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Library Departments

1 Users' Department

Circulation Office

Interlibrary Loan (ILL) Office

Office of Reference Services, User Training and Reserve Collections

Office of Supporting People with Special Needs

2 Department of Aquisitions, Processing and Documentation

Office of Acquisitions and Serials Processing

Office of Acquisitions and Other Material Processing

Documentation Office

3 Department of Archives, Limited Access (Closed) Collections, Valuable Material and Conservation

Office of Archives and Limited Access Collections

Valuable Material Office

Conservation Office

University Archive Office

4 Department of Information Technology, Research and Development

Office of Information Technology, Research and Development

Technical Support Office

5 Department of European Documentation Center (EDC)

Preface

The University of Crete Library consists of the Central Library in Rethymno and a Branch Library in Heraklion.

The Library first operated at the academic year 1977-78 and developed in an unexpectedly quick and progressive way. It is considered one of the most important libraries in the country given its size and the way it is organised.

Its collections consist of about 550,000 volumes of books and periodicals, some of which are of unique value. The Library also holds audiovisual and digital material.

The organisation and management of Library materials are based on international standards. Furthermore, the Library offers its users a friendly environment that supports individual and group study and research. The development of specialized services aims to provide information and guidance to users, so that they can make full use of all the Library resources.

UoC Library is actively involved in the development and support of Library automation systems and the introduction of new information technologies, in an effort to play an effective role in study, teaching and research.

The foundation and development of this Library is considered as one of the most significant accomplishments of the University of Crete. The distinguished philologist and historian Nikos Panagiotakis (†) has described it as “the greater cultural achievement that took place in Crete the last five hundred years”. Information included in this leaflet is primarily about the Central Library. However, it also applies to Branch Library in Heraklion, although it differs in some certain sections such as collections, borrowing regulations and opening hours.

Library Hours

Monday to Friday : 09:00 20:00

Saturday : 09:00 15:00

During holidays (e.g. summer, Christmas, Easter) Library hours change and are announced in the Library web site and the announcement board at the entrance.

User Privileges

1 Internal Users

- All active members of the academic community of the University of Crete have the right to use the Library.
- Retired faculty members and administrative staff, as well as honorary faculty members of the University of Crete can use the Library free of charge.

2 External Users

- University of Crete alumni can use the Library free of charge for three years after graduating.
- Members of the wider educational, scholar and research community living permanently in Rethymno and Heraklion, as well as companies and organizations located in these areas may apply for membership (in such cases an annual fee must be paid).

3 Visitors

Students, researchers and scholars from other Institutions in Greece or abroad may use Library material within the Library after signing the visitors' book.

Some Basic Library Regulations

1 When Entering the Library the Users Must:

- Leave bags and material that may cause damage or suspicion for a potential theft and keep them in the special lockers at the Library foyer.
- Switch off their mobile phones.
- Report their laptop and leave its bag in a locker.
- Not bring drinks, food and cigarettes in the Library.
- Keep silent.

2 While studying in the reading rooms users must know that:
 They must obey instructions given by Library staff and behave in an appropriate manner to make sure that they cause no harm to the Library and allow other users to work in a pleasant environment appropriate for studying.

They must take care of all Library materials and equipment.

3 When leaving the Library users should:

Show any material they hold (folders, dossiers etc.) if asked to.

Leave the key they used to lock their personal belongings.

* Attention: not returning the locker key the same day is a violation of Library regulation and, therefore, subject to penalty.

All Library regulations are available on the Library's Website.

Library Website

The Library Website (<http://www.lib.uoc.gr>) is the basic tool for obtaining information on Library services and material. Users are expected to visit it regularly in order to stay informed on Library news and recent developments.

The website provides access:

To the Library's electronic catalogue (Web PAC)

To the course reading catalogue

To a number of electronic information resources (E-Locus:

Institutional Repository, Anemi: Digital Library of Modern Greek

Studies, Zephyr: virtual Union Catalogue of Greek Academic

Libraries portal, electronic journals, on-line databases, Livesearch:

federated search, CD-ROMs, on-line Encyclopedias and dictionaries etc).

