Library **Guide**

**Library and Information Services**
Cyprus University of Technology

## Contents

*Your learning is our priority*

*This guide contains necessary information regarding the use of the Library, its library services and research tools. It provides useful information on borrowing and returning material, the interlibrary loan service, educational seminars and much more. The guide also offers help on how to find printed and electronic material, how to create a bibliography and avoid plagiarism. In the last pages, you will find details about our subject librarians in order to help you with your research.*

ΤΕΧΝΟΛΟΓΙΚΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΚΥΠΡΟΥ
2004

## General Informations

### Library Hours

**September - May**
Monday - Friday: 08.30 - 22.00
Saturday: 10.00 - 16.00

**June - July**
Monday - Friday: 08.30 - 18.00
Saturday: CLOSED

**August**
Monday-Friday : 08:30 - 14:30
Saturday: CLOSED

*Library hours are subject to change during exam periods and holidays*

### Connect with knowledge

Your University account (username and password)
allows you to access:

- all computers within the University campus (class
  rooms, labs, Library)
- the University webmail
- the University network through wireless connection
  or via VPN network

*The user name is the text before @ of your university email account*

Services

## Library Loan

| User Category | Number of copies | Loan period | Loan renewal times |
|---|---|---|---|
| Academic staff | 25 | 1 semester | 3 times |
| Special Scientific staff | 15 | 1 semester | 3 times |
| Undergraduate Students | 6 | 15 days | 2 times |
| Postgraduate students MA, MSc, Phd | 10 | 21 days | 3 times |
| Exchange students | 6 | 15 days | 2 times |
| Administrative staff | 6 | 15 days | 2 times |
| External Users | 5 | 15 days | 1 times |
| Partnership Members | 5 | 15 days | 1 times |
| Graduates | 6 | 15 days | 2 times |

## Returns

You can return your loans ;
- at the Circulation and Information Desk
  or
- using the self service machines

*Library users are responsible for all items checked out on their Library card and will be charged for the replacement of all non-returned and damaged items*

## Late Returns

An overdue fine is imposed on each and every loan item and accompanying library material returned late.

*When a fine is pending you will be unable to borrow, renew or reserve any library materials*

## Loan Renewal

Borrowed material can be renewed by the due date in order to extend the loan period:
- at the Circulation Desk
- online renewal using My Library Account
- calling to 25002518
- by e-mail on library@cut.ac.cy

 Items cannot be renewed if:
- the loan period has expired
- there is a pending fine
- another user has placed a hold on the item

*Please note that Short-Loan items are not renewable*

*Let others wait in queue!*

### Why pay if you can avoid it?

- return your loans on time
- regularly check your email inbox
- check "My Account" from the Library's website
  and renew your loans before the due date

Do not forget:
- to inform your Library if you change your contact
  details
- it is forbidden to lend the books borrowed in your
  name to other people

### Reservations

The following apply to borrowed materials.

Reservations can be made:
- at the Circulation Desk with your Library card
- online through the Library's catalogue by selecting the
command "Hold"

Reservations are not permitted for Short Loan materials

### Inter Library Loan (ILL)

If a book or article cannot be found in the Library, you
must complete the online registration form available at
the CUT Library website.
The CUT Library will request it on your behalf from
another library via the ILL service.

### Printing-Photocopying

The Library provides self-service printers and photo-
copiers for the convenience of its members by using
their student card.

How to activate your card
- swipe the card on the card reader of the
  photocopying machine
- write down the 8-digit PUK code that has been sent
  to your e-mail and then click OK

You can add credits to your student card from the
special machines within the University premises

*Fair use of copyrighted material: the Copyright Law governs
the making of photocopies or other reproductions of copy-
righted material. The person using this equipment is liable for
any infringement*

## Library 24/7

**The Library is accessible from your home!**

- go to the address https://vpn.cut.ac.cy to connect
  to the University network
- select the appropriate group to which you belong
- enter your username and password
- click on connect button

## Educational Seminars

**The CUT Library provides training seminars
throughout the academic year:**
- Library tours
- Federated Search Tool (Pantognostis): learn how to
  search all the library resources simultaneously
- how to use e-books
- how to use e-journals
- how to use databases
- Mendeley: useful guidelines for locating and creating
  bibliography for your research

*Ask your Librarian to book a seminar*

## Pantognostis

*(http://pantognostis.cut.ac.cy)*

Central search engine for:
- simultaneous search in all the Library collections (print books & journals, databases, e-books, e-journals and audiovisual material )
- access to the full text of articles and e-books
- information on the availability of the material and their position on the shelves
- exporting bibliographies using the Mendeley tool
- the ability to limit results according to the type of material, the publication date, language
- connecting to "My Account"

### «My Account»

Use the barcode of your student card and the six last digits of your PIN. This allows you to:

- see the books you have borrowed
- renew borrowed books
- reserve already borrowed
- check the date of return in order to avoid a fine
- create your own lists from the Pantognostis portal
- add tags to characterize the material of the Library
- evaluate your favorites
- make suggestions for new purchases to your library

