

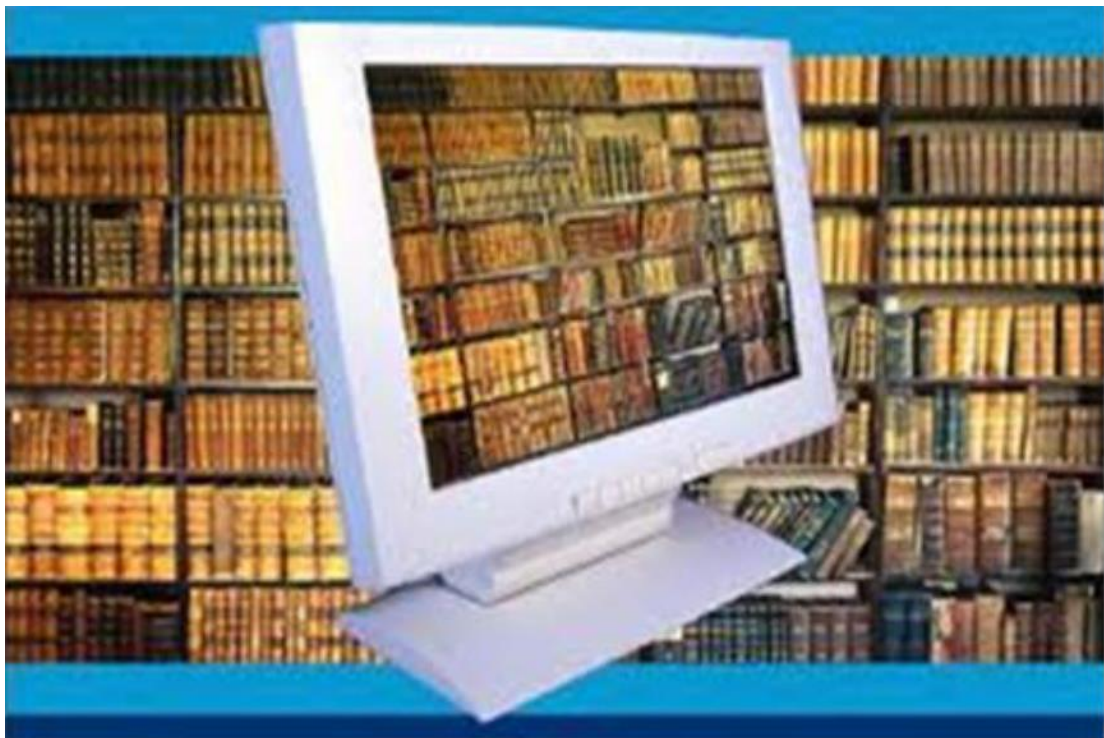


ΠΑΝΕΠΙΣΤΗΜΙΟ ΠΕΛΟΠΟΝΝΗΣΟΥ
UNIVERSITY OF PELOPONNESE

LIBRARY AND INFORMATION CENTRE

Corinth Department-2
(Department of Political Science and International Relations)

Guide for Library Use



Revision/writing:

Marios Mpartzis

Matina Gouvousi

Afroditi Roussi

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Communication:

Aristotelous 1 st & Athinon Av.

Corinth 20132

Tel: 2741040041

Email: lib.pedis@uop.gr

Dear users,

The guide for library use of the Department of Political Science and International Relations (PEDiS) will guide you regarding its services and will help you understand how it works and what it can offer you so that it facilitates you in your studies.

The library of the Department of Political Science and International Relations is a modern academic library that responds adequately to the requirements of an up and coming university department providing substantive educational and informational material. It includes a rich collection of specialized Greek and foreign language books that covers the extensive scientific field of the subject matters of Political Science and International Relations.

It also provides electronic access to a large number of scientific journals from which the users can access the full text of the article that interests them through the Association of Greek Academic Libraries (HEAL-Link). A rich collection of informational books is at the users' disposal (i.e. scientific dictionaries, encyclopedias, manuals, foreign language dictionaries, etc).

The library of the Department of PEDiS has automatized its operation, using technology RFID (Radio Frequency Identification, that is, recognition through radio frequencies) and it constantly extends its printed, electronic and digital collections. At the same time, it improves and enriches its services with new services.

Library Space

The library of the Department of Political Science and International Relations is co-located with the department.

It includes a reading space of twenty seats and three computer working posts exclusively for the use of the library services.

The library has a wireless network with which you can connect with your laptop.

Library Opening Hours

The Library is open on:

- Monday 9:00-15:00
- Tuesday to Friday 9:00-20:00.

During the summer and the holiday season the schedule may be changed.

Library Collections

- Books

The user can browse through 9.000 Greek or foreign language books. In their totality, they include specialized titles in the extensive field of subject matters that the department deals with.