To reference and enquiry services

To interlibrary loan and document delivery services

To other Libraries' Websites

Library Services

Circulation

All Library material is registered into the Library Catalog and is circulated via the Library automation system. The following rules apply:

- Users must attend Library orientation courses (see below) in order to obtain borrowing privileges.
- Borrowing privileges are personal and individual. They may not be transferred to, or used on behalf of another person. When borrowing or renewing items, users must show their Library card, which indicates their University affiliation and their Library code, and are responsible for this material until it is returned.
- Some Library materials cannot be loaned, but can only be used within the Library. Such material include: reference books, periodicals and limited access (closed) collections material. Books from the main collection that bring the sign “MH ΔAN” can be checked out for 24 hours and cannot be renewed.
- Users requesting a book that is already on loan may make a reservation and be added to the reservation list for this title (see below).
- Under certain circumstances users may be asked to return books earlier than the expiry date.
- Circulation Hours :**
Monday Friday : 09:00-14:00 and 15:00-19:00
Saturday: 09:00-14:00.

Circulation hours apply to all user groups and are strictly followed.

Circulation rules and hours differ in Branch Library in Herakleio due to different needs (see Library website <http://www.lib.uoc.gr>)

The University Library is meant to serve primarily the academic society and it does not lend material to non-University members.

Circulation Rules per User Group

1 Undergraduate / Exchange Students:

- Each student can borrow up to 7 items for 10 days.
- Books on loan can be renewed for up to two times provided there is not a pending reservation. On renewal students must bring the items and their Library card.
- During holidays (Summer, Christmas, Easter) circulation closes for students. Therefore they must return any material on loan. If they don't, they lose their borrowing privileges for a certain period of time.

2 Postgraduate Students:

They can borrow up to 10 items for 30 days, with a 15 days renewal. Postgraduates, who have graduated from another University, must attend the Library orientation courses in order to obtain borrowing privileges.

3 Faculty Members:

- They can borrow up to 30 items for an entire academic period (Winter Semester, Spring Semester, Summer period).
- If they wish to keep Library materials for a longer period of time they can make up to one renewal.
- They must not take Library material out of Rethymno, so that they can return them immediately in special circumstances.
- In case of a long-time absence or a permanent leave from the University they must return borrowed material.
- Faculty members are allowed to borrow journals for 24 hours without renewal rights.

4 Administrative and Technical Staff:

They can borrow up to 8 items for 20 days without renewal rights.

5 External Users:

People not affiliated with the University may apply for membership by completing an application form. Also, they must bring a photocopy of their ID card, a letter confirming their employment status and a recent passport-size photograph. They can borrow up to 5 books for 15 days without renewal rights (see page 4).

Course Reserves

Loans of Course Reserve materials can be done in two ways:

□ Internal Loan: Monday-Friday 09:00-19:45, Saturday 09:00-14:00.

Materials are loaned (up to four items at the same time) from the central enquiry desk and can be used only within the Library. These materials must be returned at the same days and hours.

□ Overnight Loan: Monday-Friday 19:00-19:45, Saturday 14:00-14:45.

Users can check out up to four course reserve items and take them out of the Library provided that they are returned before 10:00 the next working day. Users, who delay repeatedly to return such materials, lose overnight loan privileges to the end of the running semester.

Overdue Material

□ The due date is stamped at the last page of each book on loan.

Books are expected to be returned as early as possible. If a patron is late in returning an item, then they are subjected in fines.

-- 0,20 €, per day for main collection materials (for each item)

-- 0,30 €, per hour for course reserve materials (for each item)

-- 1,00 €, per day for materials loaned for 24 hours (for each item)

Fines are imposed to all user groups.

□ Users holding books overdue lose their borrowing privileges.

Users who hold material during holidays, without Library permission, also lose their borrowing privileges, regardless if they paid the imposed fines or not.

□ Students who are about to graduate must return all loaned material and arrange their obligations with the Library in order to get a certificate that will allow them to graduate.

Loss or Damage of Material

Users that have caused loss or damage to Library materials must rehabilitate or replace them. Print material:

-- is replaced on user expenses, if a copy is available.

