

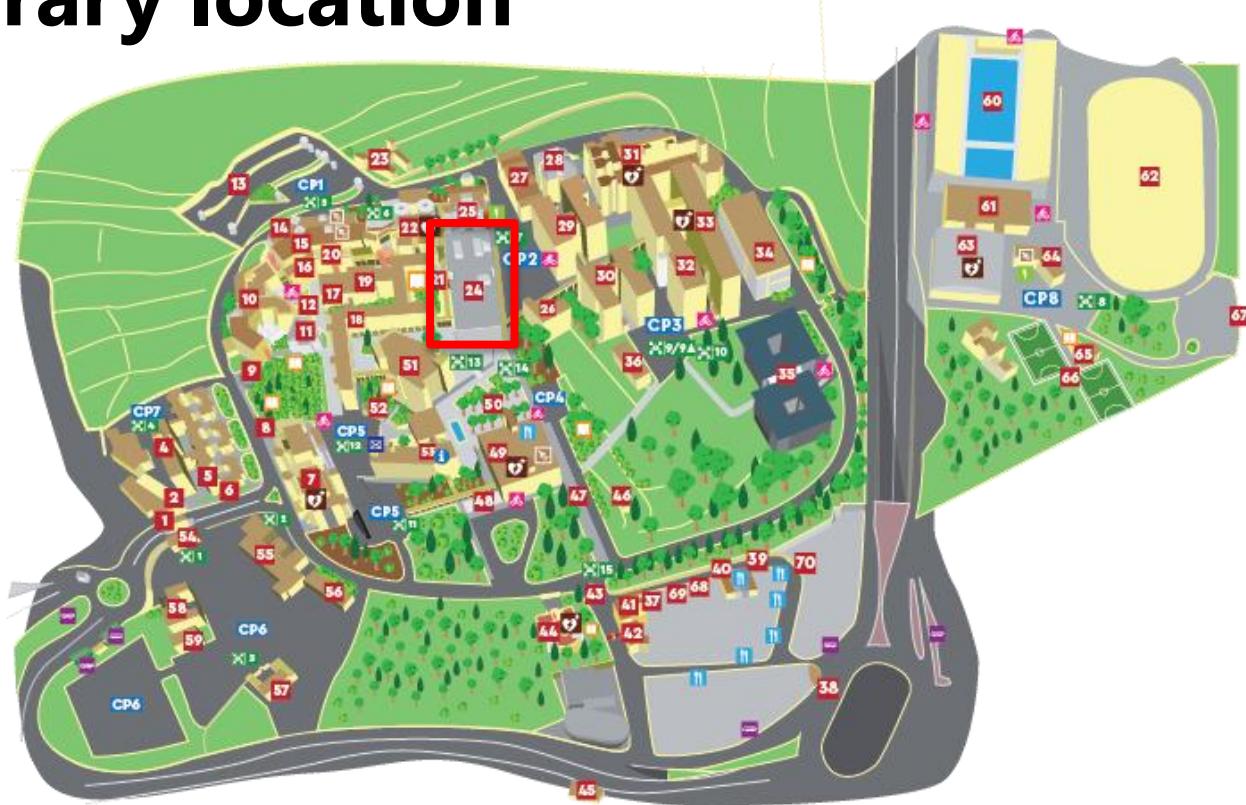
The University of Malta Library



L-Università
ta' Malta



Library location



Library location





UM Library Setup

- Main Library
- Branch Libraries
 - Faculty of Arts Library
 - Faculty of Laws & Theology Library
 - Health Sciences Library **(currently closed)**
 - Valletta Campus Library
 - Junior College Library
 - Gozo Campus Library



Main Library Opening Hours

1 October - 15 June

- Monday to Friday:
07:00 - 20:00

Extended opening hours during Examination Period (until 23:00).

- Saturday:
09:00 - 12:15

For further information on opening hours of other Library departments, branch Libraries and depositories visit our website!