- Encyclopedias and dictionaries

There are titles of general interest as well as specialized material.

- Journals

The users can find printed scientific journals in the book shelves. Furthermore, through the Association of Greek Academic Libraries (HEAL-Link) (<https://www.heal-link.gr/en/home-2/>) access is allowed to plenty of electronic journals as well as to data bases.

- Dissertations

The dissertations of the postgraduate students and the doctorate students are available in electronic format in the Institutional Depository of the University of the Peloponnese (<https://amitos.library.uop.gr/>)

Library Website

The Library of the Department of Political Science and International Relations is a branch of the Library and Information Centre of the University of the Peloponnese (LIIC).

The official webpage of LIIC is <http://library.uop.gr/> through which those who are interested can be informed about all the Libraries-Branches of the university's departments.

The library regulations-guides of PEDiS' branch are located in the webpage:

https://pedis.uop.gr/?page_id=12946

The useful forms of the library of PEDiS' branch are located in the webpage:

https://pedis.uop.gr/?page_id=12949

The library announcements of PEDiS' branch can be found in the homepage of PEDiS department (<https://pedis.uop.gr/?lang=en>) by searching for the term "Library".

Enrolment in the Library Services

The Library services can be used by showing the academic identity card of the users after the submission of the relevant application form for member enrolment (it is available in the webpage of the Department).

The users of the Library are required to read and accept the internal library regulations for its use before they submit the member enrolment application form.

The enrolment and use of the Library services is free for all the members of the academic community.

Internal Regulations of Library Use of the Department of PEDiS

The Library and its materials can be used by:

- a) Faculty Staff
- b) Students
- c) Administrative and Technical staff of the University Community
- d) Citizens outside the University community*

*For non-members of the University of the Peloponnese, the Library can be used only as a reading room.

The users can borrow material as follows:

Type of User	Number of items	Days of borrowing
Undergraduate students and Erasmus students	3 items	7 days
Postgraduate Students, post doctorate students, doctorate students	10 items	15 days
Members of Teaching Staff	15 items	15 days
Rest of Scientific, Technical and Administrative Staff	5 items	15 days

All users have the right to renew their loan for two more times. After the return of the material, the user can borrow the same item after three days.

The items that are on high demand can be borrowed only for three days, for one day or not at all, according to the judgement of the library's personnel, for as long as their high demand lasts.

The users are required to return the material that they borrowed within the fixed due date, in good condition and be careful about the way the material and the equipment is used.

Any damage or loss is restored or reimbursed.

The members of the Library must conform to the rules and regulations of Library, to comply with the suggestions of the staff and to respect the space and the colleagues.

Food, drink and smoking are forbidden as well as the use of mobile phones.

Classification-Registration Number

The books are placed in the shelves according to Dewey's decimal classification. That is, they are placed according to the scientific fields and thematic categories that they deal with.

Using the Dewey's decimal classification we search for the material that we are interested in by knowing only its registration number (e.g. 327.1 HEY) which is located at the spine of the book.

The grouping of books is done with ascending numerical classification of the registration number.

That is, in the shelf the book with classification number 001 BRA is placed first, then the 002 BRA, 303.4 HEY, 303.41 CLO and 320.2 SKL.



In order to help the users, the basic categories of Dewey's classification system are displayed in the Library space.

Book Loan

The users can borrow the books they are interested in for a specific period of time according to their status.

The users search for the books through the electronic Library Catalogue-OPAC first (<http://opac.library.uop.gr/>) and afterwards in the Library shelves. Then, they can borrow them by giving them to the library staff with their academic identity card. The library staff makes an entry in the electronic borrowing system Advance and in the last page they note down their due date.

The members should return the books in time. In case of a delayed return the Library informs with an email and imposes the relevant fine according to the Internal Regulations of Library Use.

The books are returned in the same condition that they were borrowed. Notes, underlining and any alteration of the book are forbidden. The borrower needs to replace the material that is partially or completely damaged on his own expenses with the same book and if there isn't one, with another book of similar subject matter according to the suggestions of the Library.

Dictionaries, encyclopedias, journals and dissertations are not available for loan. They are available only for reading in the library space.

Renewal of Book Loans

All types of users can ask for renewal of their loans up to two times when the material is for normal borrowing and there is no reservation from another user provided that the due date of the material is not over. The renewal is done only by email at: lib.pedis@uop.gr .

Book Request

If for a specific reason the demand of a book on loan changes, the library staff can ask for its request.

The user that has borrowed the book is informed with an email and is required to return it the following day.

Book Reservation

The members of the Library can reserve books that are on loan, after they make sure that there aren't any available copies. Anyone interested fills in an application form for reservation of material (it is available in the webpage of the Department). Book reservations are done in a priority order.