-- books that are out of print are replaced by others on the same topic and of the same value.

-- damaged materials are rehabilitated on user expenses.

If rehabilitation is not possible, they are replaced.

Interlibrary Loan (ILL)

The Interlibrary Loan Office participates in national and international networks in order to provide Library patrons with articles, books and other material not available in the Library. Users ordering material via ILL pay a fee that covers the supplier's charges and the post expenses.

ARTICLES	CHARGE			ESTIMATED ARRIVAL
	1-20 p.	2 Euro.	National Network	
	6 or 12 Euro.	International Network		
20-... p.	+0,10 Euro. Per page			
BOOKS	Courier expenses	National Network	Min 8 days...	
	12 or 24 Euro. plus return expenses	International Network		

ILL application forms are available at the central enquiry desk as well as on the Library Website. ILL material is received at the Central enquiry desk.*

Users are requested

to complete applications carefully and provide all important publication information

to receive ILL material on time and pay the requested fee.

Students having outstanding fees do not get a Library certificate that will allow them to graduate.

Non-University members are charged an extra 20% to use the ILL service.

* Users receive article photocopies from the Central Enquiry Desk.

Books arrived following an ILL request can be used within the limited access (closed) collections area.

Reference Services

Reference services aim to provide specialized and up-to-date information on the subject disciplines taught in the University of Crete. Reference staff is available at the central enquiry desk (Monday-Friday: 9:00 - 20:00) and at other places in the Library. Users may also ask for informative material and user guides.

Informative material and User Guides are available electronically via the Library Website (<http://www.lib.uoc.gr/info/absrv/infr/guide/?styl=>).

User Training

The Library provides User Training and Continuous User Guidance. Orientation Courses, Regular Training Seminars and Workshops (for advanced searches in databases and the use of new information techniques) are organized throughout the academic year. Users are expected to attend them in order to learn the best possible use of the Library resources, services and facilities.

-New students must attend the Training Courses in order to obtain borrowing privileges.

-Tutors can request additional sessions on different subjects for their tutees.

Organising Course Reserves

Course reserves include material of high demand, linked to the running semester's curriculum. Books and other materials are temporarily removed from the main collection to a special area named "Short Loan Collection", located behind the circulation desk. These materials are used within the Library area (see above).

* Course Reserves can be searched on the electronic catalogue.

Electronic Information Resources & Computing Facilities

The Library provides a number of services (local and distant) that allow access to a number of electronic information resources. In a fully equipped environment users can search for material and use electronic tools.

The electronic information resources are the following:

□ **Electronic Library Catalog**

It is the bibliographic database that allows users to search print and non-print Library materials. Users can search by title, author, subject, keywords etc. to obtain bibliographical, location and circulation information. All users are expected to familiarize themselves with the use of the electronic Library catalog, as it is the only source that provides access to the Library material. The Library catalog is accessible by any PC connected to the Internet.

□ **Livesearch**

It enables users to search many heterogeneous information sources through a federated search environment. Library materials can be also searched here. Livesearch supports international protocols and standards applied in the field of information retrieval via the Internet.

□ **UoC Course Reading**

It enables users to search course reserve material. It includes material of the running semester and of older ones. Users can search by bibliographic or course information.

□ **Zephyros / Hellenic Academic Libraries Union Catalogue**

Portals designed to help locating the available books, journals and other material in the catalogues of the Greek Academic Libraries.

□ **Anemi:** Digital Library of Modern Greek Studies

Provides access to a large collection of digitized material regarding modern Hellenism. It includes old and rare materials as well as more recent ones for which copyright owners have given permission for digitization and free access through the Internet.

□ **E-Locus:** Institutional Repository

Includes dissertations and theses submitted to the University of Crete as well as all kind of scientific work produced by the University of Crete community, such as periodicals and technical reports.

□ **E-journals / E-books**

The Library provides access to

- the full text or abstracts of a number of scholarly journals in electronic format. This list includes hundreds of titles available by Hellenic Academic Libraries Link Consortium (HEAL Link).

- a considerable collection of scientific e-books which may be located through the library's list of e-books, WebPAC or through Livesearch.

