HILLSIDE UNIVERSITY OF SCIENCE AND TECHNOLOGY

LIBRARY



LIBRARY GUIDE

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LIBRARY



LIBRARY GUIDE



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THE VICE CHANCELLOR



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UNIVERSITY LIBRARIAN

LIBRARY MANAGEMENT TEAM



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INTRODUCTION

The Hillside University Library which began as a Library at the takeoff of the University in 2023. The Library is made up of two buildings, first building is for main reading room that housed books and collections while the second building is for e-library and University Librarian's Office. Work is in progress on the establishment of a new library on the new campus of the University. HUST Library books and collections covers all 34 programmes run by the University. The Library also subscribed to a number of electronic databases consisting of journals, monograph and reports. The University Library provide timely, current, and accurate information in support of the teaching, learning, conducting research and community service as the core mandate of the Hillside University. I welcome you to the HUST Library.

HUST LIBRARY

HUST library is a place where books and non-books materials are kept for use of the faculty members, staff and student. The library provides various materials for its users. The library is a collection of prints and non-prints materials like, visuals, audio-visuals, maps and other records to meet the varying needs of people for information, knowledge and relaxation. It houses collection of software routine. E-resources are also available. HUST library is open to all members of the university and to the external users of the university communities.

HOURS OF OPENING:

At HUST, the library is opened for it users by 8:00 in the morning and closes by 5:00 in the evening from Mondays through Fridays and during public holidays the library is closed.

CONTACT US AT

Library Email: hustlibrary01@gmail.com

Twitter: @LibraryHUST

Linkedin: HUST library

Facebook: HUST library

REGISTRATION:

- All readers [users, patrons] are required to fill a registration card with two-passport photograph so they can get the library card; the card is valid of the number of years offered by the students.
- Library card must be brought to the library for easy access.
- Each user is registered with the privilege to borrow books.
- All books borrowed are to be return within the time frame given.
- Library cards cannot be transferred or borrowed. Do not allow anyone use your library card.
- Readers must submit their bags, books and other materials for checking before gaining leaving the library.
- Silence is paramount in the library. All cell phones are to be on silence or be put off.
- Any kinds of foods are not allowed in the library.

BORROW BOOKS FROM THE LIBRARY

(1) Identify the book you need from the shelf after consulting the Librarian, the card catalogues or OPAC .

(2) Students should visit the circulation desk to collect books if borrowed online.
(3) Ensure the books you are borrowing is in good condition and no pages are torn or missing before taking it to the circulation desk.
(4) Show library card to the library officer
(5) Ensure the book is charge out properly by filling the loan card from book pocket.
(6) Ensure the due date slip is stamped correctly to avoid embarrassment at checkpoint.
(7) Ensure the record of the loan is entered properly in your file.

Now that the book is in your keep, ensure it should be properly taken care of. If damaged users will get a new book, with same features as the previous one. Books lost or damaged should be reported immediately and paid for. The maximum number of books permitted for a loan period is two for both under and postgraduate students while staff also is two. The duration of loan is 14 working days for both under and postgraduate students while staff is 21 working days.

A loan can be renewed on application for further period as long as another user did not ask for the book. Books borrowed must be duly checked and received by library assistants to ensure it is returned in good condition. When books are overdue fine of fifty naira (#50) per books per day will be paid for the period a book is overdue. Cases of stealing and deformation of books or library materials will be treated as a serious offence, which will attract a serious penalty.

LIBRARY SERVICES/FACILITIES

INTER LIBRARY LOAN

The library also assists users in getting documents not available in the library within the country and from outside the country. Request for such can be done through the information desk or through the reference librarian. All inter library loans request would be directed to the University Librarian. Lost but found items are held at the circulation desk, found items with proofs of ownership are returned to the owner while all unclaimed ones are withheld.

ELECTRONICS Library

The E-library is a multimedia learning facility equipped with 33 workstations. One of the workstations is for the teacher/instructor while the remaining 32 units are for students. All units of computer systems (PCS) are networked and internet ready. Training sessions held in the e-library by the librarian is anticipated to be interactive; with emphasis on hands on training sessions and subject to group and individual use (Restricted Access Only)

HUST LIBRARY MATERIALS INCLUDES

(A) Books
(B) Newspaper
(C) Journal
(D) Magazine
(E) Maps
(F) Microfilm

(G) Photographs
(H) Slides
(I) Computers (for e-resources and learning)
(J) Charts
(K) Dictionaries
(L) Handbooks
(M) Bibliographies
(N) Biography
(O) Years books
(P) Literature books. To mention a few

All these materials organized, processed, preserved and disseminated to users in order to meet their educational, research, spiritual, information and recreational needs and to complete learning, teaching and research.

