

Library Online Resources

- Ebscohost
- ProQuest
- Questia Online Library
- Library Online Catalogue
- Gleaner Newspaper Archives
- Emerald Insight
- 24/7 Access to e-books, e-journals and research databases

All the staff of HEART Trust/NTA can access the online resources via the Intranet at the Training link.

Help can be provided via phone and email.

Our Pledge to You:

The Library Services Unit is ONE TEAM! Our successes are dependent on all staff members.

Our Customers include the users of the library; trainees, students, facilitators, staff and the general public.

We pledge:

- A successful and rewarding library experience.
- A welcoming, courteous, and pleasant atmosphere.
- A balanced and diverse collection that focuses on TVET.
- Convenient and efficient information services.
- To promptly return your telephone calls and respond to your email inquiries.
- To work continuously to improve our services.

We pledge to never:

- Make excuses
- Attack
- Patronize
- Ignore
- Lecture
- Trivialize other's views
- Put down others thoughts, feelings or opinions

HEART Trust/NTA - LIBRARY NETWORK

LIBRARY SERVICES UNIT

TERTIARY

- Vocational Training Development Institute

WORKFORCE COLLEGES

- HEART College of Beauty Services
- HEART College of Hospitality Services
- HEART College of Construction Services

SOUTHWEST REGION

- HEART Ebony Park Academy

NORTHEAST TVET CLUSTER

- Port Maria
- Beechamville
- Buff Bay

NORTHWEST TVET INSTITUTE

- Kenilworth
- Falmouth
- Granville
- Cornwall Automotive Training Campus

EASTERN TVET INSTITUTE

- Stony Hill
- Lluiddas Vale
- Above Rocks

WESTERN TVET CLUSTER

- Petersfield
- Culloden
- Seaford Town

SOUTHWEST TVET INSTITUTE

- Junction
- Black River
- Newport

SOUTH EAST TVET CLUSTER (REGION 1)

- Garmex Academy
- Boys Town
- Old Harbour

SOUTH EAST TVET CLUSTER (REGION 2)

- Rockfort
- JAGAS
- NTEI

Opening Hours & Contact Information

Academic Year
Mondays - Thursdays
8:00am - 8:00pm

Holiday Hours
Mondays - Thursdays
8:00am - 4:30pm

Fridays
8:00am - 4:30pm
Saturdays
10:00am - 2:00pm

Please note that Holiday hours or closings are posted at the library's entrance.

Visit us at:

The National TVET Centre
(Main Building-Ground Floor)
Gordon Town Road
Kingston 6

Contact us:
Telephone 876 977-1700-5
Ext: 23089-23091
or
22012-22014
Fax: 876 702-3366
Email: librarymediadesk@gmail.com

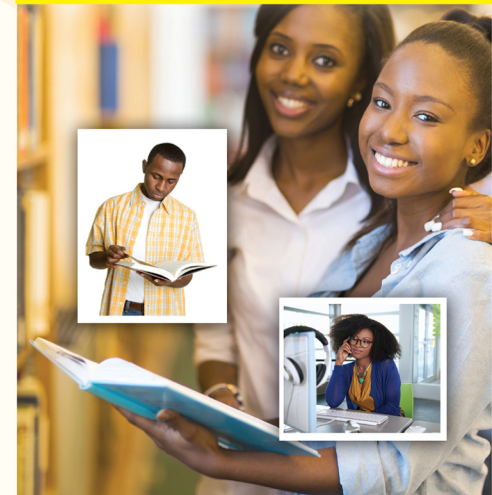
 <http://www.heart-nta.org>



HEART Trust/NTA

LIBRARY SERVICES UNIT

Connecting people with information
for lifelong learning



MISSION

To support research and curricular goals of the HEART Trust/NTA institutions in an effort to empower users of the TVET system to become lifelong learners and productive citizens in a dynamic, global society by providing quality resources and learning experiences that develop the knowledge, skills, abilities and attitudes for continued success.

HEART Trust Library network is a member of the :

- Library and Information Association of Jamaica (LIAJA)
- College Libraries Network (COLINET)
- Socio Economic Information Network (SECIN)

The Library Services Unit (Library) has a rich and diverse collection of technical and vocational education information which are available to encourage study, research and in general to support the development of the TVET system. We offer a comprehensive range of services, inclusive of online reservation, renewal, interlibrary loan and document delivery, for your benefit. Our clients include the HEART/NTA staff, VTDI students, trainees and the general public.