UM Library Holdings

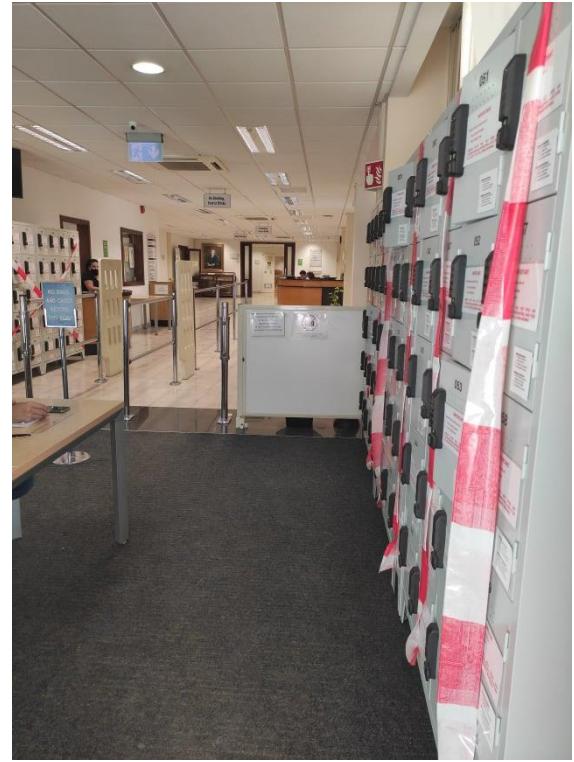
- Hybrid Library
 - Approx. 1 million print publications
 - Over 60,000 electronic journals
 - Wide spectrum of online databases
 - An increasing number of ebooks collection
 - OAR@UM – Institutional Repository
 - Melitensia Collection
 - Special Collections



Services Offered

- Borrowing publications
- Study spaces
- Users' support/Consultations
- Library instruction and training workshops
- Reference services
- Inter-library loans
- Access to computer workstations and WiFi access
- Printing, photocopying and scanning

Library Entrance



Library Lockers



Circulation Desk



The functions of the Circulation Desk include:

- Lending and renewing books
- Checking returned items
- Answering queries
- Managing Short Loans
- Managing Health Sciences Collection
- Photocopy cards pick-up



Short Loans

Houses publications that are in heavy demand which include titles designated as core texts.

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



Book Loans and Fines

Type of patron/student	Max. number of books	Max. duration of loan
Undergraduate	6	3 weeks
Postgraduate	10	3 months
Academic Staff	30	3 months
Visiting Academic Staff	10	3 weeks
Support Staff	6	3 months
External Borrower	6	3 weeks

Regular Loan
3 weeks/ 3 months
EUR 0.20 per day

Recalled Item
EUR 0.50 per day

Short Loan
2 hours/Overnight/Weekend
EUR 0.15 per hour



Photocopy Cards and Printing

Photocopying machines are located on all library levels and inside all special collections.

Purchase your photocopying card online:

<https://www.um.edu.mt/library/guidelinespolicies>

Photocopying and Printing

[Photocopying \(Purchase a Photocopy Card Online\)](#)

