

**UNIVERSITY OF EDUCATION, WINNEBA**

**UNIVERSITY LIBRARY**



***LIBRARY GUIDE***

***2018/2019***

## TABLE OF CONTENTS

<b>Introduction</b>	5
<b>The Importance of the Library</b>	5
<b>The University Library System</b>	5
Books, Journals, Electronic Information	6-7
<b>Opening Hours</b>	7
<b>Library Regulations</b>	8
<b>Library Orientation</b>	10
<b>Importance of Learning How to Use the Library</b>	10
<b>Systems of Classification</b>	12
Library of Congress Classification Scheme (LC)	12
<b>The Library Catalogue</b>	13
The Author Entry Catalogue	13
The Classified Subject Catalogue	16
Subject Entry	16
How to Find a Book	16
How to Find Journals	17
How to Use the WINNOPAC	17
<b>E-Resources</b>	18
Internet	15
E-Resources under PERI Programme	15
<b>Other Services</b>	19
Intra Library Loans	19
Document Delivery Service	19
Special Reserve Collection	20
Reservation	20
Theses/Dissertations/Long Essays	20
Photocopying	20
Printing of documents	21
Discussion Rooms	21
Conclusion	21
<b>Additional Information</b>	22
<b>Access to e-Resources</b>	24
<b>Library Detection System</b>	27

## **INTRODUCTION**

The *Library Guide* has been produced to provide you with information about the role that the library plays in the University and the resources and services it offers to facilitate teaching, learning and research as well as satisfying everyday information needs of users. This information seeks to consolidate what is provided during the initial orientation that all new library users undergo and also guide you to make maximum use of the library.

The following have been outlined in the *Library Guide*:

1. The Importance of The Library
2. UEW Library System
3. Library Rules and Regulations
4. Library Orientation
5. The Library Catalogue
6. Systems of Classification
7. How To Find a Book
8. Library Services

### **The Importance of the Library**

The Library plays a very important role in the academic life of the University. As such, it is described as the heart, the centre or the core of the University. The reason is that the institution requires information in order to achieve its mission and it is the Library that facilitates access to that information. The Library does this through its mission, which is to:

- Facilitate access to all forms of information by continuous improvement of
  - resources and expertise,
  - information literacy skills within UEW
  - co-operation through networking
- Support learning, teaching, research and other University activities

### **The UEW Library System**

The UEW Library System consists of the Osagyefo Library and North Campus Library at the South and North Campuses respectively (both in Winneba), College of Technology Education (COLTEK) Library in Kumasi, College of Agriculture Education, Nana Afia Serwah Kobi Ampem II (NASKA II)

Library in Mampong Ashanti, Ajumako Campus Library in Ajumako, and IEDE Libraries in Winneba. The seating capacities for the satellite campus libraries are as follows:

<b>Osagyefo Library</b>	432
<b>North Campus Library</b>	100
<b>COLTEK Library (Kumasi)</b>	156
<b>NASKA II</b>	120
<b>Ajumako</b>	60

Hence, the total seating capacity is **868**. Within each campus are Departmental and Hall libraries. The University library system provides access to useful and relevant information, which can be found in books and serials; that is, journals, magazines, newspapers, reports etc. Long Essays and Pamphlets also provide needed information. The University Library currently holds over 118,339 books in its collections.

For the convenience of users, it is the policy of the Library to allocate more or single copies of a particular title of a book or periodical to the campus library where the Department that teaches the subject is located. Hence, library materials on Home Economics Education, Physical Education and Art Education, are located at the North Campus Library, Winneba. Business Education, Science Education, English Education, German Education and French Education library materials are mainly located at the Osagyefo Library, South Campus, Winneba. Agriculture library materials are mainly located at the NASKA II Library of CAGRIC, Mampong, Ashanti. The COLTEK Library, Kumasi has strong bias towards Business Education and Technology Education whilst the Ajumako Library has library materials that are biased towards Ghanaian Languages. \*(Currently, there are two exceptions to the above mentioned arrangement due to certain circumstances: French and English Departments are located at the North Campus but the bulk of their materials are at the Osagyefo Library at the South Campus. Their departmental libraries, however, are at the North Campus, where the departments are.)\*

### **Library Resources**

The University Library has a rich collection of resources on all subject areas offered by the University in the form of books, journals, and electronic resources (databases).

