# Library Guide

## 2026 - 2027



Frederick University



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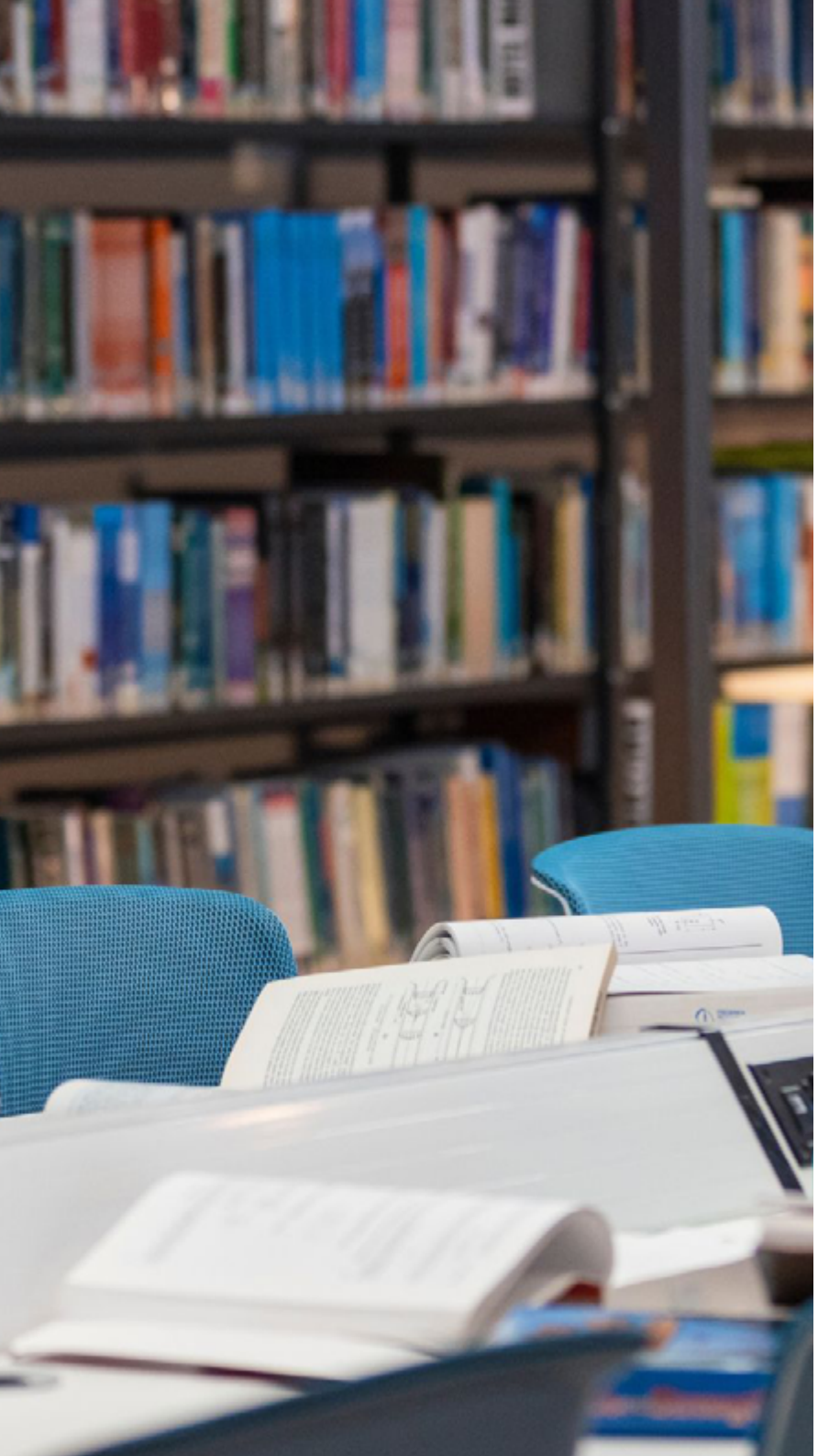
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# Welcome to the Frederick University Library

This guide has been designed to help you become familiar with the library and make the most of what it has to offer. Within its pages, you will find information about the collections, the online catalogue, databases, study spaces and the services available.