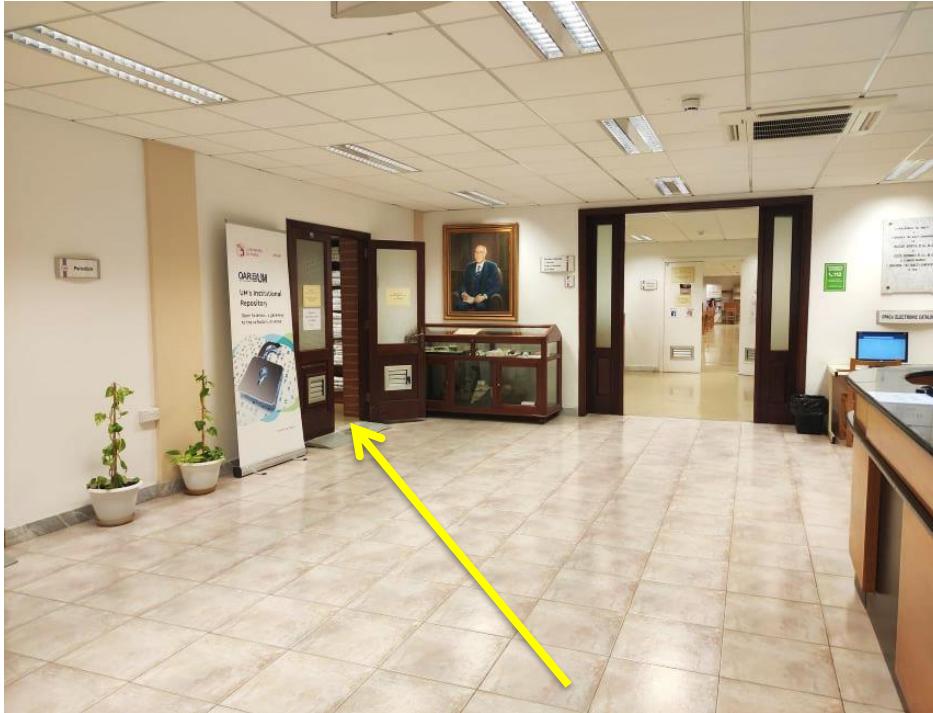
[Printing](#)

Self-service photocopying cards:

- EUR 6.00 (new card + 81 copies)
- EUR 4.70 (re-charge card + 81 copies)

Printing credits can be purchased online through **Manage UM IT Account** website.

Periodicals Department





Periodicals Department



- Houses printed journals from 2005 to date.
- Responsible for cataloguing, processing and preserving print and electronic journals, and newspapers.
- Online journals can be accessed 24x7 remotely via HyDi.
- Journals with a Maltese element are located in Melitensia Department.

Journals and newspapers cannot be borrowed.



Reference Department





Reference Department



- Houses reference works, such as dictionaries, encyclopaedias, handbooks, atlases and other types of reference works are a useful place to start when beginning work on an assignment, project, presentation or dissertation.
- Gives professional advice and instruction about using print and online information sources for research and learning.
- Handles inter-library loans.

Reference works cannot be borrowed.

Study Halls (Level 2 and 3)





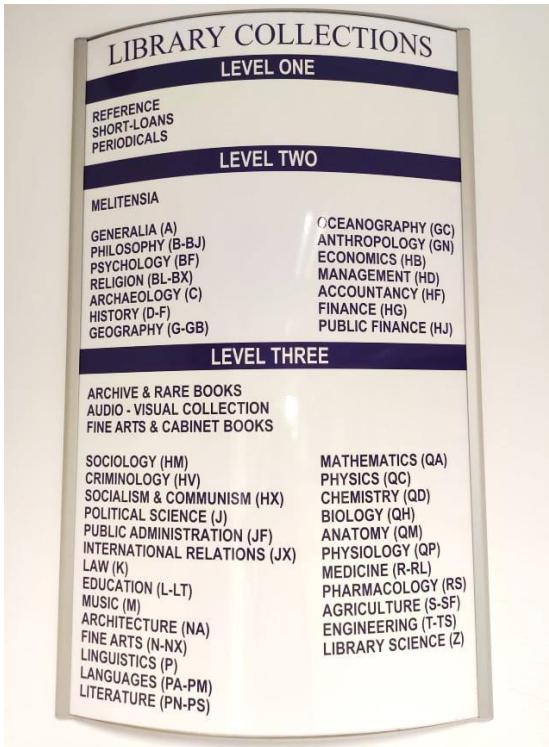
Finding Books

1. Access HyDi from the Library website.
2. HyDi can be accessed on specific workstations inside the Library or from any computer with an Internet connection.
3. Conduct a search by typing in the keyword, title or the author.
4. After identifying the book(s) from the result list, check its availability, location and shelfmark.





Finding Books



Books are organized by shelfmarks.

On each floor you will find an information board showing the subjects and the corresponding shelfmark.

A shelfmark serves as an address for the material held in the collection.

Book collections start on Level 2 with shelfmarks starting with the letter A and these continue in alphabetical order on Level 3.