- **Books**

With recommendations from Heads of Department, students and the teaching staff, the Library acquires additional books that are needed by the University. With the global increase in information, the varied formats of information, phenomenal growth in information and the consequent increase in demand for information, it is now impossible or unrealistic for any library to continue to perform its traditional role of comprehensive acquisition of resources for use by its clientele. Mostly recommended basic reference and textbooks that are relevant to the courses offered in the University would be purchased.

- **Serials**

While books continue to represent a bulk of library materials, journals have assumed greater importance due to their advantage of timeliness over books. In other words, information in serials is more current than in books; as such, it is a valued source of information. As the name implies, a serial is a publication with a distinctive title, which appears at stated or regular intervals, generally more than once a year. Serials contain articles, stories or other writings by several contributors. Scholarly or academic journals, magazines, newspapers and reports fall under this heading. An alphabetical list of all journals has been provided for reference at the Serials Section of the Library.

- **Electronic Information**

Electronic resources can be accessed via <http://www.uew.edu.gh> or at <http://www.uew.edu.gh/e-resources>

## **OPENING HOURS**

The opening hours during the semester are as follows:

Monday - Friday	-	9 am – 12 Mid-Night
Saturday	-	9 am – 10 pm
Sunday	-	Closed (Ajumako)
Sunday	-	2 pm- 10pm
(COLTEK) Sunday	-	2 pm – 10 pm
(NASKA II) Sunday	-	2 pm – 8 pm

## **Examination Period**

(COLTEK) All Days	-	9am–12 midnight
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## Sandwich Semester

Monday – Friday	-	9 am – 10 pm
Saturday	-	9 am – 10 pm
Sunday	-	2pm- -10 pm
(NASKA II) Sunday	-	2pm – 8pm
Public Holidays	-	Closed

**Note:** Opening hours during the sandwich period is subject to change depending on certain circumstances.

## MAIN SERVICES

1. Reference Services
2. Borrowing Services
3. Computer Laboratory Services
4. Photocopy Services

## LIBRARY REGULATIONS

### 1. Registration

- i. All library patrons must register at the library on the Campus where their Department is located.
- ii. All categories of users should register at the library to be able to have borrowing rights.
- iii. Undergraduate students must provide three (3) passport-sized pictures to be affixed to three (3) borrowing tickets, which the Library would issue upon registration.
- iv. Post graduate students must provide four (4) passport-sized pictures to be affixed to four (4) borrowing tickets, which the Library would issue upon registration.
- v. Senior members would be issued with six (6) borrowing tickets, which can be used to borrow any six books at a time.
- vi. All borrowing tickets should be **returned** to the Library at the end of the final semester in the University.
- vii. **Failure to return** borrowing tickets attracts a fine of **GHS 1.00** per ticket.

### 2. Borrowing Privileges and Penalties

- i. For students, books borrowed from the Lending Section can be kept for 14 days only but can be

renewed for a further two weeks if no request has been made for them.

- ii. For senior members who teach, books borrowed from the Lending Section can be kept for **28 days** and are renewable, provided no requests have been made for them.
- iii. Some reference books can be borrowed over the weekend and returned by Monday. Such books should be borrowed on Saturday afternoon and returned on Monday morning at 9am.
- iv. Books returned after the due date attract a fine of **GHS 1.00** a day per book for Lending Books, **GHS1.00** a day per book for Reference Books and **GHS2.00** a day per book for books on reserve and Theses/ Dissertations/Long Essays/Project Works. Failure to pay the fine will result in the defaulter not being allowed to borrow any book from the Library.
- v. Lost or mutilated books would be paid for at the cost of three times the current market price of the book plus processing fee.

