



L-Università  
ta' Malta



The Library

The University of Malta Library

## WELCOME TO THE UM LIBRARY

The University of Malta 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. As a customer-oriented and service-driven organisation, the Library is actively committed to teach users how to identify, locate, evaluate, use and synthesise information as the pivotal element of a knowledge-based society which is an asset for the prosperity of Malta's intellectual and economic growth. Library staff is here to support you throughout your studies and we hope that this guide will answer most of your questions. If you need any assistance, do not hesitate to contact us by sending an email at [library@um.edu.mt](mailto:library@um.edu.mt) or calling 2340 2541.

The Library's opening hours from 1 October to 15 June are from 07:00 till 20:00. The Main Library and its branches are closed on Sundays, Public Holidays and during the first fortnight of August. The Main Library extends its opening hours during the examination period till 23:00. For further details regarding opening hours during Christmas and Easter recesses, examination periods and summer time, kindly visit the **Library's website**.

### Circulation Desk and the Short Loans Collection

The Circulation Desk and the Short Loans Collection are key departments of the Library situated on Level 1. The functions of the Circulation Desk include:

- ⊗ answering queries
- ⊗ checking returned items
- ⊗ lending and renewing books
- ⊗ processing short loans requests

The Short Loans Collection houses core texts which are in heavy demand. Book transactions (borrowing and returning) are conducted at the Circulation Desk.

A maximum of two books can be borrowed at a time. Items may be borrowed for a two-hour period during the day, at which time they may be taken out of the Library. Overnight loans may be issued two hours before closing time and must be returned the following morning between 07:00 till 09:30. Books borrowed on Saturday are to be returned on Monday between 07:00 till 09:30.

✉ [circulation.lib@um.edu.mt](mailto:circulation.lib@um.edu.mt) | ☎ 2340 2049

### Melitensia Special Collections

The Melitensia Special Collections is a silent study area that houses books and other material related to Malta. Some books may be borrowed but other works like newspapers and rare books must be consulted within the Melitensia Reading Hall. Students can borrow a maximum of four books, and Melitensia loans must be returned to the Melitensia Circulation Desk. Electronic dissertations can be accessed through the UM Library's Hybrid Discovery tool, **HyDi**.

✉ [melitensia.lib@um.edu.mt](mailto:melitensia.lib@um.edu.mt) | ☎ 2340 2314

### Archives and Rare Books Department

The Archives and Rare Books Department is situated on Level 3 of the Library and it houses a range of literary manuscripts, historical papers, and archival records of the University of Malta since 1800, as well as a collection of rare books. Material in this department cannot be borrowed, but can be consulted in the reading room upon request.

Collection can be **viewed on our website**.

✉ [archives.lib@um.edu.mt](mailto:archives.lib@um.edu.mt) | ☎ 2340 3057

## Study Areas

Library Level 2 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.

Patrons are not permitted to leave unattended personal belongings on desks for more than 30 minutes. Librarians reserve the right to remove unattended belongings and are not liable for any damages or lost items.

Kindly note that food and/or drinks are not allowed in the Library.

✉ [library@um.edu.mt](mailto:library@um.edu.mt) | ☎ 2340 3244/3245

## Health Sciences Collection

This collection caters for patrons from the Faculty of Medicine & Surgery, Faculty of Dental Surgery and Faculty of Health Sciences. It provides access to information resources that support the instructional and research programmes pertaining to the medical and health sciences.

The Health Sciences Collection has been transferred to a depository within the Main Library. To consult or borrow any of these books, kindly **fill in the form**. The Library's Circulation Team will contact you to arrange pick up of the requested publications.

## OAR@UM

**OAR@UM** is UM's institutional repository. It is an online archive that collects, preserves and disseminates the intellectual output of the UM. Subsequently, it is a vital tool for scholarly communication, preservation of knowledge, and an important resource to enhance the visibility of the research carried out at the UM.

You may use OAR@UM to view electronic theses and dissertations, articles, working papers, preprints, technical reports, conference papers and data sets in various digital formats.

✉ [oar.lib@um.edu.mt](mailto:oar.lib@um.edu.mt) | ☎ 2340 2628

## Library Facilities

Free WiFi is available throughout the Library by authenticating via your UM IT Account.

Photocopy machines are available on each level of the Library and are operated through special charge cards, which can be **purchased online** and picked up 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.

## Library Regulations

- ⊗ Smoking is strictly forbidden.
- ⊗ No food and/or drinks are allowed; however bottles of water are permitted.
- ⊗ Upon entering the Library, bags must be placed in the lockers.
- ⊗ Mobile phones are to be put on silent mode so as to avoid disturbing others.
- ⊗ Calls cannot be made and received in the silent study areas.
- ⊗ Library computers must be logged off before leaving the Library for breaks.
- ⊗ The Library reserves the right to allocate the desk to another patron if it is vacated for more than 30 minutes.
- ⊗ Personal belongings should not be left unattended on desks. The Library cannot be held responsible for any loss of or damage of personal belongings

## BRANCH LIBRARIES

### Faculty of Arts Library

The Faculty of Arts Library was founded in 2012 and is housed on the second floor of the Old Humanities Building on Campus. The Library offers a vast range of resources to support the various departments within the Faculty of Arts. The goal of the Library is to support the academic programmes as well as research initiatives conducted by academics and students.