*Education is not preparation for life.*
*Education is life itself.*

**John Dewey**



# Our Mission

The library was created with the aim of supporting students and academic staff in their journey of learning and discovery. Its mission is:

- To provide access to high-quality information resources
- To support the research process in all scientific fields
- To help the students develop strong information skills
- To create a friendly environment for study and collaboration

* *The library is open to the entire university community and supports learning, teaching and research across the University.*

# Where to find us

The Frederick University Library operates in two locations: Nicosia and Limassol.

**Nicosia Library Address:**

7 Filokyprou Street, Kaimakli, 1036 Nicosia

**Limassol Library Address:**

18 Mariou Agathangelou Street, Agios Georgios Havouzas, 3080 Limassol

# Working Hours

**NICOSIA**
Monday - Thursday: 8:30 - 19:30
Friday: 8:30 - 18:00

**LIMASSOL**
Monday - Friday: 8:00 - 19:30

***Limassol Reading Room (Office 308)***
*Monday - Friday: 08:00 - 21:00, Saturday: 08:00 - 13:00*

*Opening hours may change during Christmas/New Year, Easter and summer periods. You can always find the latest updates on the library website or our social media channels.*



# Library Services



## BOOK COLLECTIONS

Thousands of books, journals, and e-books covering all study programs.



## WORKSHOPS & TRAINING

Workshops and training to support the development of your research skills.



## DIGITAL RESOURCES

Free access to databases, e-journals, and other academic library resources.



## STUDY SPACES

Individual and group study areas to suit your needs.



## RESEARCH SUPPORT

Support in using the Online Public Access Catalogue (OPAC) and other tools to help you find academic material.



## PRINT COPY SCAN

Printing, scanning and photocopying services available.

# BOOK COLLECTIONS

## Main Collection

The library's main collection includes books covering all subjects and courses offered at the University, as well as scientific and general-interest titles.

The library collections are organised according to established library standards, making it easier to search and access materials through the Online Public Access Catalogue (OPAC), so you can easily find the books you need.




## Journals and Periodicals

The collection includes key journals in architecture, design, art, fashion, business and social sciences, including titles such as Domus, Wallpaper*, Vogue and Harvard Business Review.

The journals collection includes printed Greek and international titles, ranging from current to older issues, covering scientific, artistic and cultural areas. Printed journals are for in-library use only and cannot be borrowed.

## Rare Books and Dictionaries

The library also holds a collection of books from the 19th to the 20th century, which are not available for loan and can be used for study inside the library.

Additionally, the library has a reference area with dictionaries and encyclopedias, available for use within the library only.