### **3. Security**

- 1. A 3M Library Detection System has been installed at the entrance of the Osagyefo Library to check stealing and unauthorized removal of library material.
- 2. All users should pass through the designated exit point (i.e. through the 3M Library Detection System) when leaving the Library.
- 3. Disciplinary action would be taken against users who are caught with library material not properly issued out to them.
- 4. Library personnel have the right to ask for students' ID cards at any time.
- 5. All bags should be left at the area demarcated for bags. Students are advised not to leave money, phones, keys or other valuable items in their bags as the Library would not be responsible in case of loss of any item through theft or any other means.
- 6. Library users are required to show all books in their possession to the Security person/Library Assistant when entering and leaving the Library.
- 7. Students caught cutting out pages from books or writing in any library material would be severely penalised.

### **4. General Rules**

- i. No food or drink is allowed in the Library (Bottled water is, however, allowed).
- ii. Silence should be observed at all times.

- iii. Mobile phone users are advised to put their phones on “**vibrate/silent**” and leave the Library to make/receive calls. A user whose phone rings will be made to pay a spot fine of **GHS1.00**.

The above regulations, which would be strictly enforced, are subject to review.

## **Library Orientation**

### **Objectives of Orientation**

The orientation process is so short that students cannot learn everything they need to know about the library.

By the end of the orientation, however, students should be able to:

- a] Find their way through the different sections of the library that will help them satisfy their information needs.
- b] Exploit the facilities and services for their requirements.
- c] Utilize the different access points in the Library Catalogue to identify the library materials they require.
- d] Locate materials on the shelves which they have identified in the Library Catalogue/Online Public Access Catalogue (OPAC) or (WINNOPAC).
- e] Get acquainted with staff so that they can approach them for assistance when in difficulty.

There is more to learn about finding information and library orientation is just the beginning of the learning process. Also, an analysis of the Library Orientation has revealed that the programme is inadequate for much learning to have taken place due to its timing and duration. In other words, Orientation takes place at a time when students have not started lectures and hence have not had the opportunity to appreciate the need for information. Also, the limited time is to enable all new students to be covered within two weeks (the orientation period). Further instruction on the use of the library is thus necessary.

### **Importance of Learning How to Use the Library**

Independent access to the collections is encouraged rather than library staff providing all information because the policy of the Library is to facilitate and hence maximise the use of its resources. The reason for this policy is that it has been established that independent usage encourages users to exploit fully the resources of the library whereas provision of information makes users dependent and this inhibits use of these resources. We believe that teaching users how to use the Library is as beneficial as the Chinese



proverb which states:

“Give a man some fish and he will have a single meal  
but if you teach him how to fish, he will eat for life”

The strategy would not only enable library patrons satisfy their information needs effortlessly but also discover on their own, information outside the Library and this is more like knowing what to do when there is no fish to catch. This strategy is all the more significant and necessary because of the information explosion and the resultant proliferation of information which has compounded users’ problems when they attempt to browse through the shelves in an effort to retrieve needed materials. This has contributed to the frustrations users experience in their search for materials.

One reason for the frustration is that materials are so many and subject areas are now more complex and related, so that it is not helpful for instance, to look on the Home Economics shelves for all books on Home Economics. One needs to refer to Social Sciences to get aspects of Family Life Education, which is a programme in Home Economics. Many other examples abound. Other aspects of Home Economics; Textiles and Life Skills are classified under Fine Art and Social Sciences respectively. Anatomy, Physiology and Nutrition are subjects dealt with by Physical Education, Art and Science Departments, but they are classified under Applied Science. Topics in Special Education such as Audiology and Speech Therapy are all classified under Applied Science.

