



**University
of Crete**

LIBRARY and Information Center



**General
Information
Leaflet**

**September
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LIBRARY SERVICES

1. Users' Services

- Circulation Office
- Interlibrary Loan (ILL) Office
- Office of Reference Services, User Training and Reserve Collections
- Office of Supporting People with Special Needs

2. Aquisitions, Processing and Documentation

- Office of Acquisitions and Serials Processing
- Office of Acquisitions and Other Material Processing Documentation Office

3. 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. 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 Herakleion.

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 organized.

Its collections consist of about 600.000 volumes of books and periodicals, some of which are of unique value. The Library also holds audiovisual and digital material and subscribes to a variety of electronic information sources.

The organization 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.

It also has been participating in various Greek or European projects over time, concerning either its overall activity or part of its services.

Information included in this leaflet is primarily about the Central Library. However, it also applies to Branch Library in Herakleion, 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 website and the announcement board at the entrance.

USER PRIVILEGES

1. Internal Users

- All active member 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 Herakleion, 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:

- ✓ produce the necessary evidence defined by law and decisions of the institution's administrative bodies (if requested)
- ✓ leave bags at the library foyer, taking a locker key from the clerk,
- ✓ put their mobile phones on silent mode,
- ✓ 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:

- ✓ obey instructions given by staff and library's announcements,
- ✓ allow other users to work in a pleasant environment appropriate for studying,
- ✓ take care of all library materials and equipment,
- ✓ after using the books, they must place them in the special trolleys provided near each subject category (only those who have used encyclopedias, multivolume dictionaries, journals and series books are obliged to put them back on the shelves).

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

(<http://www.lib.uoc.gr>)

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 and search tools (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, Encyclopedias and dictionaries etc.)
- ⇒ to reference and enquiry services,
- ⇒ to interlibrary loan and document delivery services,



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 Academic Identity** -which indicates their University affiliation and their Library code- and are responsible for this material until it is returned. External users present the special card with the Library code.
- ✓ Some Library materials cannot be loaned but can only be used within the Library. Such material includes: reference books, periodicals and limited access (closed) collections material. Books from the main collection that bring the sign "MH ΔAN" (Not for Loan) 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 to Friday: 09:00 -19:45
Saturday: 09:00-14:45.

CIRCULATION RULES PER USER GROUP¹

A. Undergraduate / Exchange Students:

1. Each student can borrow up to 7 items for 10 days.
2. Books on loan can be **renewed** for up **two** times provided there is not pending reservation. To renew the loan of books users can submit an electronic request from the Library's website (link "Submission of requests") by filling in the corresponding form.

B. Postgraduate Students:

1. Students who hold a degree from another university and have been successful in postgraduate programs of the University of Crete **are obliged to attend the orientation courses** in order to obtain borrowing privileges.
2. They can borrow up to 10 items, for 30 days, with a 15 days **renewal** (provided there is not pending reservation). They can renew the loan by submitting an electronic request from the Library's website (link "Submission of requests").

C. Faculty Members:

1. They can borrow up to 30 items for an entire academic period (Winter Semester, Spring Semester, Summer period).

¹ Circulation rules and hours differ in Branch Library in Herakleion due to different needs (see Library website <http://www.lib.uoc.gr>)

2. If they wish to keep Library materials for a longer period of time, they can make **up to one renewal**.
3. In case of a long-time absence or a permanent leave from the University they must return borrowed material.
4. Faculty members are allowed to borrow journals and material from the restrictive categories for 24 hours without renewal rights.

D. Administrative and Technical Staff:

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

E. External Users:²

People not affiliated with the University may apply for membership by completing an electronic application form. They provide also 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.

Note: The above categories of users are considered members in both cities (Rethymno and Herakleion).

COURSE RESERVES

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

Internal Loan: Monday-Friday 09:00-19:45, Saturday 09:00-14:00. Material is 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 material, lose overnight loan privileges to the end of the running semester.