Furthermore, the Library offers basic desktop applications (word processing, spreadsheets etc using MS Office) as well as free, although controlled, Internet access.

Users may connect their laptops to the Wi-Fi network after obtaining the necessary passwords from the UCnet center (<http://www.ucnet.uoc.gr>).

SOME RULES REGARDING THE USE OF COMPUTING FACILITIES

- Users may use computing facilities during the Library opening hours.

- All Library patrons may use computing facilities for educational and research purposes only.

- Users must respect the space and the equipment when using computing facilities. They must also obey personnel instructions. In case of material damage or loss, users are responsible for its replacement or rehabilitation.

At peak time users are requested not to linger without a purpose and allow people waiting to use the computing facilities.

Print Material Collections

Main Collection

It is the Library's largest collection and it is free to access by users themselves. It consists of books, periodicals and other material necessary for the fulfilment of the Library's goals. Most of its books can be loaned regularly. However books that bring the label MH ΔAN can be checked out only for 24 hours, due to high demand or security reasons.

Main Collection Classification

The Library follows the Library of Congress Classification for its main collection, so that its books are arranged by subject.

Each book's call number is attached to its spine and consists of 6 lines maximum.

The first line of the call number consists of one to three letters of the Latin alphabet that represent 22 general subject categories.

[...B (=Philosophy, Psychology, Religion),... D (=World History apart from North America),...K(=Law),... N (=Fine Arts),...P(=Language and Literature)...].

Each subject category is divided into subcategories [BX (=Christian Denominations), DF(=Greek History), KKE (=Modern Greek Law)...].

At the second line there is a number that represents further subject subdivision (eg. D 51 = ancient history, D 830 = Second World War History).

At the third line there is a combination of a letter and a number (Cutter number) that represents the subject, the title or the author of a book.

The fourth line may consist of another letter and number combination (Cutter number) or the publication year of the book.

At the fifth line there is the number of the volume (e.g. v.3) and the copy (e.g. c.2), if the book is multi-volume or the Library holds more than one item.

CALL NUMBER EXAMPLE

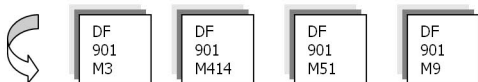
PA	(Greek/Latin language and literature)	DF	(Greek History)
3978	(Euripides)	552	(Byzantium)
R58	(Romilly, Jacqueline de)	K3	(Karagiannopulos, Ioannis)
1986	(publication year)	v.1	(volume one)
		c.2	(copy two)

Locating Books at the Main Collection

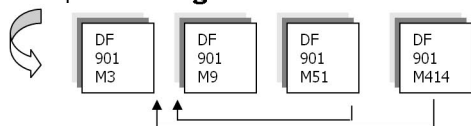
Users search the electronic catalogue and note the call numbers of the books they are interested in. Then they look for the books at the shelves following the signs.

Read the call number line by line. Books are ordered alphabetically based on the letters at the first line and arithmetically based on the number at the second line. In Letter-number combinations (cutter numbers), numbers are considered as decimals.

Example of **right** shelf order:



Example of **wrong** shelf order:



In call numbers such as QA 76.73, the numbers are also considered as demicals. Therefore, a book with call number QA 76.725 will be ordered before QA 76.73

Library of Congress Classification Outline

A	General Works
B-BD	Philosophy
BF	Psychology
BH-BJ	Aesthetics, Ethics
BL	Religions, Mythology, Rationalism
BR-BX	Christianity
C	Auxiliary Sciences of History (History of Civilization, Archaeology, etc)
D	History (general)
DA	Great Britain
DAW	Central Europe
DC	France, Andorra, Monaco
DD	Germany
DE	Greco-Roman World
DF	Greece
DG	Italy, Malta
DH	Benelux [Be(lgium -Ne(therlands)-(Lux(enburg))]
DJ	Netherlands
DJK	Eastern Europe (general)
DK	Russia, Soviet Union, Former Soviet Republics, Poland
DL	Northern Europe, Scandinavia
DP	Spain, Portugal
DQ	Switzerland
DR	Balkan Peninsula
DS	Asia, Cyprus
DT	Africa
DU	Oceania (South Seas)
E	History of the Americas
F	United States
G	Geography, Anthropology, Recreation
H	Social Sciences
HA-HJ	Economics
HM-HV	Sociology
HX	Socialism, Communism, Anarchism
J	Political Science
JC	Political Theory
JF-JQ	Political Institutions
JS	Local government, Municipal government
JV	Colonies and colonization
JX-JZ	International Law, International Relations
K	Law
KJ	European Union Law
KJA	Roman Law
KJE	Regional organization and integration. Comparative Law
KKE	Greek Law