Take note of the shelfmark when looking for a book.

Finding Books



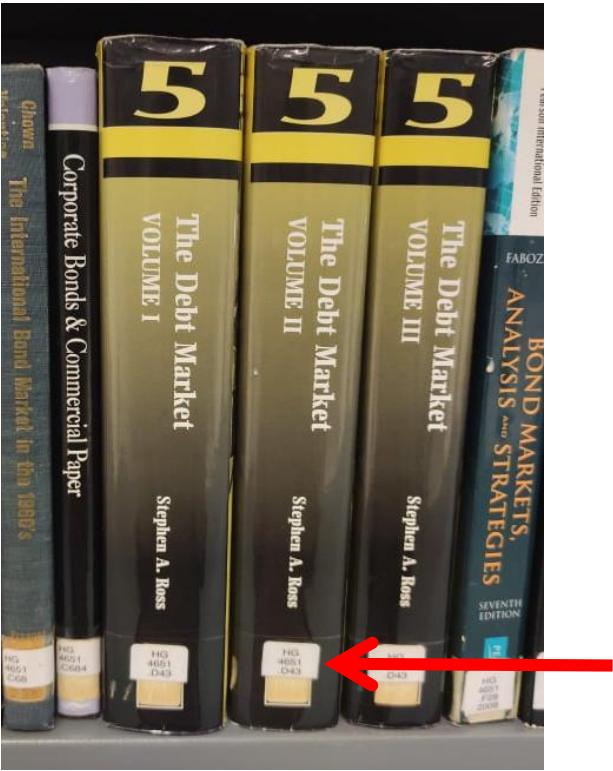
On each bookcase, there is small information board showing a range of shelfmarks.

Shelfmarks are placed in alphabetical order.

Once you find the section, look for the shelfmark starting first with letter(s) and then number(s).



Finding Books



Sometimes a few books might have the same shelfmark. In this case you will need to browse books by title.

Once you find the proper book, take it to the Circulation Desk and present it to the Librarian together with your ID.

Librarian will issue this book on your account.

Melitensia Department





Melitensia Department

Located on Level 2 (near the staircase).

- Includes publications and research material written by Maltese authors, publications by international authors with content related to Malta and publications related to the Order of St John.
- Houses Government publications, local newspapers and large collection of print and electronic dissertations.
- Some books such as novels can be borrowed, however others like newspapers and rare books may be consulted on site.
- Books must be borrowed and returned to the Melitensia Circulation Desk.



Melitenisa Online Request

1. Access HyDi from the Library website.
2. Conduct a search by typing in the keyword, title or the author.
3. After identifying the resource you need, click on the envelope icon associated with the resource.



4. In the To: section type request.lib@um.edu.mt and click Send.

Subject:
Item(s) sent by HyDi

To:
★ **request.lib@um.edu.mt**

Note:

▶ SEND

Fine Arts Collection



Located on Level 3

- Contains an extensive collection of books on art, artists, sculptures and art history.
- Houses the prestigious Isabelle Borg Collection and over-sized books related to Art.
- Due to space limitations one or two persons are allowed to stay in any one time.
- Borrowing books is restricted.



Archives and Rare Books





Archives and Rare Books

Located on Level 3

- Houses an important 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 from this section cannot be borrowed and can be used only inside the premises.
- Selected materials are given to patrons by the librarian.
- Photocopying is not allowed.
- Material can be consulted after booking an appointment via phone 2340 2020 or email archives.lib@um.edu.mt

