



UWI

ST. AUGUSTINE CAMPUS
TRINIDAD & TOBAGO, WEST INDIES



RELOCATION! AJL REQUEST, PICK-UP & RETURN SERVICE

The Alma Jordan Library (AJL) **Request, Pick-up & Return Service** (library material and electronic device loans & returns) will now be conducted at The AJL for **staff & students**:

- **Book Loans**
- **Electronic Device Loans**

LOANS PICK UP & RETURN POINT:

The Circulation & Access Services (CAS) Division (AJL Foyer – Ground Floor) Main Campus.

SERVICE DAYS & HOURS:

MONDAY – FRIDAY | 9:00 AM – 4:00 PM
(Except on Public Holidays)



Important Student Loan Guidelines

All patrons must:

- Carefully read, complete & submit The **UWI COVID-19 Students' Self Declaration Form**, the day before requested library material/electronic device loan(s) are due to be picked-up/returned
- Send an email to **CAS@sta.uwi.edu** stating the date on which their library material/electronic device loan(s) will be picked-up

Students unable to collect/return library material/electronic device loan(s) in person may email CAS@sta.uwi.edu with the following completed documents:

- An *Authorization Letter* – identifying the person collecting/returning library material/electronic device loan(s) on their behalf
- The **UWI Visitors' Declaration Form** – please read this form carefully
- These documents must be submitted by **the student, no later than the day before the student's stated date of pick-up**

Note: Upon entering The AJL, **all patrons/visitors must sign the CAS Students'/Visitors' Register.**

The AJL (foyer) location is **only** for the pick-up and return of library material/electronic device loan(s); therefore, patrons will **not** be allowed to:

- Browse the shelves
- Study in the library building
- Make requests at The AJL Circulation & Access Services (CAS) Division's Help Desk
- Use the STARRS & UEC Computer Labs



- Valid UWI ID or Acceptance Letter Required
- All COVID-19 Health & Safety Protocols Observed

For questions, please contact us via:

✉ **CAS@sta.uwi.edu**

🌐 **https://libraries.sta.uwi.edu/ajl/**

📍 **The Alma Jordan Library at the UWI St. Augustine**



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AJL STUDY ROOM BOOKINGS

The Alma Jordan Library (AJL) Study Room (Ground Floor) is accessible to currently registered UWI, St. Augustine Campus students from **April 05, 2022**.

SERVICE DAYS & HOURS:

Day Bookings: Mondays – Fridays | 9:00 a.m. – 3:00 p.m.

Afternoon Bookings: Mondays & Wednesdays **only**

3:30 p.m. – 6:45 p.m.

(Except on Public Holidays)

GUIDELINES & REQUIREMENTS:

- Daily seating capacity: **36 persons**
- Access to the AJL Study Room will be granted by appointment **only** via the **Day** or **Afternoon Bookings Calendar**
- **Walk-in access will not be granted**
- **The UWI COVID-19 Students' Self Declaration Form** must be completed and submitted **no later than 4:00 p.m.** – the day before the requested booking
- All appointment bookings **close promptly at 4:00 p.m. daily**
- Upon entering the AJL building and before proceeding to the AJL Study Room, all patrons are required to sign the Circulations & Access Services (CAS) Division's **Students' & Visitors' Register** (located at the CAS Help Desk) and complete the following required information:
 - Full Name
 - Contact Number
 - Valid UWI ID Number
 - Date
 - Time (arrival & departure)



PLEASE NOTE:

- Students without advanced AJL Study Room bookings **will not** be facilitated
- All existing criteria for AJL Book & Electronic Device loans are still in effect – see **Pick-up & Return Service Location**
- The AJL STARRS & UEC Labs **remain closed** until further notice
- There will be **no access** to the AJL general collection (floors 1-4) until further notice
- The AJL Accounts Unit is **not accessible** to students until further notice
- Water in clear spill-proof bottles is allowed. Food and other drink must not be consumed in the AJL Study Room. See **AJL Rules for Users**
- Washrooms (male & female) for patrons using the AJL Study Room are located to the back of the room
- A periodic cleaning schedule of The AJL Study Room will be maintained throughout each day



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- All COVID-19 Health & Safety Protocols Observed

For questions, please contact CAS via:

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AJL MIFI DEVICE LOANS

MiFi Device Loans will be available from **Tuesday 25 January, 2022.**

MiFi device loan requests **must** be made via an email to deputy.principal@sta.uwi.edu stating the following:

- Name
- Student ID #
- Faculty
- Status: Undergraduate or Postgraduate
- Contact #

MiFi Device Loan Guidelines:

- Only students who are registered, financially cleared, **and do not have internet access** will be eligible to borrow a device
- Device loans will be for **twenty-eight (28) days** initially, with the option to request a renewal thereafter via an email to CAS@sta.uwi.edu
- Students who have requested a MiFi device **will be required** to sign a loan agreement
- MiFi devices **must** be returned with all the peripheral parts, including the original box
- **Overdue MiFi devices** will incur a fine of **\$20.00 per day**
- A **replacement cost** will be applied to lost and damaged MiFi devices, including all peripheral parts



LOANS PICK UP & RETURN POINT:
THE UWI SIR ARTHUR LEWIS (SAL)
HALL OF RESIDENCE - RECREATION ROOM,
ST JOHN'S ROAD, ST. AUGUSTINE

DIRECTIONS:
<https://goo.gl/maps/88fkdMCjXKNBRvN99>

SERVICE DAYS & HOURS:
TUESDAY - THURSDAY | 10:00 AM - 3:00 PM
(Except on Public Holidays)

KINDLY NOTE: LIBRARY LOAN MATERIALS & ELECTRONIC DEVICES MAY ONLY BE COLLECTED UPON NOTIFICATION FROM THE LIBRARY



- Valid UWI ID Required
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THE UNIVERSITY OF THE WEST INDIES
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AJL WISC Division Appointments

The Alma Jordan Library (AJL) advises that the **West Indiana and Special Collections (WISC) Division** is accessible by **appointment only**, to **postgraduate and final year students**, who require access the collection.

Service Days & Hours:

Monday & Wednesday - 8:30 a.m. - 7:00 p.m.

Tuesday, Wednesday & Friday - 8:30 a.m. - 4:30 p.m.

Appointments Contact Information:

Email: The West Indiana & Special Collections (WISC) Division via wimail@sta.uwi.edu

Tel: 662-2002- exts. 83361, 84244 or 83506



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<https://libraries.sta.uwi.edu/ajl/>



The Alma Jordan Library at the UWI St. Augustine