These are few examples of the difficulty of finding materials on a single subject in only one section of the Library. The tendency when faced with this frustration is to rely on library staff and as has already been mentioned, creates dependency.

### **Benefits to Be Gained**

- a] Once you learn how to use a library, a whole world of information becomes available to you. It is no longer profitable to rely on the same text for teaching and learning because information explosion has ensured that new ideas develop and change by the minute. The information available in the Library can thus be used to enrich your teaching and learning experience.
- b] The Library provides materials to broaden the scope of what the textbooks have provided. Knowing how to use the library would make you independent learners and this promotes efficiency in individual

study, research and intellectual self-reliance.

- c] With the move from traditional didactic methods of teaching towards a resource-based learning, one needs the library to perform such tasks as assignments, project work, research etc. because the library provides materials which cut across all subject areas.
- d] To be educated therefore no longer means "chewing and pouring". What is important is to know how and where to obtain information. Library Orientation attempts to do so and further education would consolidate what has been taught.

## **SYSTEMS OF CLASSIFICATION**

In libraries, materials are grouped on the shelves by subject. Once you learn how a particular system arranges its subjects, you would be able to search effectively for your information.

Different libraries have different systems of classification but all are based on the subject of the material being organised. The University Library System uses the Library of Congress Classification (LC) Scheme.

### ***Library of Congress Classification (LC) Scheme***

The Library of Congress Classification Scheme (LC) uses upper case letters of the alphabet in combination with Arabic numerals to denote the subject contents of books.

The main outline is as follows:

- A General Works
- B Philosophy, Psychology, Religion
- C History - Auxiliary Sciences
- D History (General and Old World)
- E&F History (America)
- G Geography, Anthropology, Recreation
- H Social Sciences
- J Political Science
- K Law
- L Education
- M Music
- N Fine Art
- P Language and Literature

- Q Science
- R Medicine
- S Agriculture
- T Technology and Engineering
- U Military Science
- V Naval Science
- Z Bibliography and Library Science

Detailed outlines can be found on the notice board and at strategic positions in the Library. Understanding the classification scheme will enable you to locate any book on the shelves very easily.

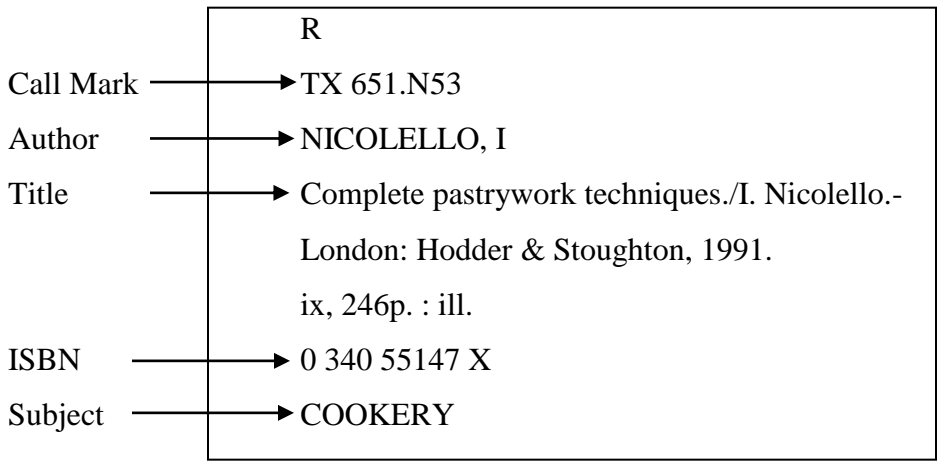
### The Library Catalogue

The Library Catalogue is a record of the Library's collection arranged/filed under **Author/Title, Classified Subject** and **Subject Index**. The Catalogue has its entries on cards measuring 3" X 5" filed in trays of a catalogue cabinet. Each entry contains all the information necessary to enable you find the item it describes. Information on each entry includes the following: Call mark, author, title, publisher, date, subject etc. The illustrations below therefore show how the LC system works.

