Welcome

The COSTAATT Library Services provides a welcoming and well organised facility that will create the right collaborative atmosphere for research and dissemination of scholarly information and ideas. It also provides information resources and services to support the instructional programmes and educational goals of COSTAATT’s learning community. This is done by fostering an environment where the services are inextricably linked to individual development and student success. As a consequence the objective is to become a hub where innovation, research and creative thinking can be produced and sustained.
Our Vision
The vision of COSTAATT Library Services is to be recognised as a leader in the promotion and advancement of quality teaching and learning at the College by transforming the libraries into collaborative student-centered spaces where students and faculty will come together to study and to learn.

OUR MISSION
The libraries of COSTAATT are dedicated to providing quality information and services to the COSTAATT community in support of instruction, research, individual development and student success. As such, we are committed to:
• principles of open access to information that is not place or format dependent
• keeping abreast of the latest research in the academic disciplines
• being leaders in utilizing technology and innovative approaches to library services

CORE VALUES
The work of the Library Services is guided by the following core values:
1. Quality Service: We are committed to providing customer service that meets and exceeds user expectations
2. Integrity – Personal and Intellectual: We will be ethical and professional in the provision of our services
3. Equity of Access: We are committed to equitable and open access to information
4. Collaboration: We are committed to actively pursuing collaborative relationships within and outside of our formal structure.
5. Change as Opportunity: We value innovation, flexibility and creativity.
6. Education and Lifelong Learning: we embrace the College’s mission of teaching and learning and value the lifelong pursuit of knowledge for both the individual and the organization.
7. Staff Development: We are committed to excellence and continuous improvement of staff and the provision of opportunities for staff to develop their skills and knowledge.
Overview of the Library Services

SIZE OF THE COLLECTION
Patrons have access to over 47,000 volumes of print and non-print resources with more than 11,000 titles. Additionally, patrons also have access to electronic resources such as e-Books and periodicals through the library’s online subscription databases Ebscohost, OCLC FirstSearch, Gale Virtual Reference Library, General OneFile and Academic OneFile.

ARRANGEMENT OF THE COLLECTION
The library’s collection uses two classification schemes - the Library of Congress classification scheme (LC), which is the scheme used by academic libraries in the United States and worldwide, and the National Library of Medicine (NLM) for books in medicine and the allied health sciences.

Both schemes are alpha-numeric which means that the call numbers or the numbers on the items are a combination of letters (alpha) and numbers (numeric). The letters and numbers allow us to arrange the library material so that items on the same subject are filed together on the shelves.
Campuses & Libraries

COSTAATT Library Services now include the following locations:

1. The City Campus Library
2. The Sangre Grande Campus Library
3. The South Campus Library
4. The Tobago Campus Library
5. Academy of Nursing and Allied Health, El Dorado

In addition, the College maintains a collection in the following institution:

• The East Campus collection located at the Bishops Anstey High School / Trinity College East library, Trincity.
Accessing COSTAATT Library Resources

REGISTRATION
The institutional ID card must be presented for registration and all library transactions.

Student Registration:
i. Fill in the online COSTAATT Library Registration form and visit the Circulation desk to validate your registration.

ii) Present your valid COSTAATT identification card for barcoding. The current semester sticker must be displayed on the identification card.

Faculty and Staff Registration:
i. Fill in the official COSTAATT Library Services registration form and submit the completed form and a passport-sized photo to staff at the Circulation Desk.

ii) Submit a letter from the Chair of the Department stating that you are a member of staff.

iii. Submit a valid COSTAATT identification card to staff at the Circulation Desk for barcoding.

DEADLINE DATE FOR FACULTY REGISTRATION
Faculty will be allowed to borrow items pending their full registration, up until the last day of the Late Registration period as set in the Academic Calendar of the College. After this date only registered faculty members will be allowed to borrow items - this includes instructional materials which are required for use in class.
**LOANS**

**MAXIMUM NUMBER OF LOANS**

Users, depending on the patron group to which they belong, have been allocated a maximum number of items, which they may have on loan at any one time.