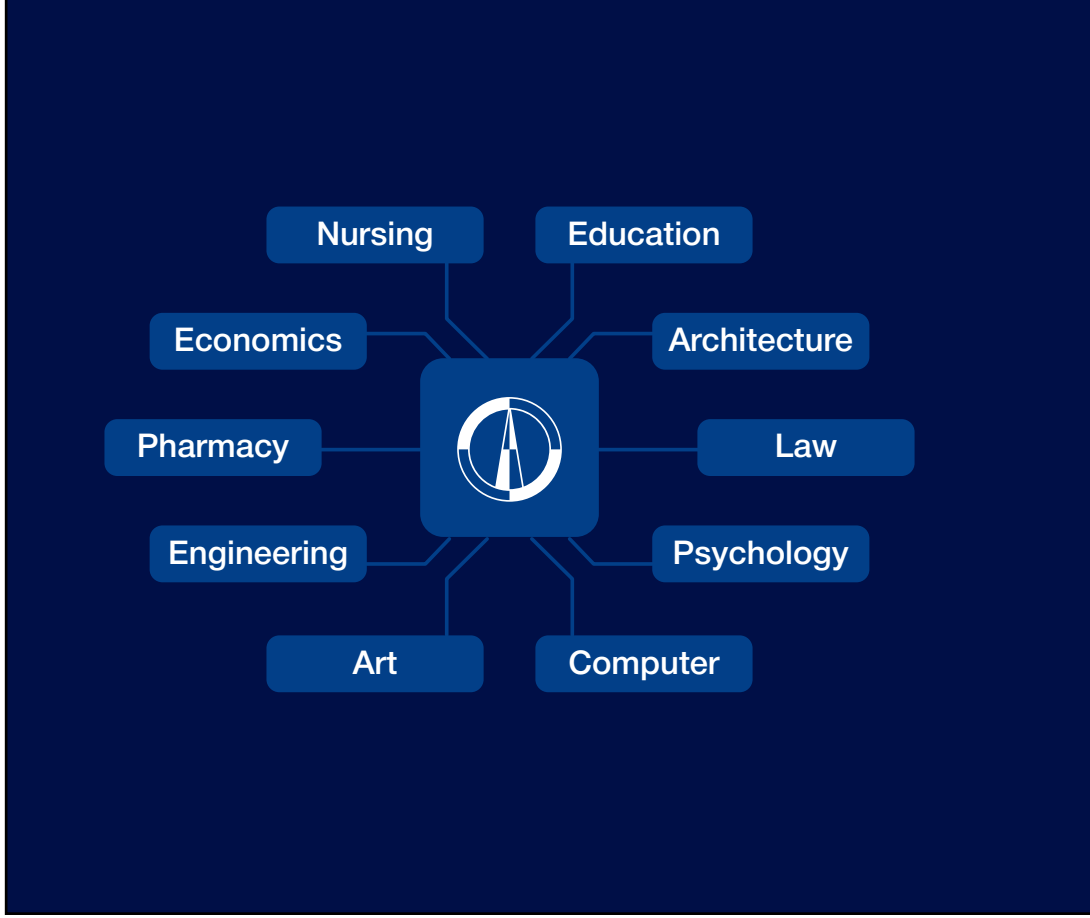
These collections are located at the Nicosia branch, on the mezzanine and can be accessed upon request at the library staff, depending on the material required.

# DIGITAL RESOURCES

## Databases

The library provides access to **more than 300 databases**, giving you easy access to reliable academic sources, both through subscriptions and open access.

**Why use them:** they provide quick and focused access to information for assignments and research, support undergraduate, postgraduate, and doctoral students and allow access to academic resources from anywhere, which is especially useful for distance learning students.




## EduVPN

To access the databases instantly, you can use the **library computers** or **your personal computer** through the university network. You can connect remotely through EduVPN.

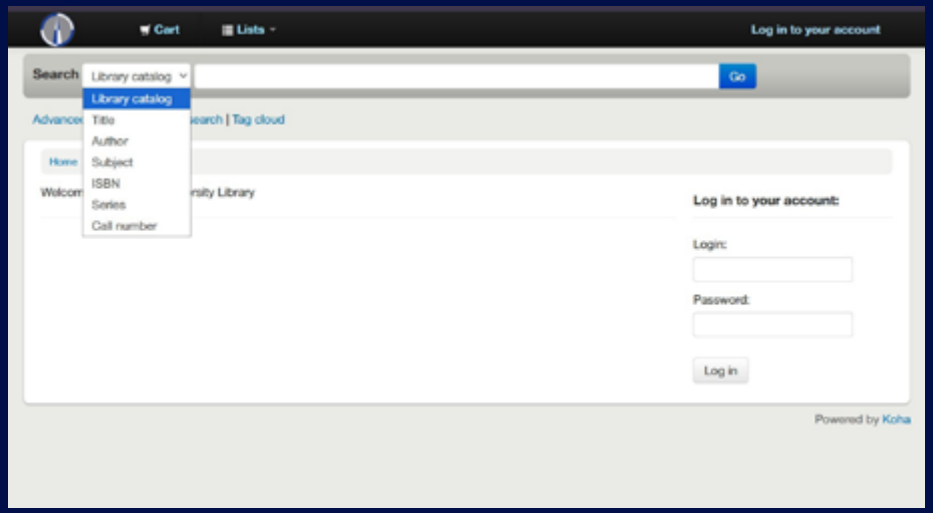
* To activate your EduVPN account, and access the library's databases and digital resources, visit: ***https://guides.frederick.ac.cy/en/***

