

Important Information for UTT Library Users

UTT Libraries are primarily for staff and students of the University and are registered automatically as users. External users have access under special circumstances (check library staff for further information).

Staff and students can do the following:

Access

- Log in remotely to UTT Libraries via MyCampus at <https://mycampus.utt.edu.tt>
- Access UTT Libraries website in many ways from the link ***Accessing the Library Website***
- Learn how to use library resources by clicking on the ***Library Guides*** tab on the menu bar on the homepage



Collections

- Access e-Resources, including past papers, from the UTT Libraries homepage
- Download/check out e-books directly from the UTT Libraries catalogue and e-book collections
- Locate print resources in library catalogue
- Access, from the library homepage, local newspaper articles relevant to UTT programmes which may not be readily available in books



Loans and Returns

- Borrow and return items from and to any UTT Library



- Borrow and return items from and to UTT Libraries while the library and university are closed to students using the
UTT Libraries Book Drop Off /Pick Up and Book Return Services
- Request intra library loans – items from another UTT campus library
- Request inter library loan - items or articles from libraries outside UTT Libraries (conditions can vary).

General Information

Loan Periods

General loan periods include:

- LND (lending) — 21 days (longer periods for lecturers and postgraduate students)
- SL (short loan)—7 days
- RES (Reserve) — Overnight
- *Reserve — Non-circulating

Borrowing privileges vary according to user type.

Type of User	Quantity
Academic Staff	10 items comprising any combination of books and periodicals
Postgraduate students	8 items comprising any combination of books and periodicals
Certificate to Undergraduate Students	6 items (Note: Only 2 RES books may be out on loan to a user at any one time.)
Corporate/Academic Support Staff	4 LND books
Corporate/Academic Support Staff who are also students	Relevant student privileges apply

Holds

- Place holds on items by logging in to the library's catalogue using their MyCampus log in credentials

Renewals

- Renew items by email, phone or in person

Services

References

- Request reference and research assistance for simple or in-depth queries, face to face or make general enquiries by phone, email, or Ask A Librarian chat service
- Request a consultancy for in-depth, complex research, by making an appointment
- Request orientation sessions
- Request information literacy sessions e.g. *Academic Writing and Plagiarism*



Resource Requisition

You can:

- Request the purchase of resources for curriculum support by filling out the *Requisition Form* from **Forms** on the menu bar

Fines

Users

- Can pay Library fines/charges for overdue, lost or damaged items using student accounting methods available at the **UTT Online Payment User Guide**
- Are given 3 months to pay the replacement cost of lost items after which the borrowing privileges are withdrawn. During this 3 month period, the number of loan items which users can borrow is reduced in accordance with of the number of items lost.

Overdue Fine Limit Before Suspension of Borrowing Privileges

- RES and Reserve loans \$336.00 (2 weeks' fine)
- SL and LND \$30.00 (1 month's fine)

User Obligations

Users are expected to:

- Comply with all rules, policies and procedures of UTT Libraries;
- Return all items borrowed by their due date;
- Settle all indebtedness with library, and;
- Conduct all library activities in a respectful manner.