<table>
<thead>
<tr>
<th>PATRON GROUP</th>
<th>LOANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL <em>(the system will default to this setting if the user has not been allocated to a patron group)</em></td>
<td>1</td>
</tr>
<tr>
<td>ADJUNCT FACULTY</td>
<td>10</td>
</tr>
<tr>
<td>ALUMNI</td>
<td>1</td>
</tr>
<tr>
<td>FACULTY (full time)</td>
<td>15</td>
</tr>
<tr>
<td>LIBRARY STAFF <em>(This includes librarians, library paraprofessionals, support staff)</em></td>
<td>15</td>
</tr>
<tr>
<td>NON-ACADEMIC STAFF <em>(Clerical Administrative and Manipulative staff)</em></td>
<td>4</td>
</tr>
<tr>
<td>PART TIME FACULTY <em>(as distinct from Adjunct faculty)</em></td>
<td>10</td>
</tr>
<tr>
<td>PRESIDENT / VICE PRESIDENT</td>
<td>20</td>
</tr>
<tr>
<td>STUDENT</td>
<td>6</td>
</tr>
<tr>
<td>STUDENT ASSISTANT / TEACHING ASSISTANT</td>
<td>8</td>
</tr>
<tr>
<td>TECHNICAL / PROFESSIONAL STAFF <em>(Information Technology Department, Educational Technologists, Translators, Directors, Student Services’ professional staff)</em></td>
<td>15</td>
</tr>
</tbody>
</table>

**FINES & FEES**

All users, except persons who fall within the President/Vice President, Faculty and Library Staff patron groups, are required to pay fines for overdue items.

<table>
<thead>
<tr>
<th>FINES / FEE TYPE</th>
<th>AMOUNT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost Item Processing</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Lost Item Replacement</td>
<td>$300.00</td>
<td>This is a default fee charged only if the cost for the item was not entered in the system</td>
</tr>
<tr>
<td>Overdue (General Collection)</td>
<td>$1.00 per day</td>
<td></td>
</tr>
<tr>
<td>Overdue (Short Loan)</td>
<td>$1.00 per hour</td>
<td></td>
</tr>
<tr>
<td>Overdue (Laptop)</td>
<td>$20.00 per hour</td>
<td>Or part thereof if failed to return on time at Circulation Desk</td>
</tr>
<tr>
<td>Photocopying (Self-Service)</td>
<td>$0.10 per page</td>
<td>Initial cost of Venda Card is TT $10.00 with an additional minimum value of $5.00</td>
</tr>
</tbody>
</table>
General Guidelines

Students must be mindful that the library is provided for the purpose of academic study and research. Any conduct that is inconsistent with this purpose or prevents others from the pursuit of this purpose constitutes a breach of the library’s rules.

USER CONDUCT GUIDELINES

i. Eating, drinking and smoking are NOT allowed in the library.

ii. Cellular phones are NOT to be used in the library.

iii. All bags, briefcases, handbags, parcels or other receptacles must be left in the lockers provided in the walkway between Floor 1 and the cafeteria. These lockers are for library use only.

iv. Students must meet acceptable levels of personal hygiene, in the interests of maintaining a healthy environment for everyone using Library facilities.

v. Laptop computers (on battery power) may be used in the library or along the periphery of the library.

vi. Students MUST show all books, folders and papers in their possession to the Library Security on duty when leaving the library, whether or not the items belong to the library.

vii. Students are not allowed to remove library materials from the library unless they have been legitimately charged out on loan at the Circulation Desk. Attempts to do so would be considered theft and treated accordingly.

viii. The wilful damage of library property, including writing on furniture, cutting/tearing articles out of books, magazines and newspapers are considered acts of vandalism. Any student found committing such acts will be disbarred from the use of the library.

ix. All library users must be prepared to present the appropriate identification cards entitling them to use the library when asked to do so by library or security staff.
Library users wishing to take photographs or make films in a COSTAATT Library must seek permission from the Campus Librarian or Library Director.

Due to limited seating capacity, the library does not accommodate group study.