### The Author/Title Catalogue

This includes entries for authors, editors and titles for/of all the books in the Library and they are inter-filed in one alphabetical sequence. This is the catalogue you will use if you know the author or title of a book.

#### Author Entry for LC



Accession Nos. —> S-002024/002025/002026/N.-002027

When using the Author/Title Catalogue, the following arrangement must also be noted.

- a) The Surname appears first, followed by other names.
- b) For compound surnames, the first part of the name appears first e.g. Baiden-hAmissah.
- c) With British names, the prefixes appear first e.g. DE LA MARE
- d) If the name is French and the prefix consists of an article or a preposition, enter under the prefix.

e. g. LE SAGE, AG  
DU PIE, M  
BOULLE, Albert de

**When using this catalogue therefore, you need to look under the surname according to the arrangement stated above**

When there are several authors with the same surname, the cards will be filed in alphabetical order according to the first names as follows:

**NICOLELLO, Anna**

**NICOLELLO, Ian**

**NICOLELLO, John**

**NICOLELLO, Kenneth**

**NICOLELLO, Matthew**

- e) A work issued by an organisation is entered under the name by which the organisation is known, when there is no personal author clearly responsible; e.g. UNICEF.

**You need to look under the name of the organisation responsible for the work.**

- f) Official publications of government departments are entered under the name of the country with the name of the Department as sub-heading;

e.g. Ghana. Ministry of Health

**You need to look under the name of the country for any government documents.**

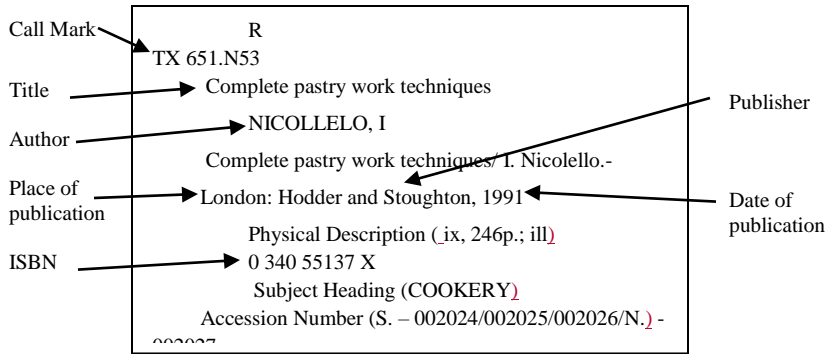
- g) A work is entered under title if it is an edited work, or written by more than three authors or if it is anonymous.

Note that each book in the library has a title entry.

When using the title to find a book, disregard the articles A, THE, and AN when these appear at the beginning of the title.

- E.g.: (The) African child  
 (An) introduction to the library  
 (A) tale of two cities

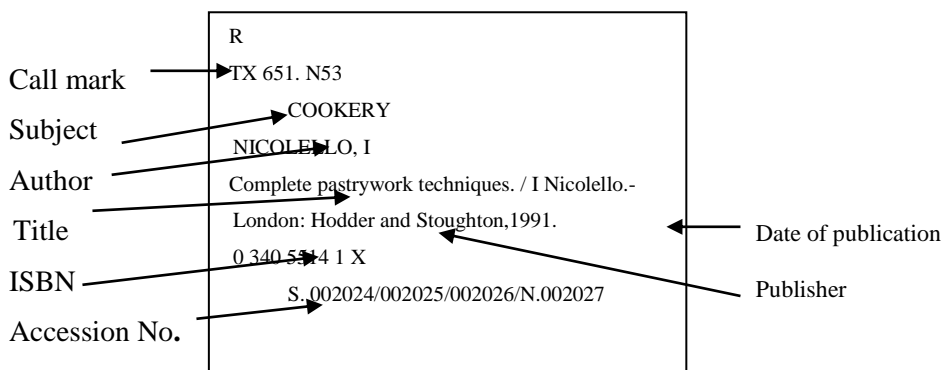
### Title Entry for LC



### The Classified Subject Catalogue

In this catalogue, the entries are arranged by the *call marks* of the books. The sequence is the same as the order of the books on the shelves, that is, LC numbers A - Z. (See details under **Systems of Classification**.) You use this catalogue when you wish to know what books the library has on a particular subject.