L	Education
LA	History of Education
LB	Theory and Practice of Education
LC	Special aspects of education
LD-LG	Individual Institutions
LT	Textbooks
M	Music and Books on Music
N	Fine Arts
NA	Architecture
NB	Sculpture
ND	Painting
NE	Print media
NK	Decorative arts
P	Language and Literature
PA 1- 2915	Greek (Classical, Medieval and Modern)and Latin language
PA 3051-4500	Ancient Greek Literature
PA 5000-5600	Byzantine Literature
PA 6000-8595	Latin Literature
PB-PM	Other Languages
PN	Literature (general), Theatre
PQ	French, Italian, Spanish, Portuguese Literature
PR	English Literature
PS	American Literature
PT	German, Dutch, Flemish, Scandinavian Literature
Q	Science
QA	Mathematics
QB-QD	Astronomy, Physics, Chemistry
R	Medicine
RC	Internal Medicine
RJ	Pediatrics
S	Agriculture
T	Technology
U-V	Military and Naval Science
Z	Bibliography, Library Science, Information Resources

The Library **does not follow** the Library of Congress Classification for material on the following subject categories:

- Modern Greek Literature (see below)
- Periodicals (see below)
- Children's Literature: books are ordered alphabetically according to the author's surname (Greek authors come first)
- Textbooks: are ordered by serial number and grouped by class and module

Modern Greek Literature Classification

Anthologies - Deep-Red Label

[PA.ANΘ.The three first letters of the author's surname]

Essays on Modern Greek Literature - Orange Label

[PA.ΔOK.The three first letters of the author's surname]

e.g. PA.ΔOK. ΣΕΦ (Seferis, George)

Authors' Works - Alphabetically

[PA.The three first letters of the author's surname]

Works Written by an Author - Red Label

e.g. PA.ΣΕΦ (Seferis, George)

Works Written about Authors and Their Work - Yellow Label

e.g. PA.ΣΕΦ (Sinopoulos, Takis "Four Essays on Seferis")

Other Categories:

Cypriot Literature - Red Label

[PA.KYΠ.The three first letters of the author's surname]

Post Byzantine Period - Light Blue Label

[PA.ΥΣΤ BYZ.The three first letters of the author's surname or the title]

Period of Frank Domination - White Label

[PA.ΦΡ ΠΕΡ.The three first letters of the author's surname or the title]

Greek Folk Songs - Green Label

[PA.ΔΗΜ ΤΡ.The three first letters of the author's surname or the title]

Greek author names come first

Journals

Periodicals in print form are shelved alphabetically by title (shelves are located at ground floor). Greek titles are not mixed with non-Greek ones. All periodicals are free to access but not for loan.

Current issues are placed at special displays at the second floor.

Information on serial and volume availability can be found by searching the Library catalog. Users may also obtain information by the Office of Acquisitions and Serials Processing.

Reference Collection

This collection consists of encyclopedias, dictionaries and handbooks, which users can consult. This material is located at a central place within the Library building (second floor), it is free to access but not for loan. Materials included in the reference collection may be also available at the main collection. In this case, the items of the main collection can be loaned regularly.

Reference materials follow the Library of Congress Classification, but they also bring the sign (R). Dictionaries and general encyclopedias are arranged first on shelves followed by the rest of the reference books, which are ordered according to their classification.

Limited Access (Closed) Collections

The Library holds various material (books, manuscripts and pictures) which, due to the rarity and historical or artistic value, are preserved in a special place.

The Library acquired this material through selective purchases, or donations from distinguished scholars.