OVERDUE MATERIAL

1. 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 patrons are late in returning an item, they are subjected in fines.
 - 0,20 €, per day for material on regular loan from the Main Collection (for each item)
 - 0,30 €, per hour for course reserve material (for each item)
 - 1,00 €, per day (for each item) for material from the Main Collection loaned for 24 hours, material belonging to the restricted categories (loaned only to faculty members) or on a three-day loan material.

(The Library informs by e-mails, at regular intervals, about overdue books and users must respond immediately).
2. Users holding books overdue lose their borrowing privileges, regardless of they paid the imposed fines or not.

² The University Library is meant to serve primarily the academic society, *therefore external users are selected according to strict criteria and only when they meet necessary requirements.*

3. 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.

⊗ Fines are imposed to all user groups.

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.

RESERVATIONS

Users can only reserve items from the main collection that are already on loan. Users who wish to make a reservation should bring their academic id and the item's barcode (available from the electronic library catalog) to the Circulation desk. Once the item is checked in, it is kept for 7 days on a reservation shelf. If there is more than one reservation for the same item, the Library keeps a priority list.

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.

Charge of National Network		
	Send by e-mail or post (waiting time from 76 hours to 5 days)	
ARTICLES	1- 20 p. 2 €	101 – 150 p. 8 €
	21 - 50 p. 3 €	151 - 200 p. 10 €
	51 - 100 p. 5 €	201 - ... p. 15 €
BOOKS	7 € (courier expenses)	
Charge of International Network		
ARTICLES	6 – 11 €	
BOOKS	13 € + return expenses (about 12 €)	

ILL application forms are available on the Library Website. ILL material is received at the Central enquiry after consultation with the Official responsible for interlibrary loan.

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.

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.

At the service desk (during the Library's opening hours) and in other parts of the Library, for the convenience of readers, there are desks to which they can turn in order to ask for help with any kind of bibliographic, thematic or other search, to express questions or requests and also to procure user guides and information leaflets* for the Library's material and services.

* [Information material](#) and user guides are also posted on the Library's website by the User Information and Education Service.

USERS' 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, bibliography management tools, etc.) 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.

- First-year students, qualifying students and those entering postgraduate courses **are obliged to attend the special training courses immediately after enrolling at the University in order to obtain borrowing privileges.**

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

First-year students, students from qualifying courses and those entering postgraduate courses are obliged to attend the special training courses immediately after enrolling at the University in order to activate the right to borrow all kinds of material from the Library.

ORGANIZING COURSE RESERVES

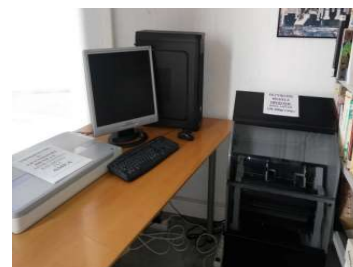


Course reserves include material of high demand, linked to the running semester's curriculum. Books and other materials are temporarily removed from the main collection to a special area named "Short Loan Collection", located behind the circulation desk. These materials are used within the Library area (see above) and/or given for evening, loan. Printed and electronic lists are available to users by lecturer and course offered.

ACCESIBILITY

The Library provides its "print-disabled" users, students with defective or impaired vision and persons who, due to a disability, are unable to read a printed text in a conventional way or to perceive the content of a work using their physical senses:

- a) workstations with equipment to support them and
- b) a procedure for the distribution of academic texts in an accessible format -through the Accessible Multimodal Digital Library (AMELib).



ELECTRONIC INFORMATION RESOURCES & COMPUTING FACILITIES



The Library, following the new developments on technology and electronic publishing, 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.⁴

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. It is absolutely necessary for all users to familiarize themselves with the use of the electronic Library catalog.

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.

ZEPHYR / 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, in a user-friendly environment.

ANEMI: DIGITAL LIBRARY OF MODERN GREEK STUDIES



Provides access to a large collection of digitized material regarding modern Hellenism. Bibliographic information and the possibility of online browsing are given to a significant number old and rare materials as well as

⁴ The Library organizes **educational seminars** for the use of electronic tools throughout the academic year.

more recent ones for which copyright owners have given permission for digitization and free access through the Internet.