### Classified Subject for LC



## Subject Entry

In addition to the Author/Title and Classified Subject Catalogues, there is an alphabetical Subject Index Catalogue.

### Subject index for LC



## How to Find a Book

Each book has a call mark, which is written on either the spine or the upper left-hand corner of the front cover of the book. The call mark is a location device, the address of the book within the library. It is made up of the class number and the author/title mark. It is important to copy the entire call mark in order to find the book, for the entire call mark identifies one book only.

With the Library of Congress Classification Scheme, the following book:

**Complete pastry work techniques** by NICOLELLO, I. will have this call mark:

TX 651.N53

TX:	Combination of upper case letters representing the broad subject, Home Economics	} Call Mark
651:	Narrower aspect of the subject: Pastry work	
N53:	Initial letter of author's surname and number	

These are the call marks that you will obtain from the Library Catalogue, which will direct you to the shelves where the books are arranged in an order described in the outline of the classification schemes.

Armed with the call marks obtained from the Library Catalogue, e.g. **TX 651.N53**, you then go to the appropriate shelf to retrieve the book, bearing in mind the classification schemes already mentioned.

If you have problems locating a book after going through this process, do not hesitate to consult a library staff.

## **How to Find Serials**

The system of arrangement for serials differs slightly from that of books. The arrangement of serials on the shelves is by subject and then alphabetical order within the subject. This means if you know the title of a journal, magazine or report, you have to first consult the subject area concerned before you can search for the title within the alphabetical arrangement. Alphabetical lists of journals have been provided for reference at the Journal Section at all campus libraries.

## **WINNOPAC**

**WINNOPAC** is the University of Education, Winneba Library's online catalogue. Records of library materials are now easily accessible and searchable via any computer with Internet connectivity.

One can also access his/her personal library account and save their search history for future use.

## **How to search WINNOPAC**

- You can use either **QUICK SEARCH** or **SIMPLE SEARCH** to search for a book, journal, report, etc
- For a known **AUTHOR** type the Surname
- For a Known **TITLE**, ignore articles such as a, an, the etc at the beginning of the title. E.g. An introduction to education, to search for this title type “Introduction” instead of “An”

## **Setting up your Account/ Logging in into WINNOPAC**

- Students: Log on to **WINNOPAC** at <http://library2.uew.edu.gh:8080>
- Click on ‘**Login**’ and enter required details to register.
- Click on ‘**Submit**’

You need to change your password as soon as you begin using your account.

## **How do I change my PASSWORD?**

- After logging in, click on ‘**My Account**’ at the left side of **WINNOPAC**.
- You can then click on ‘**Contact**’ to view your account registration details.
- You can then click on ‘**Change Password**’ to enter a new password.

## **ELECTRONIC RESOURCES**

An electronic resource (e-resource) is any information source that the library provides access to in an

electronic format. The University Library has purchased subscriptions to many electronic information resources in order to provide you with access to them. Our E-Resources include full-text journals, dictionaries, encyclopedias, economic data, etc. Electronic resources can be accessed via a computer that is connected to the Internet.

## **Internet**

The Internet is a Meta network; it is a vast conglomerate of interconnected computer networks that bring together people, information and computer resources across the globe.

1. You can send messages and documents across the world in a flash.
2. You can shop in another continent, sample new music, visit galleries, read books, journal articles, and newspapers and play games.
3. You can meet people with similar interests.
4. One can find schools, scholarships etc. outside the country.
5. Download Software

These services are performed with E-mail, FTP and the World Wide Web (WWW).