✉ [arts.lib@um.edu.mt](mailto:arts.lib@um.edu.mt) | ☎ 2340 2635

### Laws and Theology Library

The Library is located within Block A, New Humanities Building, Faculty of Laws and Faculty of Theology, Level 2, Room 303. The mission of this Library is to provide scholarly information resources pertaining to law and theology, both in print and electronic formats to academics, students and staff of the respective faculties.

✉ [laws.lib@um.edu.mt](mailto:laws.lib@um.edu.mt) | ☎ 2340 3523

### Valletta Campus Library

The Library holds a unique and rich collection of anthropological and social science works acquired in 2011 from Sir Jack Goody. This Library provides access to online resources so that patrons can access the latest information in their fields.

✉ [vallettacampus.lib@um.edu.mt](mailto:vallettacampus.lib@um.edu.mt) | ☎ 2340 7520

### Junior College Library

The Junior College Library, situated at Msida, caters for pre-University students following intermediate and advanced matriculation studies.

✉ [juniorcollege.lib@um.edu.mt](mailto:juniorcollege.lib@um.edu.mt) | ☎ 2590 7237

## LIBRARY SUPPORT

The UM Library provides a range of **training workshops** that will enable you to make full use of its services and resources. You may view the schedule and place bookings for training workshops via the **Library website**. Each workshop lasts around 1 hour.

### HyDi

**HyDi** (Hybrid Discovery) 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. During the workshop you will learn how to:

- ⊗ access articles, ebooks and dissertations
- ⊗ renew books
- ⊗ create favourites lists
- ⊗ export citations to Refworks and Endnote Web

### RefWorks

**RefWorks** is a software that will help you compile your bibliography. During the workshop you will learn how to:

- ⊗ add references manually into your personal RefWorks account
- ⊗ export references from online sources such as online databases that the Library subscribes to and Google Scholar, save references in different folders according to your assignments and research, as well as, create a bibliography in your preferred reference style
- ⊗ use Write-n-Cite - a tool that will help you insert in-text citations and footnotes in your assignments, dissertations, long essays, projects or articles

### Electronic Theses & Dissertations (ETDs)

The Library owns a collection of dissertations, all of which can be accessed via the institutional repository, **OAR@UM**. **Guidelines for students** to submit their ETD are available on the Library's website.

✉ [dissertations.lib@um.edu.mt](mailto:dissertations.lib@um.edu.mt)



## FREQUENTLY ASKED QUESTIONS

### What kind of material can I find at the Library?

Apart from print material such as books, journals and dissertations, the Library provides unlimited 24/7 access to a substantial number of online articles, journals, electronic dissertations, ebooks and databases.

### How can I search for material?

To search for material use the Library's portal **HyDi**. It provides a quick and easy way to access both print and electronic resources.

You can carry out a search by typing in the author, title or keywords into the search box. While printed material can only be borrowed or accessed during the opening hours of the Library, online resources are available 24/7 from anywhere with an Internet connection.

To learn how to search for print and online material, book a **HyDi training workshop!**

### How can I borrow/return books from the Main Collection?

To borrow books from the Library, first you must locate the material via **HyDi** and note down the shelfmarks. The shelfmark is an alpha-numeric code, indicating the book subject and the exact position on the shelves. The shelfmark label is normally attached at the bottom of the book spine.

When you find the required book on the shelf, you need to go to the Circulation Desk on Level 1 and present it to the Librarian in charge together with your ID/ Library Card. The book's barcode will be scanned and issued on your account.

Reference material cannot be borrowed.

Borrowed books must be returned to the Circulation Desk. The books' barcode will be scanned again and removed from your account. An electronic confirmation will be sent immediately via email.

### How many books can I borrow and for how long?

Type of patron/student	Max. number of books	Max. duration of loan / unless recalled by another patron
Undergraduate	6	3 weeks
Postgraduate	10	3 months
Administrative Staff	6	3 months

**What is a periodical?**

A periodical is a magazine, a journal or a newspaper that is published at regular intervals usually weekly, monthly, or quarterly. A periodical is sometimes referred to as a serial and can be available in print and/or in electronic format.

**What is a peer-reviewed article?**

Peer-reviewed articles are publications that have been evaluated before publication by a number of researchers or subject specialists in the academic community. Peer reviewing ensures quality and reliability of publications.

**What is a database?**

A database is an organised collection of data that is easily accessible, managed and updated. The Library is subscribed to a number of databases that provide access to thousands of online journals, which are classified by subject.

## UNIVERSITY OF MALTA

The University of Malta traces its origins to the founding of the Collegium Melitense which was set up in 1592. Today, it hosts over 11,000 students following full-time and part-time degree and diploma courses. The University of Malta is the highest teaching institution in Malta. It is publicly funded and its structures are in line with the Bologna Process and the European Higher Education Area. It strives to provide courses that are relevant to contemporary needs of the industry and employers.

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 [library@um.edu.mt](mailto:library@um.edu.mt)

 /um.libraryservices