E-LOCUS: INSTITUTIONAL REPOSITORY

E - Locus
Ιδρυματικό Καταθετήριο

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 journals, technical reports, study guides, etc.

ELECTRONIC SCIENTIFIC JOURNALS OF THE UNIVERSITY OF CRETE



Free access is provided to the content of yearbooks and scientific journals published or digitized by the University of Crete.

ON-LINE DATA BASES



The Library subscribes to a significant number of international databases, bibliographic and/or full-text databases, relevant to the directions of the Departments of the University of Crete. Also, as a member of the Association of Hellenic Academic Libraries (HEAL-Link) it ensures access to a significant number of electronic resources.

E-JOURNALS



Scientific journals published in electronic format are available to users with access either to their full text, or to abstracts of articles, or to other types of information. This list also includes hundreds of titles available by Hellenic Academic Libraries Network (HEAL -Link).

E-BOOKS



A considerable collection of scientific e-books is available to users through contracts between the University of Crete or the Association of Hellenic Academic Libraries (HEAL-Link) and the publishers.

Note: All non-subscription services of the Library are freely available online, while members of the academic community of the University of Crete have remote access to the subscription services through the Virtual Private Network (VPN) of the University of Crete. It operates under the supervision of the Center of Infrastructure Technology Services Informatics & Communications (CITSIC). Members of the University of Crete should visit the address <https://ict.uoc.gr> in order to activate the service.

Furthermore, the Library offers basic **office applications** (word and image processing, spreadsheets, database, etc) as well as free, although controlled, Internet access.

A local Wireless Access network (**Wi-Fi**) to the network services of the University of Crete and the Internet operates in all Library's areas - under the supervision of CITSIC.

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 -of current literature- 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. Books included in the indicative bibliographies of the qualifying examinations and examinations for admission to post-graduate courses are available for 3-day loan during certain periods.

MAIN COLLECTION CLASSIFICATION

The Library follows the Library of Congress (of U.S.A.) Classification, so that its **open access books are arranged by subject**.

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

The **first line** 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 (e.g. 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 and sixth 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 Examples

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

Users search the electronic catalogue and note the complete 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.**

Important note: Oversize books are placed at the end of the thematic section.

Example of **right shelf order**:



Example of **wrong shelf order**:



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

ΓΕΝΙΚΟ ΔΙΑΓΡΑΜΜΑ ΤΑΞΙΝΟΜΗΣΗΣ

A	General Works
B-BD	Philosophy
BF	Psychology
BH-BJ	Aesthetics, Ethics
BL	Mythology - Religions (General)
BR-BX	Christianity
C	Auxiliary Sciences of History (History of Civilization, Archaeology, etc)
D	History (General)
DA	Great Britain
DAW	Central Europe & Ireland
DC	France, Andorra, Monaco
DD	Germany
DE	Mediterranean, Greco-Roman World
DF	Greece
DG	Italy, Malta
DH	Low Countries - Benelux [Be(lgium -Ne(therlands)-(Lux(enburg))]
DJ	Netherlands (Holland)
DJK	Eastern Europe (General)
DK	Russia, Soviet Union, Former Soviet Republics, Poland
DL	Northern Europe, Scandinavia
DP	Spain, Portugal
DQ	Switzerland
DR	Balkan Peninsula, Turkey
DS	Asia, Cyprus
DT	Africa
DU	Australia, Oceania, New Zealand
E	History of the Americas
F	United States
G	Geography, Anthropology, Recreation, Anthropogeography,
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, Emigration
JX-JZ	International relations
K	Law
KJ	European Union Law (General)
KJA	Roman Law
KJE	Regional organization and integration. Comparative law
KKE	Greek law
L	Education (General)
LA	History of Education
LB	Theory and practice of education
LC	Special aspects of education (Special education, Women's education, School and society)
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 & Computer Science
QB-QD	Astronomy, Physics, Chemistry
R	Medicine (General)
RC	Internal medicine
RJ	Pediatrics (Psychopathological phenomena of childhood and infancy)
S	Agriculture
T	Technology
U-V	Military and Naval Science
Z	Bibliography, Library Science, Information Resources (General)

