

How to...? The Library in seven questions

How can I borrow a book?

To borrow a book you need to have a Library Card. Then you can borrow a book according to your status and the book status. See more info inside.

Can I renew a book?

Yes, you can. You only need to contact the Library on time and ask for renewal. Renewal is given provided that the book is not reserved by someone else.

How can I reserve a book?

If a book that you wish to borrow isn't available, then you can ask the librarians to reserve it for you. You can ask to reserve either the first available copy, or an exact copy of a book.

What if I delay to return a book?

Then a fine is applied. For each day you delay to return a book, you are charged 30 cents.

How can I have access to the electronic resources?

You can have access by providing your institutional credentials (your surname as username and your card ID as a password) to the system when asked.

But how do I search the electronic resources?

You can search them either by Encore, our federated search engine that searches Google-wise, or by ResearchPro, a more sophisticated search engine. Material at the level of titles can be searched through Web OPAC. Please ask the librarian to hand you the respective leaflet.

How can I print in the Library?

You can visit the Computer Lab and print your material. Printing cards are available at the Circulation Desk for the price of 5 or 10 Euros. Copying machines are also available in the Library. You can copy A4 size pages for 5 cents per page and A3 for 10 cents.

NUP Library Profile

NUP Library is part of the Learning Resources Center. It is located on the ground floor of the University Building.

The Neapolis University Pafos Library provides access to a rich collection of resources, from printed books to electronic databases. It supports the educational and research mission of Neapolis University and its scholar communities. The Library also serves the local and Cypriot community through the External type of users.

NUP Library is staffed by dynamic information professionals who offer innovative and flexible services to the Library users.

Opening hours

The Library opening hours are:

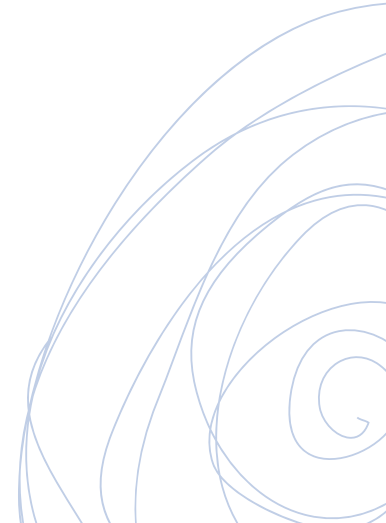
- Monday to Friday: 08:00-20:00
- Saturday: 09:00-17:00
- Sunday: 12:00-15:00

The Library is closed during the official day-offs, while during the Summer season a special schedule is applied. For more information please contact the Library.

Contact details

Neapolis University Pafos
Learning Resources Center / Library
Danais Avenue 2,
8042,
Pafos,
Cyprus
Tel: +357 26843313
E-mail: lib@nup.ac.cy
Website: www.nup.ac.cy/library

Library Profile and Application Form



Library Card

Students and Faculty Members of NUP are already registered in the Library and its services. All they need to do is to ask to receive their Library Card which is essential for the use of several services. External users though are kindly requested to fill in the short form below in order to issue their own Library Card. Fill in the form, cut it and deliver it to the Circulation Desk of NUP Library. Your card will be ready in a few days.

Registration form

Surname: _____
 Name: _____
 ID Number: _____
 E-mail: _____
 Telephone: _____
 Address (road, number): _____
 City (or Pafos area): _____*

I hereby state that I have read the Library Regulation** and I agree to abide them.

Date: _____ Sign: _____

* Should any of the above details change, an immediate notification of the Library is required.

** The full text of the Library Regulation is available at the Circulation Desk or at <http://bit.ly/KjrRnp>

For Library officials use only:

Pending registration / Notes: _____

Paid: Yes _____ No _____
 Photograph: Yes _____ No _____

Collections

- Collection of scientific books, relevant to the academic disciplines curated in NUP
- Limited non-academic content meeting the broader fields of interest of the academic and the local community
- Reference material (dictionaries, encyclopedias, handbooks, reports)
- On-line resources: e-journals, e-books, scientific databases
- Digital collections: cultural heritage collections, relevant to Pafos, Cyprus and Europe, as well as institutional repository for NUP dissertations and theses, institutional documents, etc.
- Multimedia resources: audio-visual, CDs and DVDs

Services

- Access to Search and Retrieval services, such as our Web OPAC, aggregators, scientific search engines, etc. Access to scientific databases, including both bibliographic databases and full-text ones.
- Circulation (loan, return, book, renew).
- In house-use of print material (serials and reference works, both no-loan)
- Interlibrary loan and document delivery services
- Access to electronic journals and electronic books.
- Research-enabling tools, such as bibliographic management solutions
- Information literacy seminars; library introduction and orientation sessions, guidance to use effectively resources and tools, etc.
- Provision of reference and support services, both through physical and electronic means.
- Reading rooms, including open and silent zones.
- Workstations
- Printing, scanning and photocopying facilities



Type of User	Max Number of Books	Loan period*
Faculty member	8	30
Graduate students	5	30
Post-graduate students	5	30
External users	2	15
Administrative personnel	2	15

*textbooks are loaned for seven (7) days

Regulations

Please remember that drinking, eating and smoking is not permitted in the premises of the Library. Users are allowed to bring with them bottled water. We kindly ask you to respect the place and the readers of the Library and limit the noise of your devices, e.g. mobile phone, laptop.