



L-Università
ta' Malta

UM Library Services

INFORMATION FOR ACADEMIC STAFF



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The Library's mission is to support the University's teaching programmes and research initiatives by providing adequate scholarly information resources, emerging technologies and user support services.

This guide provides concise information about the services and resources offered by the Library.



INFORMATION RESOURCES

HyDi: Discovery &
Delivery Portal

OAR@UM: Institutional
Repository

Borrowing of
Print Material

Special Collections



INFORMATION TOOLS

RefWorks:
Bibliographic
Management Software

Leganto: Course
Resource List Solution



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HyDi: Discovery & Delivery Portal

HyDi is the Library's portal used for retrieving all information resources including print, digital and online content. It is a one-stop search gateway to discover books and ebooks, journal articles, digital media and databases.

HyDi also helps you manage your research. Use HyDi in order to:

- renew books
- create favourites lists
- export citations to Refworks and Endnote Web
- view full search results

HyDi can be accessed through the [UM Library website](#).



OAR@UM: Institutional Repository

[OAR@UM](#) is the UM's Institutional Repository. It serves as an online platform for the submission of research produced under the auspices of the UM. All content in OAR@UM is managed by the UM Library. In accordance with the [UM Open Access Policy](#), academics are required to deposit their research output on OAR@UM. For more information about OAR@UM and Open Access, please contact the [Open Science Department](#).



Borrowing of Print Material

All academic members of staff can borrow up to 30 books from the Main Library for a duration of 3 months.



Special Collections

Special Collections are made up of the Melitensia Collection, located on Level 2 of the Main Library, and the Archives and Rare Books Department, found on Level 3 of the Main Library.

The Melitensia Collection comprises material pertaining to the Maltese Islands published by Maltese or foreign authors, works published by Maltese authors on any subject, and publications pertaining to the Order of St John. The Melitensia Department is entitled to receive a legal deposit of any local publication.

The Archives and Rare Books Department houses the University of Malta Heritage Archive Collection (UMHAC), which is the UM's own archival and administrative records since 1800, as well as, an extensive collection of rare books, manuscripts and first editions. These holdings include collections donated or bequeathed to the UM Library by former academics and other reputable Maltese scholars.

Special Collections are open to all bona fide researchers. Should you wish to acquaint yourself and your students with our collections, please do not hesitate to contact Melitensia on 2340 2314 or via email on melitensia.lib@um.mt; or the Archives and Rare Books Department on 2340 3057 or via email on archives.lib@um.mt.

Information Tools



RefWorks: Bibliographic Management Software

RefWorks is a Bibliographic Management Software that allows you to create bibliographies in your preferred referencing style. RefWorks can also be used to collect, store, organise, add notes, link to full-text, web pages and documents and cite in-text. RefWorks can be accessed through the UM Library website.



Leganto: Course Resource List Solution

Leganto is a Course Resource List Solution which allows academics to easily create and disseminate dynamic Reading Lists, while providing students with reliable access to the content and a more streamlined experience.

Benefits of Leganto:

- ⤷ availability of resources being recommended on the study-unit Reading List
- ⤷ seamless access from VLE
- ⤷ full leverage of Library subscriptions
- ⤷ reuse of previously established Reading Lists
- ⤷ stronger institutional communication and collaboration between different UM entities

For queries on Leganto, you can send an email on readinglists.lib@um.edu.mt.

Support & Services

Acquisitions of Information Resources

As part of the Library's ongoing efforts to provide adequate scholarly information resources, the Library is encouraging academic members of staff to submit recommendations to acquire information resources in support of their teaching programmes and research initiatives.

Academic members of staff are encouraged to fill in the [Library Book Suggestion Form](#), which has been specifically designed for this purpose.

For more information about books or journals recommendations, please contact the Acquisitions Department on 2340 2017, or send an email on acquisitions.lib@um.edu.mt or the Periodicals Department on 2340 2051 or via email on periodicals.lib@um.edu.mt.

Library Training Workshops

The UM Library offers a wide range of training workshops on **HyDi**, **RefWorks**, **OAR@UM** and **Information Literacy**. The timetable is available on the [Library website](#).

The Library also accepts requests from academics to organise HyDi and RefWorks sessions for specific cohorts of students. In such instances, sessions are tailor-made to cater for the target audience.

One-to-one sessions are also provided for researchers conducting literature or systematic reviews on how to make best use of our [subscribed databases](#).

For more information, please contact the Outreach Department on 2340 2541 or send an email on reservations.lib@um.edu.mt.