The Library Services Unit is the focal point of the library network for the HEART Trust providing leadership as it relates to:

- Designing physical layout for libraries
- Evaluating existing or proposed library programmes
- Providing centralized services
- Monitoring libraries in the network
- Staff training

The library consists of the following Sections:

- Reference Library
- Technical Services
- Audio Visual

The Reference Library:

- Provides information and research services
- Organizes resources in the HEART Trust/NTA systems
- Establishes accurate documentation of resource holdings
- Introduces educational and information technologies to increase access to resources
 - Curricula Collection
 - Loan Service
 - Internet Searches
 - Displays and Exhibitions
 - Library Orientation

The Audio-Visual

- Provides orientation and training in the use of the Internet, CD ROMs
- Facilitates access to video collection
- Introduces the application of computer technology in teaching and learning to staff
- Provides technical assistance to instructors and administrators to conduct electronic research

Technical Services

The Technical Services Section works in partnership with all HEART Trust/NTA institutions to acquire and provide access to instructional resources in a number of formats for users of the TVET system.

This Section :

- Manages, implements procedures and acquires resources
- Evaluates and selects resources in accordance with the organization's needs
- Provides centralized processing for all resources acquired

Let us help you to have a rewarding and successful library experience.

SERVICES OFFERED

INTER-LIBRARY LOAN

For this service, libraries within the HEART network can request material from, or supply material to, another library. The Librarian locates material in other libraries, and borrows or obtains photocopies (if appropriate) on behalf of library users. The service usually takes 2-7 days from the date of request.

REFERENCE SERVICE

For this service, users are assisted in searching for information and are given guidance in the use of the library's collections, catalogue and databases. This service is provided in person, by telephone and via email, during opening hours.

COMPUTER ACCESS

The users of the library have access to PCs with general desktop applications. The library also offers free Internet and Wi-Fi access to users. Contact any member of our library staff to reserve a computer.

DOCUMENT DELIVERY

The Library offers a document delivery service to the staff of the HEART Trust/NTA. To perform this service efficiently

users are required to be specific in their information requests as this ensures accurate and speedy delivery of information. Requests are accepted via email or fax. Documents are delivered via the Registry, email or by fax.

AUDIO VISUAL SERVICE—MEDIA ROOM

Our customers are welcome to use our viewing room to access information from the video cassette and DVD collections. This facility can accommodate a maximum of fifteen persons as a group. To have access to this facility users make reservations 3 days in advance.

LIBRARY ORIENTATION

Library orientation is provided upon request. A tour will be provided for general introduction to the library. To make this arrangement contact the Librarian at 977-1700-5.

PHOTOCOPIING

Materials used in the library can be photocopied at a cost. Readers must obey the copyright law.

PRINTING

We offer printing services to our clients however documents must be forwarded to our library email which is librarymediadesk@gmail.com.

UNBINDING

For your next Report, Thesis or Research Paper let us help you to give it a professional look with this service.

SCANNING

We scan documents in JPEG and PDF file formats.

COMPUTER CLASSES

We are pleased to offer basic one-on-one computer training at the library. Contact us to make an appointment.

FIELD TRIPS

Bring your class to the library! These visits can be tailored to fit the specific needs of the group. We provide library orientations, demonstrations of the library's electronic resources and viewing of resources relevant to your curriculum.

LOAN PERIOD & POLICIES

Currently staff members and contracted writers are allowed to borrow resources from the library for a period of seven (7) days with the possibility to renew for a further seven (7) days, once they have not been reserved by another client. Clients/users are responsible for paying the replacement value, as assessed by the Librarian for any items lost or damaged whilst on loan to them.

SERVICE COSTS

Photocopying and Printing
\$10.00 per black & white page
\$50.00 per coloured page

Unbinding
0-25 sheets \$180.00
25-100 sheets \$200.00

Scanning
\$30.00 scan & save
\$50.00 scan & print

You can access these services using the Services Request Card which is issued at the library and paid for at the TVET Administration Unit between the hours of 8:30am to 4:00pm (Mondays to Fridays).

No money is accepted at the Library Services Unit!