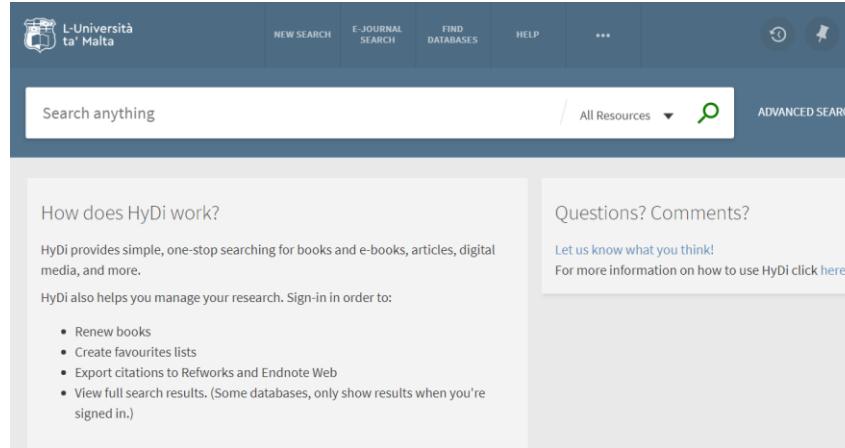


Training Workshops

- Library orientation tours
- HyDi workshops
- RefWorks workshops
- Information Literacy
- Discover the Archives
- One-to-one sessions



HyDi Training Workshops



How does HyDi work?

HyDi provides simple, one-stop searching for books and e-books, articles, digital media, and more.

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

- Renew books
- Create favourites lists
- Export citations to Refworks and Endnote Web
- View full search results. (Some databases, only show results when you're signed in.)

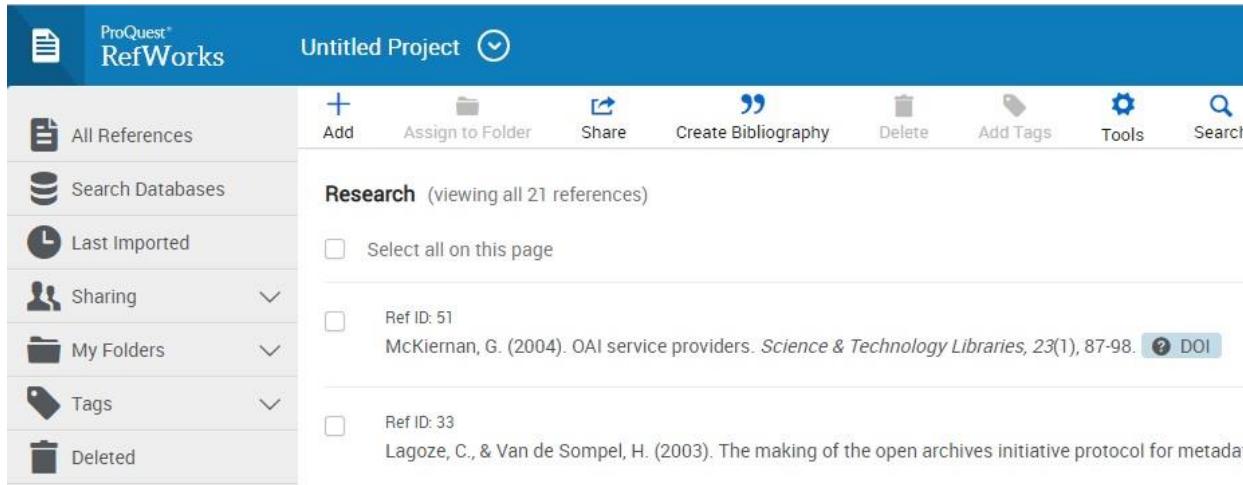
Questions? Comments?

Let us know what you think!
For more information on how to use HyDi click [here](#).

- You can learn how to:
- Search the Library's print and online resources through a single search
- Retrieve full-text articles from electronic journals
- Retrieve full-text electronic dissertations
- Place requests for print publications which are on loan and renew books through your Library Account



RefWorks Training Workshops



ProQuest®
RefWorks

Untitled Project

All References Add Assign to Folder Share Create Bibliography Delete Add Tags Tools Search

Research (viewing all 21 references)

Select all on this page

Ref ID: 51
McKiernan, G. (2004). OAI service providers. *Science & Technology Libraries*, 23(1), 87-98. [DOI](#)

Ref ID: 33
Lagoze, C., & Van de Sompel, H. (2003). The making of the open archives initiative protocol for metadata

- You can learn how to:
- Create a bibliography in your preferred output style (APA, Harvard, MHRA, etc.) with the click of a button
- Add references manually into your personal RefWorks account
- Save references in different folders according to your assignments and research



Information Literacy workshops

Information Literacy: Introduction

During this workshop you will learn different information literacy skills that will aid you in doing research, such as building search queries, locating, selecting and evaluating information.