Open Science

Open Science is the practice that aims to make the primary outputs of publicly funded research results (publications and research data) publicly accessible in a digital format with no or minimal restrictions. Adhering to the principles of Open Science by publishing in Open Access journals or depositing in an Open Access repository can significantly increase the impact of your publications.

The Open Science Department's mission is to support the dissemination of the intellectual output, research and data produced by the UM. This Department is fully committed to advocate in favour of Open Science, and support with the processing and depositing of research output on the UM's Institutional Repository – **OAR@UM**. The Department also provides support and advice on copyright clearance, licences, embargo periods, and any other issues pertaining to Open Access publishing.

The Open Science Department can also assist you in compiling your publications list via **OAR@UM**. For more information, you can reach the Open Science Department on 2340 2628, or send an email on oar.lib@um.edu.mt.

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Publications Lists

Publications lists are generated via the UM Institutional Repository - [OAR@UM](#). All peer-reviewed publications are linked from UM Academic Profile web pages, while a link at the bottom of the peer-reviewed list of publications is made available to expand the list so as to include non-peer reviewed publications and grey literature.

Moreover, any new uploads on [OAR@UM](#) will automatically feature on the publications lists made available on the UM Academic Profile web pages.

If you are new to the Publications Lists process, or wish to migrate or update your Publications List, you are kindly requested to refer to the [How to Generate Your Publications List via OAR@UM: a User Guide](#).

For any further queries, please contact the Open Science Department on 2340 2628, or send an email on oar.lib@um.edu.mt.

Google Scholar User Profile

Google Scholar User Profile provides a simple way for authors to keep track of citations of their articles. Having a Google Scholar User Profile will enhance the visibility of the researcher and the UM. It also enables authors to check who is citing their publications, graph citations over time and compute several citation metrics.

Our librarians can help you set-up the Google Scholar User Profile and can show you how to:

- ⊗ create the Profile
- ⊗ add references into the Profile
- ⊗ manage references
- ⊗ use additional features and useful tips on how to properly maintain the Profile

For more information, you can reach the Open Science Department on 2340 2628, or send an email on oar.lib@um.edu.mt.

Inter-Library Loans & Document Delivery Service

The [Inter-Library Loans & Document Delivery Service](#) provides access to items not held by the UM Library. The service is available to UM staff and students.

Prior to making a request, please read and agree to the [Terms and Conditions](#).

To make use of our service, kindly fill in the [Online Request Form](#).

Once the request has been processed, payment is to be affected via the UM [online payment system via HyDi](#).

For more information about the Inter-Library Loans & Document Delivery Service, please contact the Reference Department on 2340 2050, or send an email on ill.lib@um.edu.mt.

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Study Areas

Level 2 of the Main Library is a group work study area. This area can be used to work collaboratively on assignments and projects.

If you prefer to study and conduct research in a quiet environment, the Library provides a Silent Study Area on Level 3. Other silent study areas are located within the Reference and Periodicals Departments.

Photocopying & Printing

Photocopy machines are available on each Level of the Library and are operated through special charge cards, which can be [purchased online](#) and collected from the Main Library or its branches.

Printers are also available on each floor. Printing credits may be purchased online via [Manage Account](#) and used on all UM printers.

Opening Hours

The Main Library's opening hours are:

1 October – 15 June	Monday – Friday	07:00 – 20:00
	Saturday	09:00 – 12:15
16 June – 30 June	Monday – Friday	08:00 – 20:00
	Saturday	09:00 – 12:15
1 July – 31 July	Monday – Friday	08:00 – 13:15
	Saturday	09:00 – 12:15
1 August – 15 August	<i>Closed for housekeeping activities</i>	
16 August – 31 August	Monday – Friday	08:00 – 13:15
	Saturday	<i>Closed</i>
1 September – 15 September	Monday – Friday	08:00 – 13:15
	Saturday	09:00 – 12:15
16 September – 30 September	Monday – Friday	08:00 – 16:45
	Saturday	09:00 – 12:15

During the examination periods, the Main Library extends its opening hours till 23:00.

The Main Library and its branches are closed on Sundays, Public Holidays and during the first fortnight of August. For further details regarding opening hours, [visit our website](#).



L-Università
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LIBRARY

University of Malta
Msida MSD 2080

☎ +356 2340 2541

✉ library@um.edu.mt

f [/um.libraryservices](https://um.libraryservices)

📄 um.edu.mt/library