LIBRARY RULES AND REGULATIONS

It is important that users should be familiar with these rules and regulations in other not to violate any of them. This is to guide the conduct of the readers and assist the library to achieve its goals and objectives. Defaulters would be penalized:

1. Only registered users would be permitted into the library.
2. Books carried into the library must be showed to the officer at the exist.
3. Silence should be maintained in the library.
4. No eating or drinking in the library.
5. Mobile phones can be used on silent mode only.
6. No fighting, smoking, shouting, singing or playing of songs in the library or else it will attract a huge penalty.
7. Stealing is a huge offence.
8. Any users should not go to offices marked private without permission.
9. Do not leave valuables in your bag while checking in.
10. Bags are kept in a shelf close to security stand.
11. No group discussion.
12. All materials should be borrowed properly before been taken out of the library.
13. Users should comply to rules that guides the usage of the computers in the E-library.
14. No reservation of seats.
15. Willful damage of library materials is strongly frown at and library materials would be replace effectively.
16. Books borrowed should be properly returned at the loan desk. No student is allowing to arrange books on the shelves.
17. All consulted books or materials should be left on the reading the reading table.
18. Users are expected to collect bag tags at check point.
19. Shelving and shelf reading is the work of a librarian not a student.
20. All books borrowed should be returned at due dates.

HUST LIBRARY E-RESOURCES

NO	E-RESOURCES	URL ADDRESS	USER NAME	PASSWORD	REMARK
1.	Web of Science	https://webofscince.com	hustlibrary01@gmail.com	library@77	Science, social science, arts, humanities (supports 256 disciplines)
2.	IEEE Xplore	https://ieeexplore.ieee.org	hustlibrary01@gmail.com	library@77	Computer science, electrical engineering and electronics
3.	JSTOR	https://www.jstor.org	hustlibrary01@gmail.com	library@77	Resources on subjects
4.	PubMed Central	https://www.ncbi.nlm.nih.gov/pmc/	hustlibrary01@gmail.com	library@77	Medicine
5.	My Science Work		hustlibrary01@gmail.com	library@77	Sciences
6.	ScienceDirect	https://www.sciencedirect.com	hustlibrary01@gmail.com	library@77	Science, health and medical journals and books
7.	Directory of Open Access Journals (DOAJ)	https://doaj.org	hustlibrary01@gmail.com	library@77	All fields
8.	Bookboon	https://www.bookboon.com	hustlibrary01@gmail.com	hustlibrary@77	E-bookson all subjects
9.	BIOMED CENTRAL	https://www.biomedcentral.com	hustlibrary01@gmail.com	hustlibrary@77	biology, health sciences and medicine.
10.	POPLINE POPULATION INFORMATION ONLINE	http://www.popline.org	Open Access	Open Access	Databases on reproductive Health
11.	WORLD BANK GROUP	https://www.worldbank.org	Open Access	Open Access	Economics
12.	INTECH	http://www.intechopen.com	Open Access	Open Access	All subject Areas
13.	Sci-hub	https://www.sci-hub.st	Open Access	Open Access	Medicine, Sciences, Humanities,

					Engineering and Economics
14.	BioOne Digital Library	https://www.bioone.org.	Open Access	Open Access	Journals and e-books on biologicals, ecological and environmental sciences
15.	Nigeria US Embassy	https://ng.usembassy.gov			Educational/ Scholarship
16.	Nigeria UK Embassy	https://www.gov.uk/world/organisations/british			Educational/ Scholarship
17.	Worldcat.org	https://searchworldcat.org	Open Access	Open Access	All subject Areas
18.	Chemistry and AP Chemistry Resources	https://chemmybear.com	Open Access	Open Access	Chemistry
19.	Google Scholar	https://scholar.google.com	Open Access	Open Access	All Subject Areas
20.	Project Gutenberg	https://www.gutenberg.org	Open Access	Open Access	All Subject Areas
21.	QuillBot	https://quillbot.com	Open Access	Open Access	Paraphraser, Grammar Checker Plagiarism Checker, AI Detector and Summarizer
22.	Cymath	https://www.cymath.com	Open Access	Open Access	Mathematics Solution
23.	OceanofPDF	https://oceanofpdf	Open Access	Open Acces	All Subject Areas Books & Journals
24.	British Council	https://www.britishcouncil.org	Open Access	Open Access	Educational/ Scholarship
25.	Library Hub	https://discover.libraryhub.jis.ac.uk	Open Access	Open Access	All fields

ORGANIISATION OF MATERIALS

Library of congress classification Scheme is used for organizing the library materials.

Outline of the library of congress classification scheme

Classification Mark	Subject
A	General work
B	Philosophy, Psychology
BL-BX	Religion
C	Auxiliary Science of History
D	History: General(Europe, Asia, Africa, Oceania)
E-F	History: North and South America
G	Geography, Anthropology, Folklore, Manners, Custom and Recreation
H	Social Sciences
J	Political science
K	Law
L	Education
M	Music, Books on Music
N	Fine arts
P-PA	General Physiology and Linguistics, Classical Languages and Literature
PA Supplement	Byzantine and Modern Greek
PR-PH	Modern European Languages
PG	Russia Literature
PJ-PM	Language and Literature of Asia, Africa, Oceania, American, Indian Languages
P-PM Supplement	Index to Language dialects
PN, PR, PS, PZ	General Literature, English and American literature
PQ part 1	African Literature in English, Juvenile Literature, French Literature(African Literature in French)

PQ part 2	Italian, Spanish, Portuguese
PT part 1	German Literature
PT part 2	Dutch and Scandinavian Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography, Library Science

HUST ELECTRONIC LIBRARY

