

Library User Guide



**LIBRARY AND
INFORMATION
CENTRE**

Corinth Department-2

**(Department of Political Science
and International Relations)**

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Dear users,

The Library User Guide of the Department of Political Science and International Relations will guide you through its services and help you understand how it operates and what the library can offer you in order to facilitate 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 services. It includes a rich collection of specialized Greek and foreign language books covering 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). Available to users is also a rich collection of reference books (i.e. scientific dictionaries, encyclopedias, manuals, foreign-language dictionaries, etc.).

The Library of the Department of PEDiS has fully automatized its operation, using RFID (Radio Frequency Identification, that is, recognition through radio frequencies) technologies and it constantly extends its printed, electronic and digital collections while simultaneously improving and enriching its services with new functions.

Library Facilities



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 workstations exclusively for the use of the library services.

The Library provides a wireless network to which users may connect.

Library Opening Hours

Monday: 09:00–15:00

Tuesday–Wednesday: 09:00–20:00

Thursday: 09:00–18:00

Friday: 09:00–20:00



During the summer period and holiday periods, the opening hours may be modified.

Library Collections

- Books

The user can browse through 10.000 Greek or foreign language books. In their totality, these are specialized titles covering the broad range of academic fields served by the Department.

- Encyclopedias and dictionaries

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

- Journals

On the Library's shelves, users can find printed scientific journals. Additionally, through the Hellenic Academic Libraries Link (Heal-Link) at <https://www.heal-link.gr>, access is available to a wide variety of electronic journals as well as databases.

- Master's Theses and Doctoral 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 constitutes a branch of the Library and Information Centre of the University of the Peloponnese (LIIC).

The official webpage of LIIC is <https://library.uop.gr/> where interested parties may find information regarding all Library branches of the University.

The Library **regulations-guides** of the PSIR Library branch are available at:

<https://pedis.uop.gr/en/regulations-and-guides>

The **useful forms** of the Library of the PSIR Library branch are available at:

<https://pedis.uop.gr/en/useful-forms>

Library **announcements** may be found on the PSIR Department website (<https://pedis.uop.gr/en?lang=en>) by searching for the term “Library”.

Enrolment in Library Services

Once your academic ID card has been issued, you complete the electronic application for registration of a new member available on the Department website ([Students – Useful Forms](#)).

By submitting the enrolment application, users accept the Internal Operating Regulations of the Library.

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

Use of Library services requires presentation of the academic ID card.

Internal Library Regulations – Department of PSIR

Use of the Library and its material is permitted to:

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

*Note: For external users, the Library operates solely as a reading room with no borrowing rights.

The users can borrow material as follows:

User's Categories	Number of items	Days of borrowing
Undergraduate students and Erasmus students	5 items	15 days
Postgraduate Students, post doctorate students, doctorate students	10 items	15 days
Members of Teaching Staff	10 items	30 days
Rest of Scientific, Technical and Administrative Staff	8 items	15 days

All user categories are entitled to renew their loans up to two (2) additional times. After the return of the material, the same user may borrow the same item again after at least three days.

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

The users are required to return the material that they borrowed within the specified deadline, in good condition and to handle Library material and equipment with care.

Any damage or loss must be repaired or compensated.

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, smoking and use of mobile phones are not permitted in the Library.

On the main webpage of the Library and Information Center (<http://library.uop.gr>), you can view the detailed Internal Rules of Operation.

Classification-Call Number

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

Using the Dewey Decimal Classification, we locate the material we are interested in by knowing only its call number (e.g., 327.1 HEY), which appears on the spine of the book.

The development of the collections follows an ascending numerical order based on the call number.

That is, on 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.



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 according to their status.

Users, after first searching for the books through the Library's online catalog – OPAC (<http://opac.library.uop.gr/>) and then locating them on the Library shelves, may borrow them by presenting their academic ID. The books are handed by the user to the Library staff, who register them in the Advance electronic lending system and record the return date on the last page of each book.

Members are obliged to return the books on time. In case of late return, the Library notifies users via email and applies the corresponding penalties in accordance with its Internal Regulations.

Books must be returned to the condition in which they were borrowed. Notes, underlining, and any alteration of the book are strictly prohibited.

If an item has suffered partial or total damage, the borrower must replace it at their own expense with an identical book, or if this is not possible, with another of a related subject area, following the Library's instructions.

Dictionaries, encyclopedias, journals, and these are not available for borrowing. They may be used only for on-site reading.

Renewal of Book Loans

All categories of users may request a renewal of their loan up to two (2) times, provided that the return deadline has not passed, the material is classified as regular-loan material, and no reservation has been placed by another user.

Renewal is carried out by sending an email to lib.pedis@uop.gr

Recall of Books

If, for any reason, the demand for borrowed material changes, the Library staff may request its recall.

The user who has borrowed the material is notified via email and must return it the following day.

Book Reservation

Library members, after ensuring that no other copies are available, may place a reservation on books that are currently on loan. The interested user completes the relevant material reservation form (also available on the Department's website). Book reservations are processed on a first-come, first-served basis.