**RESEARCH SUPPORT**

# Online Library Catalogue (OPAC)

The Online Public Access Catalogue (OPAC) is the online catalogue of the Frederick University Library. It allows you to search the Library's collections quickly and easily for books, journal articles, and other resources, even if you only know part of the information, such as a title, an author's name, or a keyword.

The online catalogue can be accessed from a computer, tablet, or mobile device, allowing you to search for Library resources anytime and from anywhere.




To access the Online Public Access Catalogue (OPAC), visit: ***http://koha.frederick.ac.cy/***

***Useful Tip***

**Online Catalogue › Login › Username & Password* › Log in**

**Enter the username and password that you use for the University's services.*

*You can search the catalogue without logging in.*
*Logging in is only required if you want to use personalized features.*

***Online Public Access Catalogue (OPAC) allows you to search for materials by Keyword, Author, Title, Subject, and ISBN.***

RESEARCH SUPPORT

# Useful Tools in the Online Public Access Catalogue (OPAC)

**After logging in, you gain access to additional features and can:**

- Save your search history
- Reserve a book
- Renew the loan period for a borrowed book
- Create reading lists of books you want to borrow in the future

## Search Results

**In the search results, you can see:**

- Which branch the book is located in *(Nicosia or Limassol)*
- The due date *(if the book is on loan)*
- The call number
  *(the code that helps you find the book on the shelf)*
- Whether the book is available or not



# RESEARCH SUPPORT

## Borrowing

All registered students of Frederick University can borrow books from the library.

You may borrow books as long as there are no fines or other outstanding issues on your account.

When borrowing books, you are responsible for their proper care. In case of loss or damage, replacement or compensation may be required.

*** Not available for loan**

- Special Editions
- Reference Works
  *(Encyclopedias, Dictionaries, etc.)*
- Maps
- Journals And Periodicals
- Textbooks
- Newspapers




## How to borrow a book

1. Search for the book in the Online Public Access Catalogue (OPAC) using the title, author, or keywords, as explained in the search section.
2. Check the availability of the book and write the call number.
3. Use the call number to locate the book on the library shelf.
4. Bring the book to the circulation desk.
5. Hand in the book and your student ID for loan registration.
6. The loan is recorded in the system and the process is complete.

# RESEARCH SUPPORT

## Borrowing Duration

The number of books you can borrow for a two-week period depends on your membership category:

| Student Type | No. of Books |
|---|---|
| Undergraduate | 5 |
| Postgraduate | 7 |
| PhD Students | 15 |

## Book Renewal

You can renew your books through the Online Public Access Catalogue (OPAC) or at the library. Renewals are only possible if the item has not been reserved by another user. After renewing, please check your account for the new due date.

## Book Returns

Return your books at the library's circulation desk and check their due date. Please make sure to return them on time to avoid fines.

In case of overdue returns, the following fines apply:

| | |
|---|---|
| **Regular Loans** | €0.40 per day for the first 2 weeks |
| | €0.70 per day after 2 weeks |
| **Restricted/ High Demand Loans** | €0.40 per hour of overdue time |
| * Users with outstanding fines exceeding €20 or with overdue books cannot borrow additional items. | |

*Note: Weekends and public holidays are not included when calculating fines.*



# RESEARCH SUPPORT

## Restricted Loan

Some books are available on restricted loan, so they can be accessible to as many students as possible, especially during periods of high demand.