Most of these collections are not classified following the Library of Congress Classification. The books bring three letters that indicate the name of the person that possessed the collection and the entry number of the book (e.g. ΠΠΚ 112345= book of the Papakostas collection with entry number 112345).

Limited Access Collections are open Monday to Friday 9:00 15:00.

Users do not have access to the shelves, but they may ask the designated staff for a book by its call number (which can be found by searching the electronic catalogue). Patrons are requested to check whether a digital copy of a book is available via Anemi Digital Library (see above) before visiting the Limited Access Collections.

The materials included in the Limited Access Collections are not circulated and can only be read in the designated reading place. However, there are materials which are available for a 24-hour or 3 days loan.

Photocopying is strictly prohibited for books published before 1930. More recent publications may be photocopied provided their condition allows to. Material that cannot be photocopied can be reproduced digitally or in microform and users pay the reproduction cost.

Subject Disciplines Covered by Library Collections

The Library aims to develop collections and services that fulfil the educational and research needs of the University of Crete.

The Central Library in Rethymno covers the subject disciplines relevant to the faculties and departments located in Rethymno i.e. Humanities, Social Sciences, Political Science, and Education. Hence, it includes material on Greek Language and Literature, Linguistics, Theatre Studies, History, Archaeology, Philosophy, Sociology, Education, Psychology, Economics, Law, Fine Arts etc.

European Documentation Center (E.D.C.)

The European Documentation Center was founded on 20th July 1999 with a joint decision of the University of Crete and the European Commission. It is a Library Department and cooperates closely with the departments of the University that offer courses dealing with European Union issues. Is located at the second floor of the Central Library at Rethymno, nearby the Reference collection and close to the Circulation and Enquiry Desk. It is open to the public during the Library opening hours.

EDC print material is classified according to the Library of Congress Classification and can be searched via the Library electronic catalog. Users can also go through the shelves to look for material or ask the staff in charge for guidance.

Library patrons can borrow books, serials and leaflets included in the EDC collection for three days. The rest EDC material can be used only within the Library. As a large part of the EDC material is available in electronic format, users may communicate with EDC staff before visiting the Library in order to get help on how to access a required issue from the available databases.

University members may also, in agreement with EDC staff, attend training seminars on databases and electronic tools about the European Union. For further information and access to the above mentioned databases visit the EDC Website which is available via the Library Website (<http://www.lib.uoc.gr/info/absrv/edc/about/?styl=>).

Library Equipment

- Computing facilities - They are located at a specified central place in the Library. PCs for searching the electronic catalogue are also available in various locations within the Library.
- Photocopying Facilities - Photocopiers are located at a certain central place, next to the Circulation Desk. Users can photocopy for themselves -using a magnetic card- provided that they do not violate international intellectual property laws. The cost for photocopying is 0,04 € per page.
- Microfilm machines - There are two machines for viewing microfilms and microfiches. All Library patrons may use them, after obtaining permission from the designated staff.
- Printers - There is one black and white and one color printer nearby the photocopiers. Patrons may use them to print assignments and other documents related to research and study. A magnetic card is needed to print as well as photocopying. The cost for printing is 0,08 € per page for black and white copies and 0,44 € for color copies.
- Scanners
There is one scanner at the photocopying area and another one for scanning rare and valuable materials at the Limited Access (closed) Collections.

Useful Library Phone Numbers

Library Director	28310 77805
Secretary	28310 77800
Reception	28310 77810
Circulation	28310 77803 77808
Office of Reference Services and User Training	28310 77844 77817
Interlibrary Loan (ILL) Office	28310 77847
Office of Acquisitions and Serials Processing	28310 77818
Office of Acquisitions and Other Material Processing	28310 77846 77814
Documentation Office	28310 77806 77852
Office of Information Technology	28310 77805
Technologies Support Office	28310 77840
Limited Access (Closed) Collections	28310 77830 77829
Conservation Office	28310 77832
European Documentation Center	28310 77848
FAX	28310 77850
e- mail	libr@lib.uoc.gr

Heraklion Library Phone Numbers

Reception	2810 393256
e- mail	libh@lib.uoc.gr