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

Modern Greek Literature (see below)

Journals (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** (fuchsia label)
[PA.ANΘ.The first three letters of the author's surname]
- ESSAYS ON MODERN GREEK LITERATURE** (orange label)
[PA.ΔΟΚ.The first three letters of the author's surname]
e.g. PAA.ΔΟΚ.TZI (Tziavas Dimitris, The other self : selfhood and society in modern Greek fiction).
- AUTHORS' WORKS** (alphabetically)
[PA.The first three letters of the author's surname]

- ✓ **WORKS** written **by** an author (red label)
e.g. PA.ΣΕΦ (Seferis George, Collected poems 1924-1955)
- ✓ **WORKS** written **about** authors and their work (yellow label)
e.g. PA.ΣΕΦ [Krikos-Davis Katerina, Kolokes: a study of George Seferis' Logbook III (1953-1955)]

Other Categories:

4. **CYPRIO LITERATURE** (red label)
[PA.ΚΥΠ.The first three letters of the author's surname]
5. **POST BYZANTINE PERIOD** (light blue label)
[PA.ΥΣΤ BYZ.The first three letters of the author's surname or the title]
6. **PERIOD OF FRANK DOMINATION** (white label)
[PA.ΦΡ ΠΕΡ.The first three letters of the author's surname or the title]
7. **GREEK FOLK SONGS** (green label)
[PA.ΔΗΜ ΤΡ.The first three letters of the author's surname or the title]

Note: 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.

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, requires **special preservation policy** and is preserved in a specified place. The Library acquired this material through selective purchases, or donations from distinguished scholars.

Most of these collections -apart from the rare classified books- are not classified according to 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 and users pay the reproduction cost.

MATERIAL HELD IN STORAGE

Material that, due to lack of space or incomplete recording, is kept in storage facilities - to which users do not have access- can be requested and delivered by the competent official to the person concerned. This procedure is carried out during the morning shift of the Library, on weekdays, when there is a designated staff - by the service - to manage the material in question. Most of this material is normally loaned to users.

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.



EDC 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.

It's 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.



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 / Printers / Scanners**

Photocopiers are concentrated in a special area. They also function as printers and scanners, through a contactless card system.

A colour printer is available at the service counter.

Users can reproduce by themselves material related to research and study, **respecting the international intellectual property laws.**

Valuable and rare books in danger of being destroyed are not photocopied and there is a special scanner for old documents in the Limited Access (Closed) Collections room.

- The cost of photocopying per page is 0,04 €.
- The cost of black and white printing per page is 0,05 €.
- The cost of colour printing per page is 0,20 €.
- Scanning cost per page is 0,02 €.

Files to be printed can be sent from all the Library's Computers or remote, through a relevant online application (see instructions on the Library's website).

3D Printer

The Library provides a 3D Printing Service (3D.P.S.) and users are able to make 3D objects from plastic filament using designs downloaded from a digital computer file.

A 3D printing request can be submitted via the website by filling in a specific form. The charge depends on the printing time and the amount of material required.

✓ **Microfilm machines**

There are two machines for viewing microfilms and microfiches. All Library patrons may use them, after obtaining permission from the designated staff.

USEFUL LIBRARY PHONE NUMBERS

RETHYMNO	(28310-)
Library Director	77801
Secretary	77800
Reception	77810
Circulation	77803, 77807
Office of Reference Service and User Training	77844, 77817
Interlibrary Loan (ILL) Office	77847
Office of Information Technology	77840
Limited Access (Closed) Collections	77829
European Documentation Center	77807
e-mail: libr@lib.uoc.gr	
HERAKLEION	(2810-)
393230, 393256, 394313	
e-mail: libh@lib.uoc.gr	