The number of books reserved cannot overcome the 50% of the total items that members are entitled to according to their status.

When the book is returned the user that has reserved it will be informed with an email and has to collect it within two days. Otherwise it is borrowed by the next member that requests it. When the material is reserved by more than one user the loan period is reduced accordingly so that all the users are served better.

Interlibrary Loan (ILL)

The members of the Library, provided they make sure the titles of the books or articles they are interested in do not exist in the Libraries of the University of the Peloponnese, can ask for the interlibrary loan of books or articles from Libraries of other Institutions by applying for it at the Library of the Department.

The total number of books/articles that the users can ask should not be more than 50% of the items that they are entitled to according to the Internal Regulations. The shipment and return cost are charged to the user.

Amitos: University of the Peloponnese Repository

Postgraduate and doctoral dissertations submitted in the Institutional Repository of the University of the Peloponnese - Amitos (<https://amitos.library.uop.gr/xmlui/?locale-attribute=en>) according to instructions provided by the secretariat of the Department.

Library Catalogue (OPAC)

The collections and the material of all the branches of the Library and the Information Centre of the University of Peloponnese are electronically registered in the Library Catalogue (OPAC) (<http://opac.library.uop.gr/>). The members of the academic community can browse the books that exist in the shelves through the homepage <http://library.uop.gr> by selecting the link “Library Catalogue”.

Alternatively, through the homepage of PEDiS department, they can select in the useful links «Library Catalogue (OPAC)».

The search is conducted with the book title, the name and surname of the author, with the theme of the book, with extra criteria e.g. ISBN, publisher, date of publication or with the combination of many criteria.

Furthermore, they are informed if the book they are interested in is available, that is, if it is in the library’s shelf or if it is on loan and when it will be returned.

In the webpage of the Department (Students/Useful Links and Information/Regulations-Guides) there is a “Guide for Searching in the OPAC Catalogue”

Service of Remote Access (VPN)

The service of remote access (VPN) provides the opportunity to its users that are outside the network of the University of Peloponnese to connect to it in a safe way and to have access to the University’s services. The service VPN can be applied in the Library regarding access to electronic journals and the databases of the Association of Greek Academic Libraries (Heal-Link).

Detailed installation instructions of the program are given in the webpage of the Department of Political Science and International Relations and in the homepage of LIIC.

Association of Greek Academic Libraries (Heal-Link)

Through this internet gate (<http://www.heal-link.gr>) the members of the Association have access to the full text of electronic journals and books and to bibliographic databases. The access control is done with IP address recognition directly from the publishers through the service of remote access (VPN). In the webpage of the Department there is a detailed guide for searching in the electronic collections.

Users Training

During the whole academic year and on dates that are announced by the Library of the Department seminars are conducted to its members.

The seminars concern the services of the Library, such as the electronic catalogue (OPAC), search techniques in bibliographic databases and library catalogues and search in the digital collections of the library, electronic journals and books (Heal-Link, GoogleScholar, Scopus, κ.α.).

Basic goal of the training seminars is the familiarization of the members of the academic community with the services of the Library and the development of skills for searching, locating, assessing and processing its available material.

Library Terms

- Loan: It is the process of borrowing a book from the Library.
- Renewal: It concerns the renewal of material.
- Return: Term that is used when we return books that we have borrowed.
- Due Date: It is the date that the users should return the book that they have borrowed. The due date is written in the last page of the book on loan.
- Reservation: It is the process with which the user asks to borrow books that are already on loan when they are returned to the library.
- InterLibrary Loan: The request of books that do not exist in the Library from other libraries.
- Fine: When a book on loan is returned after its due date then a fine is imposed to the user according to the valid Regulations of Library Use.
- Registration Number: It is written on the spine of the book. It consists of numbers and three letters and shows the location of the book in the shelves.
- Articles: They appear mainly in journals. They include the short development of a theme.
- Citation: It is the reference of an author's work in other authors' works.
- Database: An organised collection of information in an electronic format.

- Bibliography: It is located in the end of every book and it includes the list of references in it.
- Reference: It is the reference to a bibliographic entry. It includes the name of the author, the title, the place, the year of publication and the publisher.
- Abstract: Summary of the theme that a book or journal develops.
- Barcode number: It is written in the academic identity card and in the last page of all the books of the Library. It is a linear code that represents data.

Useful Links

- Library and Information Center of the University of the Peloponnese <http://library.uop.gr>
- Heal-Link (<https://www.heal-link.gr/>)
- Amitos: University of the Peloponnese Repository <http://amitos.library.uop.gr/xmlui/>
- Regulations and Guides of Library https://pedis.uop.gr/?page_id=12946
- Useful Forms https://pedis.uop.gr/?page_id=12949
- Library Catalog-OPAC <http://opac.library.uop.gr/>