The World Wide Web is like an enormous worldwide computer-based library of books, papers, memos, reports, articles etc. anything you can think of, on topics ranging from Archaeology to Zoology. It features exhaustive material on the Arts as well as research materials, etc. Information is in different locations on different computers and computer networks that are linked together. Each has an address, which locates documents on the Internet. These addresses can be accessed for any information.

Thus instead of reading a reference to another volume and having perhaps to go to a completely different library in a different town to find it, a link on the Internet can mean you can call up the new page into your computer screen straight away by clicking on the link. Each page has its own individual address which identifies it from every other page of the millions and millions available. Most of the scholarly information on the Internet is however not free.

## **E-Resources under the Programme for the Enhancement of Research Information (PERI)**

Under the PERI Programme, the Library has access to over seven thousand journals on the Internet and the facility to pay for articles that cannot be accessed on the Internet. Users are not required to pay for Internet services rendered to them.



This service was formerly provided through funding by The International Federation of Library Associations (IFLA) and The Danish International Development Agency (DANIDA). Later, the International Network for the Availability of Scientific Publications (INASP) acquired funding from DFID for the PERI Programme till 2004. The e-resources are now being paid for under the Consortium of Academic and Research Libraries in Ghana (CARLIGH).

## **OTHER SERVICES**

### **1. Intra Library Loans**

This is a service provided for users who need material that may not be available in their campus Libraries. The purpose of this service is to obtain the needed library materials from other UEW libraries. To benefit from this service, users are required to fill in a request form at the Reader Services Desk. The Library then sets procedures in motion to obtain the item.

### **2. Document Delivery Service**

This service seeks to provide scholarly Journal articles that cannot be found in our databases. You send the bibliographic details (author, journal title, volume number, issue number and page numbers) of the articles that you are unable to find to the reference librarian at the Information Desk for the article to be requested for you from other libraries outside the UEW library system. Example of bibliographic details:

Perrault. A. M. (2010). Making science learning available & accessible to all learners: leveraging digital library resources. *Knowledge Quest* 39 (2):64-68

### **3. Special Reserve Collection**

The Special Reserve Collection consists of copies of standard materials relevant to courses offered at the University, but which cannot be put in the normal circulation system because of their limited copies. Upon request, users are allowed to sign for and use any of these materials at the Library **ONLY**, during normal working hours. A form provided by the Library staff, requires users to indicate their own name, the author of the book, the title, as well as the date of borrowing. The borrowed material should be returned to the Library staff in charge after use, whereupon the form filled by the borrower is cancelled. It must therefore be noted that unlike other reference books, Special Reserve books are not left on the reading tables after use, but returned personally to the Library staff in charge.

#### 4. **Reservation**

The library would place a hold on an item already out on loan to a user if another user makes an urgent request for the item. The borrower would thus not be allowed to renew the item. The user who made the request would then be notified and the book kept for 3 days. If it is not claimed by the end of this period, it would be returned to the shelves.

#### 5. **Theses/Dissertations/Long Essays**

These are borrowable on request for 3 days. (Penalty applies for defaulters as with Reserved materials)

#### 6. **Photocopying**

The photocopy machine is operated at the Library at a cost of **0.20 GH Pesewas** per exposure. Users are required to fill a form indicating name, department, title of book to be photocopied, author, number of pages, number of copies, preference (landscape/portrait), date, due time and the cost. Payment and collection of the work is two hours after the request is made. These transactions are undertaken at the Library Secretariat. All works must be paid for and the receipt collected after payment.

Black & White - **0.20 GHS** per exposure

#### 7. **Printing of Documents**

Printing charges are as follows:

- Text only - **0.20 GHS**
- Text with graphics - **0.30GHS**
- Heavy graphics - **0.40GHS**

#### 8. **Discussion Rooms**

There are discussion room facilities available for graduate students. Small groups (maximum of six individuals) may request and sign for the key at the Information Desk as and when necessary for a period of three (3) hours at a time.