## E-resources

When you do your research is better to use articles and other scientific materials which can be found in:
- databases
- electronic journals
- electronic books
- open access resources

## Electronic books (ebooks)

Take advantage of the benefits that e-books gives you:
- no need to borrow them for reading
- you can add notes and comments
- accessibility by many readers simultaneously
- e-books are searchable
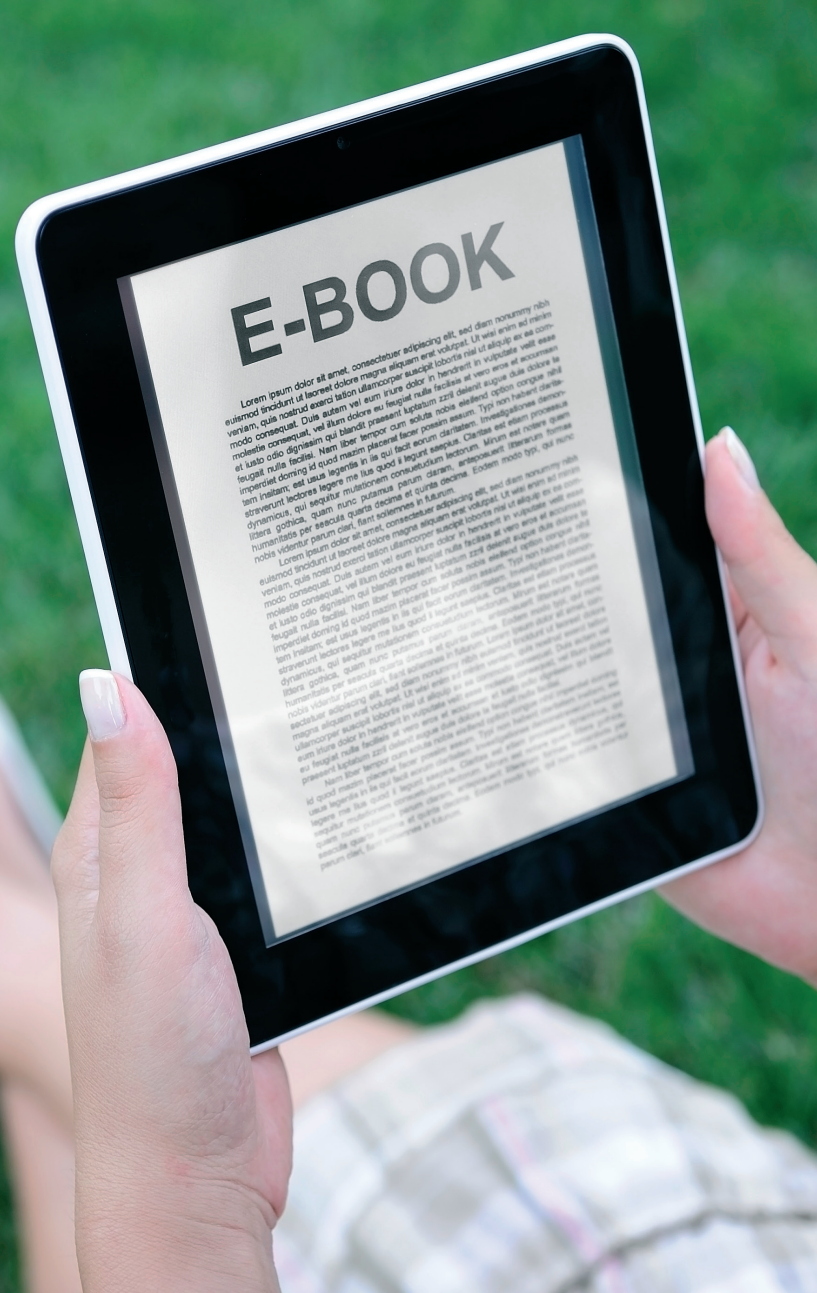- ability to use quotes and passages directly in your work

*Tutorials will facilitate your search!*

## Institutional Repository KTISIS

Institutional Repository

**KTISIS**

The Open Access Repository of KTISIS provides an important part of the scientific and research activity of the university community, such as:

- CUT academic publications
- Dissertations
- Master theses
- Phd theses

## Plagiarism

The term refers to the appropriation of a part or the whole project ideas or perceptions of other authors. Avoid plagiarism using references and citations according to the bibliographic standard set by your teacher.

*Consult the Guide Writing Dissertation and Theses (http://www.cut.ac.cy/library/etds/)*

## Creating bibliographic references

The bibliography is considered necessary to ensure the authenticity and legality of the ideas and concepts of the researcher. The use or quotation of ideas or part of the original copyrighted work, should be accompanied by the reference with the necessary bibliographic information.

*In your Library you will find Mendeley, a tool for organization and management of bibliographies and references (http://www. mendeley.com/)*

MENDELEY

## Ask your Librarian

This service is offered by the Subject Librarians to guide the user on, how to identify and seek scholarly articles, how to create bibliography and write a scientific paper.
In a specially designated area of the library, Subject Librarians are available among users to answer their questions, while arranging individual or group seminars.