Information Literacy: Referencing and avoiding plagiarism

During this workshop you will learn what plagiarism is and how to summarise, paraphrase, and directly quote passages from the text in order to avoid it.

This session does not cover RefWorks or Turnitin.

Information Literacy: Additional research tools

During this workshop you will get acquainted with multiple versatile tools that can be used in conjunction with the standard Library resources and databases to maximize the efficiency and scope of your research.



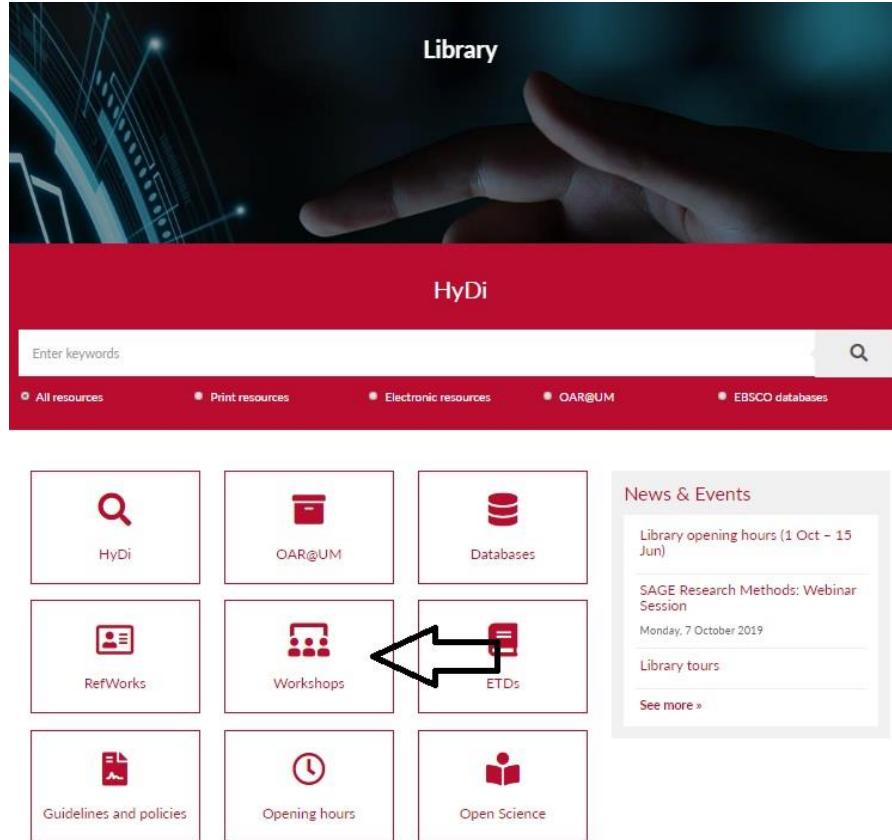
Discover the Archives

Discover the Archives welcomes patrons to the rarely seen area of the Library and gives them an opportunity to discover for themselves some of the gems that form part of the Library's special collections.



Reservations for instructions session can be found at:

www.um.edu.mt/library



Library

HyDi

Enter keywords

All resources Print resources Electronic resources OAR@UM EBSCO databases

 HyDi

 OAR@UM

 Databases

 RefWorks

 Workshops

 ETDs

 Guidelines and policies

 Opening hours

 Open Science

News & Events

Library opening hours (1 Oct - 15 Jun)

SAGE Research Methods: Webinar Session
Monday, 7 October 2019

Library tours

[See more »](#)



For updates like us on
Facebook and Instagram!



Library at UM



um.library



Thank you for your attention !

For further information you are welcome to contact us by calling on telephone number

2340 2541

or by e-mail library@um.edu.mt