILinc**
Use UWILinc to find a variety of materials such as books, journals, articles, e-books, e-journals and more! UWILinc can be accessed from the OPAC workstations in the libraries or from any computer on the campus as well as via the Internet at: http://www.mona.uwi.edu/library. We recommend that students sign in to UWILinc before searching. This is especially important when using UWILinc from off-campus.

**Journals**
Journals may be borrowed by postgraduates for a period of 7 days. In the Medical Library the borrowing period is 7-14 days and this varies according to users. Items returned late attract a fine of $10.00 per day.

**Returns**
Items borrowed may be returned at any of the libraries. For users’ convenience, each of the libraries has a book drop located at its entrance. However, it is preferred that library materials be returned to the library from which they were borrowed.

**Books**
Books borrowed from the Department of Library and Information Studies (DLIS) and Mona School of Business & Management (MSBM) libraries must be returned to the respective libraries.

**Renewals & Hold Requests (Open Shelf Items Only)**
One renewal of a borrowed item is allowed provided there is no reservation for that item by another user. Items on hold are kept reserved for collection by the requester for up to 7 days.

**Fines**
Late return of borrowed items accrue fines, based on the collection. Borrowing privileges are suspended when item(s) on loan become overdue or when the total fines reach $100.

**Reserved Book Collection (RBC):**
- Overnight loan: $50 per day
- 3-day loan: $50 per day
- 3-hour loan: $20 per hour

Users are also responsible for the replacement costs and processing fees for lost or damaged items.

**Suspension of Library Privileges**
Library privileges may be suspended for the infringement of Library Rules. Reasons for suspension may include:
- Unauthorized removal of items from the Library
- Mutilation of Library material
- Use of another user’s Identification Card
- Boisterous behaviour

**Reference Assistance**
Users may select the most convenient means to access this service:
- Face-to-face at the reference desk in all libraries
- Telephone during library opening hours:
- Chat online with a reference librarian via www.mona.uwi.edu/library. We recommend that

**Halls of Residence Librarian Programme**
The Halls of Residence Librarian Programme is an outreach programme designed to facilitate first year UWI students as they begin their university journey.

**Photocopying**
Self-service black and white copiers are located in all the libraries. Self-service through the purchase of a vendor card which allows for 20 exposures.

**Reprographic Services Unit (RESU), Main Library**
RESU offers the following services:
- Sale of photocopy cards
- Black and white and colour photocopying
- Printing
- Laminating
- Password change
- Scanning
SERVICES (cont’d)

Interlibrary Loan
Through the Interlibrary Loan Service; student and staff can request material not found in the library’s collections. Interlibrary loan forms are available at all Reference Desks. Cost and time for receipt of material vary.

Information Literacy
The Information Literacy Unit offers customized training sessions to assist users with their research needs. These sessions include:
- Finding, evaluating and using print and electronic information resources in specific subject areas
- Online search strategies
- OPAC training
- Citation styles
- Thesis scrutiny

FACILITIES

Computer Labs
Computers are located in all libraries and these provide access to the following:
- Internet
- Word processing and statistical software
- Printing

Postgraduate Learning Commons (PGLC)
The Post Graduate Learning Commons is exclusively for postgraduate students and is located in the Main and Science Libraries.
The facility includes:
- Computer labs
- Conference rooms
- Group seminar rooms
- Lounge seating

Bag Check Area
Users are required to leave their bags in the Bag Check area of the libraries.

Visually Impaired Students Technology Assisted Services (VISTAS)
VISTAS is equipped with computers and special software (JAWS) to assist visually impaired users with word processing and research.

Personal Laptops
Wireless network is available in the libraries to facilitate the use of personal laptops. Data and electrical outlets are also provided.

Personal laptop bags are NOT allowed in the libraries. Users may borrow a transparent laptop bag from the Circulation Desk.

Bindery
The Bindery provides services to the University as well as to the general public. Various binding techniques are employed to extend the longevity of paper back and damaged hard cover material.

THE UNIVERSITY OF THE WEST INDIES MONA LIBRARY
Welcome to the University of the West Indies, Mona Campus Libraries. This is a short introduction to our resources, services and facilities.

LIBRARY OPENING HOURS
Main Library, Medical and Science Branches
Mon. – Fri. 8:00am – 6:00pm and Saturday 8:00am – 12:00midnight.

Law Library
Mon. – Fri. 8:00am – 8:00pm and Saturday 8:00am – 12:00midnight.

Western Jamaica Campus Library
Mon. – Thurs. 9:00am – 9:00pm and Friday 9:00am – 7:00pm.

Overnight Reading Room (Main Library)
Saturday Midnight – Sunday 6:00am.

THE LIBRARIES ARE CLOSED ON PUBLIC HOLIDAYS