



## The Norman Girvan Library



**Email:** [iir.library@sta.uwi.edu](mailto:iir.library@sta.uwi.edu)

**Website:** <https://sta.uwi.edu/iir/normangirvanlibrary/>

**Facebook:** <https://www.facebook.com/IIRLIBRARY/> (The Norman Girvan Library)

**Tel:** 1 (868) 662-2002 Ext. 83245/84250/82291/82086

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### **FAQs—Library Services during the COVID-19 Pandemic Campus Closure**

#### **Is the Norman Girvan Library open?**

- The Norman Girvan Library (NGL) is closed as the St. Augustine Campus remains closed to students. As such, our physical buildings and on-site facilities and services are currently not accessible.
- The Library staff continues to work both on-site and remotely to support your teaching, learning and research needs. If you require assistance, please call 662-2002 Exts. 83245/84250/82291/82086 | email: [iir.library@sta.uwi.edu](mailto:iir.library@sta.uwi.edu) or use the [Ask-A-Librarian service](#).

#### **How will I find out about changes to the Libraries' services?**

- The NGL's website will reflect any changes to Library services.
- As information may vary slightly for the [various Libraries on the Campus](#), if you are interested in another library, do check the website of that specific Library for further details.
- Please also visit the Campus' Coronavirus (COVID-19) pages, which is central point for advice on all aspects of The University's services.

#### **I have Library books to return. Where can I drop them off?**

- The Norman Girvan Library is accepting the return of library materials at the Recreation Room of the Sir Arthur Lewis Hall of Residence (SAL), St. John's Road, St. Augustine on the following days and times: Monday and Friday: 10:00 am to 2:00 pm.
- Masks, social distancing and UWI ID cards required.

- Please deposit your books at the bins provided at the location.
- The returned items will be placed in a mandatory 3-day quarantine after which they will be cleared from your name.
- Do refer to the [Library's website](#) and [Facebook page](#) to keep up to date on changes to the Libraries' services.

### **What about Library fines? What if I had a fine to pay before the closure of Campus?**

- No fines will be charged for fines accrued during the St. Augustine Campus closure. The library is currently not accepting the payment of fines.
- Should you have any questions, do contact the Library's Circulation Desk at 662 - 2002 exts. 83245/84250/82291/82086| email: [iir.library@sta.uwi.edu](mailto:iir.library@sta.uwi.edu).

### **I have Library locker keys to return. Where can I drop them off?**

- We are not accepting the return of locker keys as the Library is currently closed. Please keep the locker key safe until you are advised that the NGL is accepting locker key returns. There will be no additional charge for the late return of locker keys.
- Do refer to the [Library's website](#) and [Facebook page](#) above to keep up to date on changes to the Libraries' services.

### **How do I access the Library's resources from off campus?**

- The Campus Libraries offer access to an extensive range of online resources such as e-books, e-journals, and electronic databases via the [NGL website](#).
- You can locate resources via the online discovery tool, [UWIlInC](#) (limit results to View Online) or navigate to a specific online database via the [Databases A-Z list](#). You will be required to sign in with your username and password (same as for [my.uwi.edu](#)). For more information about our online resources, do refer to the [E-resources FAQs](#).
- Work is taking place with publishers to make more electronic resources available as soon as possible. A fairly large number of [open access resources](#) are being added that will not require you to log in to access and download.

### **What is a good place to start to find resources to help me with my research?**

- Take a look at the [Subject Guides](#). You will find lots of references to online resources for your subject area.

### **How can I contact the Library with a query?**

- Please call the Library's Circulation Desk at 662 - exts. 83245/84250/82291/82086| email: [iir.library@sta.uwi.edu](mailto:iir.library@sta.uwi.edu) or use our [Ask-A-Librarian](#) service.

### **I am trying to complete an assignment and need some advice on the Library's resources. Who can help me?**

- Please send a query using [Ask-A-Librarian](#) service or contact the NGL Librarian, Mrs. Cherill Farrell, ([cherill.farrell@sta.uwi.edu](mailto:cherill.farrell@sta.uwi.edu) | 662-2002 ext. 82086) who will be able to advise you.

### **If I am unable to get a book, is it possible to have chapters copied and sent to me electronically?**

- If the title is available to us, we will do our best to assist or will make alternative suggestions. Please contact us for assistance via email [iir.library@sta.uwi.edu](mailto:iir.library@sta.uwi.edu) or via our [Ask-A-Librarian](#) service.

### **How can I get help formatting my thesis, creating citations, and putting together the reference list?**

- [The UWI Thesis Guide \(2015\)](#) gives direction on the formatting of theses. For guidance on the citing and referencing style, [Chicago Manual of Style \(17<sup>th</sup> Edition\)](#) (Author-date format), used by the Institute of International Relations, contact the NGL Librarian, Mrs. Cherill Farrell, ([cherill.farrell@sta.uwi.edu](mailto:cherill.farrell@sta.uwi.edu) | 662-2002 ext. 82086).

### **Are there Endnote training sessions taking place online?**

- The NGL is currently not offering EndNote training sessions, but EndNote has a wealth of online support materials, including videos and handouts. Refer to Clarivate Analytics' EndNote LibGuide: [https://clarivate.libguides.com/endnote\\_training](https://clarivate.libguides.com/endnote_training).

- If you have not already done so, do download the EndNote software from the Document library in the [my.uwi.edu](http://my.uwi.edu) student portal.

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