## **CONCLUSION**

Knowing how to find information in this Library would guide you in your search for information in any other university library. If after reading this guide you require additional information, Library Staff are available to assist. If you have any comments concerning the Library Guide, please write it on a piece of paper and drop it in the Suggestion Box at the Information Desk. Alternatively, the “Contact a Library Staff” button on the WINNOPAC page could be used.

## **ADDITIONAL INFORMATION**

### **Introduction**

This section of the guide has been written to draw library users' attention to special services reserved to cater for their special needs.

#### **1. Guided Tour**

Though this tour has not been specifically programmed like orientation for fresh students, Senior Members are welcome to visit the Library for a guided tour in their subject area if needed. Prior notice is however, required.

#### **2. Acquisition of Library Material**

Book catalogues received by the Librarian are sent regularly to the Departments concerned with the subjects covered by the publisher. In order to help build on our book stock, senior members are requested to submit to the Librarian lists of recommended books in their subject areas from these catalogues or any other source. Details required when submitting such lists are: Author, Title, Edition, Publisher, Year of Publication, International Standard Book Number (ISBN) and Price. The catalogues with the recommended books ticked should be returned to the Library.

#### **3. Speedy Processing**

Library users are advised to visit the Library frequently or especially when notified about the arrival of new books. This will give them the opportunity to select newly arrived books for speedy processing when a particular material is urgently required.

#### **4. Selective Dissemination of Information (SDI)**

This service operates on the assumption that a senior member needs to be contacted when an article in his subject area appears in a publication. Since the Librarian may not be aware of the special subject areas of some senior members, it is important that senior members contact the Librarian if they are especially interested in being notified about publications in their subject areas.

#### **5. Special Reserve**

All senior members are required to present lists of recommended books to the Library at least one week before they are issued out to students. These books would be placed on close access, which means that students would have to sign for the books in order to use them. It is important that senior members co-operate with the Library on this matter as library materials are exposed to the risk of mutilation and loss if the library is not given adequate notice to have materials placed on special reserve before students start using them.

#### **6. Document Delivery Service**

This service seeks to provide scholarly Journal articles that cannot be found in our databases. You send the bibliographic details (author, journal title, volume number, issue number and page numbers)

of the articles that you are unable to find to the reference librarian at the Information Desk for the article to be requested for you from other libraries outside the UEW library system. Example of bibliographic details:

Perrault, A. M. (2010). Making science learning available & accessible to all learners: leveraging digital library resources. *Knowledge Quest* 39 (2):64-68

7. **Senior Members' Reading Room**

A reading room has been provided at the *Osagyefo Library* for the exclusive use of senior members and graduate students. All categories of students are required to leave their bags at the security check point before entering the Library.

8. **Undergraduate Reading Room**

There are two reading rooms for undergraduate students located at the Osagyefo Library and the North Campus Library.

9. **Discussion Rooms**

There are two discussion rooms at the Osagyefo Library and another at the North Campus Library for Senior Members and Graduate Students.

## **IMPORTANT NOTICE**

### **LIBRARY DETECTION SYSTEM**

A 3M Library detection system has been installed at the entrance of the Osagyefo Library to check stealing and unauthorized removal of library materials. It consists of electronic sensing security panels that secure the main entrance and trigger an alarm when a sensitized item passes through the sensor.

All users of the Library have to exit the Osagyefo Library through the security panels. An alarm will sound if library materials are not properly checked out before exiting through the panels.

Any person who causes the security system alarm to sound is treated courteously, but the staff also seriously attempts to determine the cause. This could be accidental, or deliberate stealing.

If the alarm sounds, please return to the Circulation Desk to ascertain the problem.

*We wish you a pleasant studying experience in the Library.*

*THANK YOU-+-+*

*University Librarian*