**This category may include:**

- basic textbooks for courses
- books suggested by departments
- books with limited number of copies

**Depending on the book, the loan period may be:**

- For a few hours
- For one night only
- For use within the library only
- Without the option of renewal or reservation

## Interlibrary Loan and Library Collaborations

Frederick University is a member of the Cyprus Libraries Consortium. Through this collaboration, students can borrow materials from other university libraries and access additional books, journals, and databases, as well as visit partner libraries.

In this way, access to academic resources extends beyond the collections of the Frederick University Library.



For more information visit:
*library.frederick.ac.cy/en/about/consortium-agreements*

# WORKSHOPS AND TRAINING

## Help and Guidance

The library is always available to support you in your use of its services and resources.

**We are here to help you with:**

- Searching for books
- Borrowing books
- Understanding call numbers
- Using bibliographic tools
- Interlibrary loan services

*Our aim is to support and make your research and study easier.*



## Training Workshops

The library organizes training workshops to help you make better use of its services and tools.

**In these training workshops, you will learn:**

- How to use the Online Public Access Catalogue (OPAC)
- How to search for information in databases
- How to find reliable academic sources
- How to create correct citations and references (referencing) according to APA 7 and Harvard styles
- How to use bibliographic tools such as Zotero, Mendeley and EndNote

EndNote MENDELEY Zotero APA 7

* *You can find information and guidelines about training workshops on the Library's official website and our social media channels.*

# STUDY SPACES

## Spaces for every need

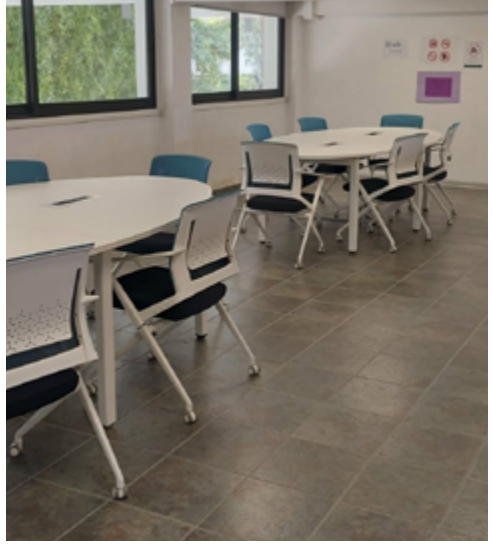
The Library offers spaces for study and group work.

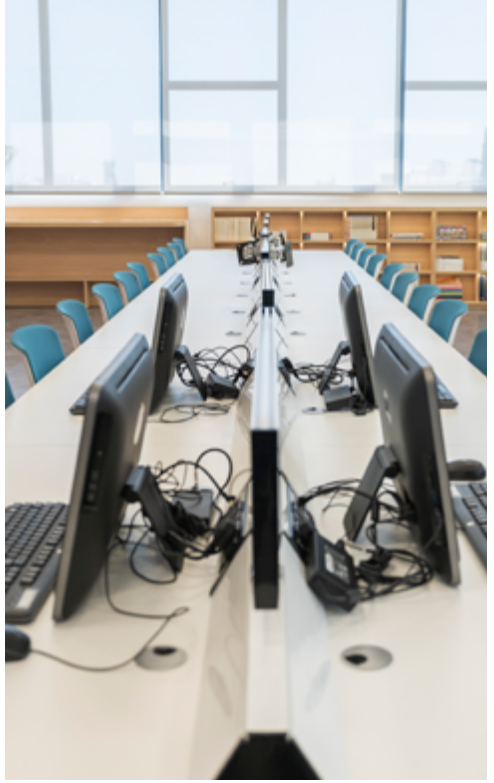
### NICOSIA

- **24 individual study seats** equipped with electrical sockets
- **2 group workspace areas**
  *(18 study seats in total equipped with electrical sockets, located in the mezzanine)*
- **8 computers** available for use by students
- **Open-shelf book collections**