BORROWING & RETURNING LIBRARY MATERIALS
i. All borrowers must be registered with the library.
ii. All loans must be returned on the due date otherwise overdue fines will be incurred.
iii. Students may use the book deposit at the Circulation Desk instead of waiting in line to return items, and/ place items in the Book Return outside the library after library closing hours.
iv. Students MUST collect a discharge slip for any item returned no later than the day after the item was deposited for return. This slip will be the only proof of return accepted by the library in instances where items are “claimed returned” by borrowers.
v. Students MUST show their student identification cards or proof of registration in order to borrow library materials.

COSTAATT LIBRARY SERVICES is not liable for any personal property left in the lockers or left unattended by patrons in the library.

GUIDELINES FOR COMPUTER AND LAPTOP USE
Computers and Laptops are to be used for the following:
• Support of instructional activities
• Support of independent study and research
• Search for educational information on the Internet
• Search of COSPAC and online databases
Students may NOT use computers and laptops for the following:

- Visiting sites deemed obscene or pornographic
- Chat rooms - not associated with on-line college courses.
- Students using the computers and laptops must verify enrolment at COSTAATT, by showing their current COSTAATT ID card on request.
- Students must work quietly at all times and only ONE person at a time is allowed to use a computer. Computer group projects MUST be done in the computer laboratories on Level II and NOT in the library.
- Library laptops are only to be used in the library.

GUIDELINES FOR USE OF PHOTOCOPY MACHINES

i. For staff-assisted copying, requests for copies must be submitted on the prescribed form at least 1 day in advance of the date for which the copies are required. Requests for rush staff assisted photocopying will NOT be entertained.

ii. Self-Service photocopying is available with the use of a Vendacard which can be purchased at the Circulation Desk.
Library Opening Hours

CITY CAMPUS LIBRARY
9-11 Melville Lane, Port-of-Spain

Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Thurs: 8.00 a.m. - 9.00 p.m.
Fri: 8.00 a.m. - 7.00 p.m.
Sat: 9.00 a.m. - 5.00 p.m.

Short Session (May to July)
Mon-Thurs: 8.00 a.m. - 7.00 p.m.
Fri: 8.00 a.m. - 5.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

ACADEMY OF NURSING AND ALLIED HEALTH,
EL DORADO
Corner College & St. Cecelia Roads,
El Dorado

Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Thurs: 8:00 a.m. - 8:00 p.m.
Fri: 8:00 a.m. - 7:00 p.m.
Sat: 9:00 a.m. - 1:00 p.m.

Short Session (May to July)
Mon-Thurs: 8:00 a.m. - 7:00 p.m.
Fri: 8:00 a.m. - 7:00 p.m.
Sat: 9:00 a.m. - 1:00 p.m.

TRINCITY CAMPUS LIBRARY
Bishop Anstey/Trinity College East
1 College Avenue, Trincity

Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Fri: 12.00 p.m. - 8.00 p.m.
Saturday CLOSED

Short Session
Mon-Fri: 11:00 a.m. – 7:00 p.m.
Saturday CLOSED

SOUTH CAMPUS
2nd Floor, SSL Building, 40-44 Sutton Street

Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Thurs: 8.00 a.m. - 8.00 p.m.
Fri: 8.00 a.m. - 4.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

Short Session (May to July)
Mon-Thurs: 8.00 a.m. - 7.00 p.m.
Fri: 8.00 a.m. - 5.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

SANGRE GRANDE CAMPUS
Corner of Co-operative Street and Eastern Main Road
Sangre Grande

Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Thurs: 8.00 a.m. - 8.00 p.m.
Fri: 8.00 a.m. - 4.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

Short Session
Mon-Thurs: 8.00 a.m. - 7.00 p.m.
Fri: 8.00 a.m. - 5.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

TOBAGO CAMPUS
Glen Road # 1, Wilson Road, Scarborough

Semesters I & II (Sept to Dec & Jan to Apr)
Mon-Thurs: 8.00 a.m. - 8.00 p.m.
Fri: 8.00 a.m. - 4.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

Short Session (May to July)
Mon-Thurs: 8.00 a.m. - 7.00 p.m.
Fri: 8.00 a.m. - 5.00 p.m.
Sat: 9.00 a.m. - 1.00 p.m.

Please be advised that during the vacation periods the opening hours for all libraries are:
Monday to Friday - 8.00 a.m. to 4.00 p.m.