The number of books that can be reserved may not exceed 50% of the total number of items each member is entitled to borrow, depending on their user category.

When the book is returned, the user who placed the reservation will be notified by email and must collect it within two days; otherwise, it will be loaned to the next person on the reservation list.

When an item has been reserved by more than two users, the loan period may be shortened accordingly to ensure better service for all users.

Interlibrary Loan (ILL) of Books and Articles

Library members, after ensuring that the titles of the books or articles they need are not available in the Libraries of the University of the Peloponnese, may request their interlibrary loan from Libraries of other Institutions by applying to the Department's Library.

Interlibrary loan from other Academic Libraries is carried out provided that the requests are accepted by the cooperating Libraries and according to the rules and conditions they specify.

The total number of books/articles a user may request cannot exceed 50% of the items they are entitled to borrow, in accordance with the Internal Regulations. The cost of shipping and returning the books is borne by 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 material of all the branches of the Library and the Information Centre of the University of the Peloponnese are electronically registered in the Library Catalogue (OPAC) (<http://opac.library.uop.gr/>). Members of the academic community, through the main website <http://library.uop.gr> and by selecting the link 'Access OPAC', can browse the books available on the shelves.

Alternatively, through the main website of the Department of PSIR, they may select 'Students' – 'Useful Links' – 'Library Catalog (OPAC)'.

Searching can be performed by book title, author's full name, subject, as well as by additional criteria such as ISBN, publisher, publication year, or by combining multiple criteria.

Users can also see whether the book they are interested in is available on the Library shelf or currently on loan, along with the expected return date.

A 'Guide to Searching the OPAC Catalog' is available on the Department's website (Students / [Regulations – Guides](#))."

Service of Remote Access (VPN)

The remote access service (VPN) allows users who are outside the University of the Peloponnese network to securely connect to it and gain access to the University's services.

The VPN service is used by the Library to provide access to electronic journals and the databases of the Hellenic Academic Libraries Link (Heal-Link).

Detailed installation instructions for the VPN software are available on the Department's website ([Students / Regulations – Guides](#)) as well as on the website of the [Digital Governance Unit \(Services / Network / VPN\)](#).

Through this online portal (<http://www.heal-link.gr>) the members of the Association have access to full text of electronic journals and books, as well as bibliographic databases. Access control is performed through IP address recognition directly by the publishers via the remote access service (VPN).

A detailed guide for using the electronic collections is available on the Department's website.

Long-Term Lending and Donation of Books Outside the Collection

The Library maintains a special collection of books available for a one-month loan period. Users have the option to renew the loan period for an additional month by submitting an electronic request via email prior to the expiration of the initial deadline.

Additionally, books that are not included in the Library's permanent collection are offered free of charge to students. Interested users can browse the available titles in the designated area and acquire those of interest, upon communication with the Library staff.

Users Training

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

These seminars focus on the services of the Library, such as the online catalogue (OPAC), search techniques in bibliographic databases and library catalogues, searching the Library's digital collections, electronic journals and books (Heal-Link, Google Scholar, Scopus, etc.), and the Institutional Repository 'Amitos'.

The main goal of these training seminars is to familiarize members of the academic community with the Library's services and to develop skills in searching, locating, evaluating, and processing the available material.

Orientation Seminars – Lectures & Discussions

Throughout the academic year, online seminars are held aiming to familiarize users with the library's services and to develop skills in searching, locating, evaluating, and processing its material.

Additionally, as part of the Library's activities, lectures and discussions are organized, offering faculty members and students a meeting place to exchange academic reflection on current and interesting topics.

Library Terms

- Loan: The process of borrowing a book from the Library
- Renewal: The extension of the loan period for borrowed material.
- Return: Term used when a user brings back borrowed books.
- Due Date: The date by which the user must return the borrowed book. The due date is written on the last page of the borrowed book.
- Reservation: The process by which a user requests to borrow books that are currently on loan, once they are returned to the Library.
- InterLibrary Loan: The request for books that are not available in the Library's collection, from other libraries.
- Call Number: Printed on the spine of every book. It consists of numbers and three letters and indicates the book's location on the shelves.
- Articles: Usually found in journals; short written works on a specific topic.
- Citation: A reference to an author's work within the works of others.
- Database: An organised collection of information in an electronic format.
- Bibliography: Listed at the end of each book; it includes the references cited within it.
- Reference: A citation to a bibliographic source. It includes the author's name, title, place of publication, year of publication, and publisher.
- Abstract: A summary of the topic presented in a book or journal article.
- Barcode number: Found on the academic ID and on the last page of all Library books. It is a linear code representing encoded 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 <https://amitos.library.uop.gr>
- Regulations and Guides of Library <https://pedis.uop.gr/en/regulations-and-guides>
- Useful Forms <https://pedis.uop.gr/en/useful-forms>
- Library Catalog-OPAC <http://opac.library.uop.gr/>