

- Present your ticket **along with your valid ID** to the person at the **RBC Issue Window** to collect your item(s).



Failure to obtain an item might mean:

- All issues are out on loan
- The item is not in RBC.

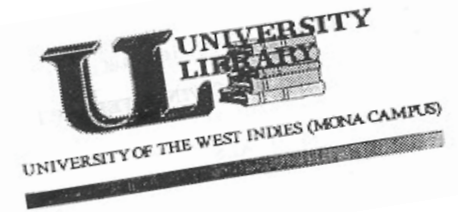
Once an item is fetched, it will be re-shelved if not collected within 15 minutes

Are there penalties for late return of RBC material?

Yes, there are fines. These are as follows:

- 3-hour loans - \$20.00 for per hour or part of an hour
- Overnight loans - \$50.00 per hour or part of an hour

You will not be allowed to borrow if your fines exceed J\$100.00



Reserved

Book

Collection

What is RBC?

It is a collection of books, articles, and other materials recommended by lecturers.

What is the purpose of RBC?

To provide highly recommended reading material for short periods at a time so as to allow as many students as possible to access these materials..

Comment? Questions?

Email us at:-
reference.library@uwimona.edu.jm

© UWI Library

August 2009

<http://mona.uwi.edu/library/>

Are there enough books for students?

The Library provides multiple copies of titles according to the number of students enrolled in a course but budgetary and space constraints limit the number of copies that can be provided. We therefore encourage students to act responsibly by returning RBC items as they become due so that others can access them.

Who can borrow from RBC?

All registered students of the University

How many RBC items can I borrow?

You may borrow up to 3 RBC items, but *only 2 can be Overnight copies.*

What is the loan period for RBC material?

- Overnight
- 3-hour (Reading Room) loan. These items are not to be removed from the Library.

How do I borrow from the RBC Collection?

- Make sure the item you need is in RBC by checking the location (see sub-library) and collection in the online catalogue.
- Complete a RBC request form for each item required (These are in a box beside each OPAC).



- Ensure that all information - e.g. **Call number, Author, Title** is taken from the catalogue (*NOT FROM YOUR READING LIST!*) and is written correctly and legibly. Illegible writing, incomplete information and incorrect call numbers will delay your request.

(See samples near the OPACs). If the OPAC does not indicate an author, do not 'manufacture' one.

- In the Main, Science and Medical Libraries, go to the RBC section of the Circulation Desk .

- Gently pull 1 (one) ticket from the red ticket dispenser on the wall.



- Write that ticket code (e.g. **A42**) prominently in the space for "chit number" at the top right hand corner of each of your request form.
- Put the completed request form (s) in the box provided and keep your ticket.
- Go to the RBC Reserved Waiting Area to await the item (s) requested .
- Keep an eye on the light panel . When it is your turn to be served, your ticket number (e.g. **42**) will be illuminated.