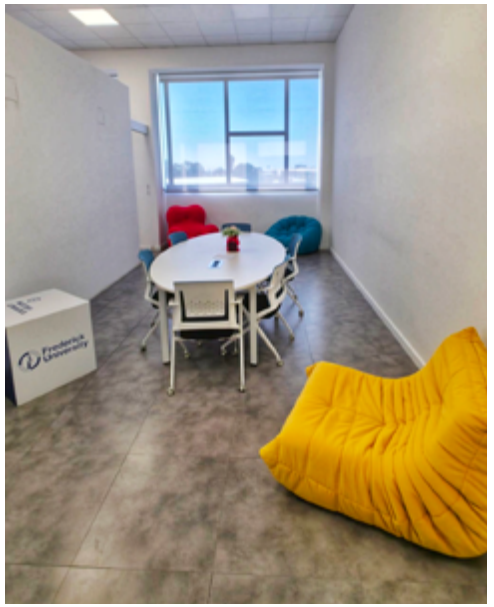
### LIMASSOL

- **28 individual study** seats equipped with electrical sockets
- **6-seat study room**
  *(Reading Room, Office 308 - available only upon request)*
- **4 computers** available for use by students
- **Open-shelf book collections**









*Nicosia Library Study room (top left), and main area (bottom left).*
*Limassol Library main area (top right), and study room (bottom right).*



# STUDY SPACES

## Logging in to a library computer

To log in to a Library computer, use your Frederick University username and password.

Library computers do not store your files or personal settings. Make sure to save your work to a USB drive or cloud storage before signing out.

## Free Wi-Fi

Free Wi-Fi is available throughout the Frederick University Libraries. To connect, select the University's Wi-Fi network and sign in using the Password ConnectMe!31.

You can connect from any Wi-Fi-enabled device, including laptops, tablets and smartphones.

# Print, Copy and Scan Services

## Multifunction Printer

The Library provides a multifunction printer (MFP). You can use it for photocopying, printing and scanning.

Photocopies are paid for through a prepaid balance in your personal printing account, which is topped up by the accounting office.

**Only up to 10% of a book may be photocopied.**

## Photocopy Pricing

| Paper Size | Black & White Print | Full Colour Print |
|---|---|---|
| A4 | €0.03 per page | €0.15 per page |
| A3 | €0.05 per page | €0.25 per page |