## Consult your Librarian for

- material search strategies
- educational seminars
- expert help in your topic
- creating references and bibliography
- avoiding plagiarism
- writing dissertation

*Contact your Subject Librarian by phone, email, Skype or make an appointment*

Ask your Librarian

information literacy
web 2.0
e-resources
bibliography

e-books
subject guides

- how to **find** books
- how to **search** for scholarly articles
- how to **evaluate** my resources
- how to **create** bibliography
- how to **avoid** plagiarism
- how to **write** a scientific paper
- how to ....

connect with knowledge

## Find your Librarian

| | | |
|---|---|---|
| Faculty of Geotechnical Sciences and Environmental Management | Fotini Nikolaidou | e: fotini.nikolaidou@cut.ac.cy
t: 2500 2384 |
| Faculty of Management and Economics | Nasia Panagiotou | a.panagiotou@cut.ac.cy
tel: 25002576 |
| Faculty of Health Sciences | Michael Ktoris | michael.ktoris@cut.ac.cy
τηλ: 25002367 |
| Faculty of Communication and Media Studies | Athina Evagorou | athinoula.evagorou@cut.ac.cy
τηλ: 25002405 |
| Faculty of Fine and Applied Arts | Athina Evagorou | athinoula.evagorou@cut.ac.cy
τηλ: 25002405 |
| Faculty of Engineering and Technology | Anna Charalambous | anna.charalambous@cut.ac.cy
tel: 25002424 |
| Language Centre | Michael Ktoris | michael.ktoris@cut.ac.cy
tel: 25002367 |
| Cyprus International Institute for Environmental and Public Health | Michael Ktoris | michael.ktoris@cut.ac.cy
tel: 25002367 |

## Find us

Library (Vasilis Michaelides Building)
1 Nicolaou Xiouta, 3036 Limassol
PO.Box 50329, 3603 Limassol

Library-Administrattion Offices
38 Kitiou Kyprianou, 3041 Limassol
PO.Box 50329, 3603 Limassol

### Contacts

- Tel.: +357 25002518
- Fax: +357 25002761
- e-mail: library@cut.ac.cy
- Live chat via website

### Follow us on

Cyprus University of Technology Library

http://athena.cut.ac.cy/actadiurna/

Cyprus University of Technology Library

@LibraryCUT

*Visit the Library website http://www.library.cut.ac.cy*

## Library staff

### Library Director
Marios Zervas
Tel: 25002522
Email: marios.zervas@cut.ac.cy

### Assistant Officer
Marina Antoniou
Tel: 25002224
Email: marina.antoniou@cut.ac.cy

### Quality Management Office
Myroulla Akroteriatou
Tel: 25002573
Email: m.akroteriatou@cut.ac.cy

### Acquisitions Office
Maria Haraki
Tel: 25002574
Email: maria.haraki@cut.ac.cy

Eleni Kamberi
Tel: 25002073
Email: eleni.kamberi@cut.ac.cy

Stephanie Liasi
Tel: 25002259
Email: stephanie.liasi@cut.ac.cy

Pavlos Metaxas
Tel: 25002199
Email: pavlos.metaxas@cut.ac.cy

### Cataloguing Office
Antonia Nicolaou
Tel: 25002408
Email: antonia.nicolaou@cut.ac.cy

Barbara Aristidou
Tel: 25002565
Email: barbara.aristidou@cut.ac.cy

Kyriaki Kokkinovou
Tel: 25002260
Email: k.kokkinovoukkou@cut.ac.cy

Vana Anastasiadou
Tel: 25002279
Email: vana.anastasiadou@cut.ac.cy

### Circulation Office
Valentina Papatheodorou
Tel: 25002347
Email: v.papatheodorou@cut.ac.cy

Panikos Kyprianou
Tel: 25002366
Email: panikos.kyprianou@cut.ac.cy

Maria Kyprianou
Tel: 25002104
Email: maria.kyprianou@cut.ac.cy

Chrysanthi Stavrou
Tel: 25002509
Email: chrysanthi.stavrou@cut.ac.cy

## Information Technology Office
**Alexia Kounoudes**
Tel: 25002568
Email: alexia.kounoudes@cut.ac.cy

**Petros Artemi**
Tel: 25002567
Email: petros.artemi@cut.ac.cy

## Digitalization and Archives Management Office
**Gregoria Evripidou**
Tel: 25002425
Email: gregoria.evripidou@cut.ac.cy

**Stamatios Giannoulakis**
Tel: 25002180
Email: s.giannoulakis@cut.ac.cy

## Subject Bibliographic Support and Collection Development Office
**Athina Evagorou**
Tel: 25002405
Email: athinoula.evagorou@cut.ac.cy

**Anna Charalambous**
Tel: 25002424
Email: anna.charalambous@cut.ac.cy

**Michael Ktoris**
Tel: 25002367
Email: michael.ktoris@cut.ac.cy

**Fotini Nikolaidou**
Tel: 25002384
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*Discover your library, inform yourself !*

**Connect with knowledge**
*http://library.cut.ac.cy*