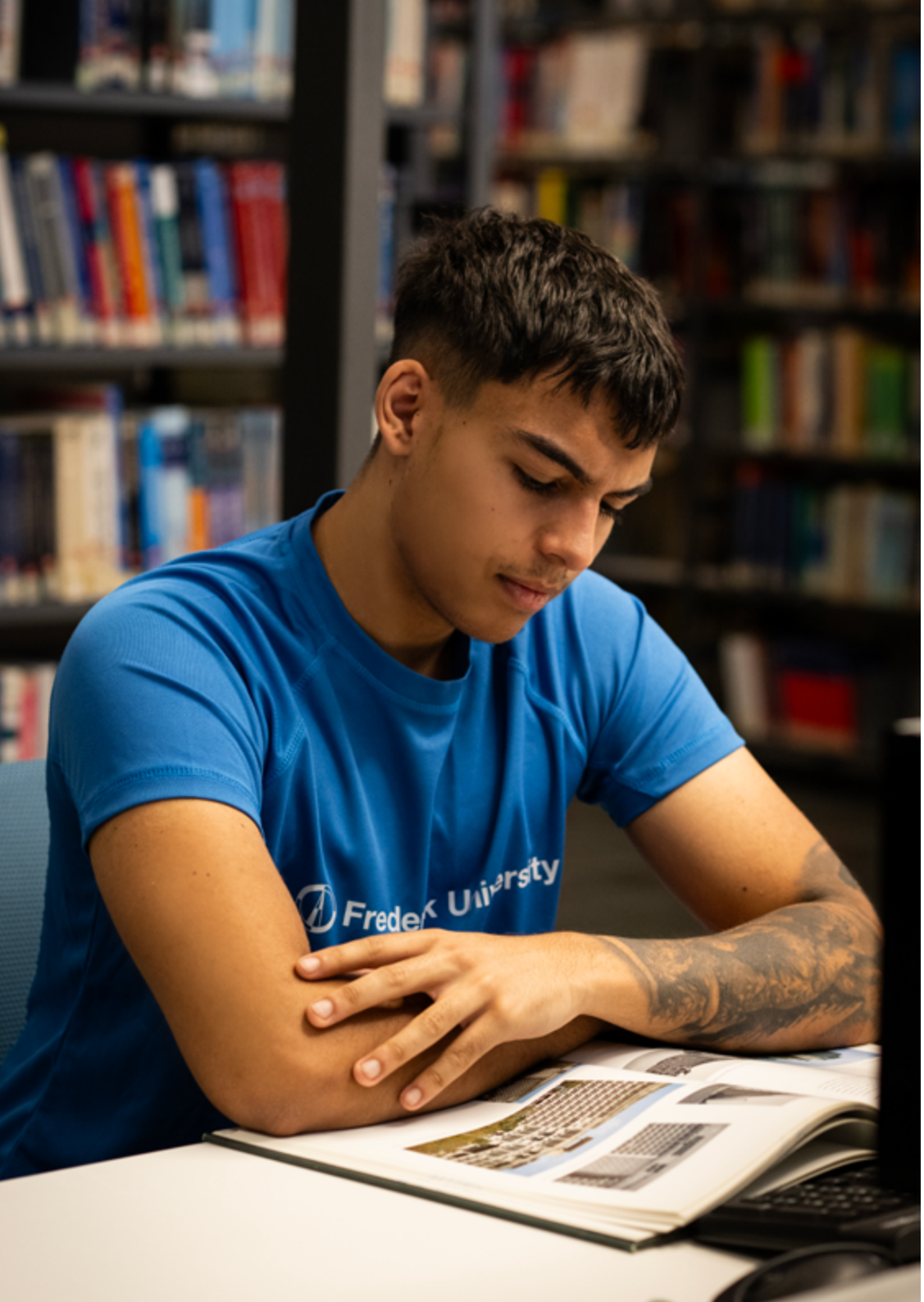


# Library Rules

- Keep noise to a minimum and respect study spaces.
- Food and drinks are not permitted in the Library.
- Please keep your mobile phone on silent.
- Smoking is not permitted anywhere in the Library.

For more information about the Library Rules, visit:
*https://library.frederick.ac.cy/en/about/library-regulations*





# Contact and Support

The Library staff are always available to help. You can contact us in person during the Library's opening hours or by email.

Nicosia: 22394300
Limassol: 25730975
lib@frederick.ac.cy
https://library.frederick.ac.cy/gr/
@frederick.university.library

## NICOSIA

**HEAD OF THE LIBRARIES**

Achilleas Achilleos
a.achilleos@frederick.ac.cy
22394300 (ext. 43124)

**LIBRARIANS**

Paulina Tsangari
lib.tp@frederick.ac.cy
22394300 (ext. 42100)

Stella Loizou
lib.ls@frederick.ac.cy
22394300 (ext. 42155)

**ADMINISTRATIVE STAFF**

Costas Campos
costas.campos@frederick.ac.cy
22394300 (ext. 42156)

## LIMASSOL

**HEAD LIBRARIAN**

Maria Chrysanthou
lib.cm@frederick.ac.cy
25730975 (ext. 49131)

**ADMINISTRATIVE STAFF**

Stella Chari
lib.cs@frederick.ac.cy
25730975 (ext. 49171)

For more information about the Library Team, visit: ***https://library.frederick.ac.cy/en/contact/library-staff***




Explore • Learn • Create