



**The University of Fiji**

*Library Annual Report*

*2023*



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## **Mission**

### **The University of Fiji Library**

*Is committed to facilitating access to and preserving the information and knowledge resources needed by the University community and enabling access to an impartial, enriched environment for learning and research.*



## **From the Acting University Librarian**

I am pleased to present the University of Fiji Library 2023 Annual Report.

We highlight our major achievements against our strategic objectives, and our performance as evidenced by a range of metrics. Beyond the Fast Facts, this report tells stories of our impact through feedback received from staff and students.

We seek to ensure that our content, collections, facilities, services, and culture represent best. Practice and collectively make a significant contribution to the University's reputation and impact.

We work to ensure that our users' experiences with the Libraries are productive, useful, efficient, and rewarding. In the next year, we will build on the efforts of current and past staff that have ensured that the Library is a well-resourced, well-regarded part of the University and academic library sector.

We will continue to be deeply engaged with the community, working in partnership with academic and professional colleagues to achieve strong outcomes for the University.

I could not be prouder of the creativity, hard work, and indomitable spirit I have witnessed among libraries staff across not just Saweni Campus, but the Samabula Campus and beyond. It was nothing short of inspiring, as we rallied to find new and ingenious ways of delivering both digital, and then physical, resources back into the hands of those who needed them. This Annual Report is dedicated to them, with my warmth and thanks.



***Mrs. Masiran Kutty***  
***Acting University Librarian***

## Information Resources

The University of Fiji Libraries provide customer- focused, quality innovative services, information resources to support the teaching, learning and research needs of the University community at its two Campuses, Saweni and Suva.

The Library actively supports academic and research programs by selecting, acquiring, organizing, and ensuring access to relevant information and resources. The Staff assist and advise members of the University community in identifying, locating, evaluating, and effectively utilizing materials and services in a timely manner.

After COVID restrictions the University has gone to High Flex mode, and we have both online and face to face services provided to the students.

The Libraries are furnished with new technologies to serve its users with the latest information resources on Medical Science, Information Technology, Law, Business, Accounting, Economics, Language and Literature, and other areas.

Our users enjoy researching with unlimited full access to thousands of e-journals from ProQuest Central, HeinOnline, Hinari, UpToDate, Google Scholar, International Treaties & Related Publications, Law Research Tools, PacLii (for all Pacific Islands legal materials - case laws, legislations, pacific islands law journals etc), BaiLii (for British & Irish legal materials), AustLii (for Australia), NZLii (for NZ legal materials), WorldLii (open access to the world resources).

The University does the annual subscription from the Library Budget for the Databases as follows:

Library Database	Cost (USD)
ProQuest	\$ 31,404.86
HeinOnline	\$ 6,650.00
Hinari	\$ 1,500.00
UpTo Date	\$ 12,167.00
OCLC	\$ 2,756.25

Library Automation System Software	
Database	Cost (AUD)
Soft Link (Support Fees)	\$ 9,249.43

Services Reports	Cost (AUD)
LexisNexis – Service fees for Laws of Fiji Reports - 3 times in a year as and when the Law Report are upgraded	\$ 397.61

<b>Library News Paper - Annual Subscription</b>	<b>Cost</b>
Fiji Times- Monday –Sunday \$546.00 (Both Campus Libraries Yearly)	\$546 * 2 = \$1092
Fiji Sun- Monday- Sunday (Both Campus Libraries Yearly)	\$546 * 2 = \$1092

Other jurisdictions have their links too and listed above are the most frequently used ones. We can also access the other links which provide free access to our students and is Accessible for the Library users from any network.

## Library Collection

The Libraries maintain a wide range of collection of print resources on all areas of study and research and on general readings as well. The Libraries currently maintain more than 21,000 books mostly covering areas relevant to University's teaching programs. Latest editions of hundreds of resource materials are added to the collection every year.

Both the Libraries maintain a strong reference collection and have also developed some special notable collections such as Pacific, Hindi, Itaukei, Subramani, Wadan Narsey and Rabindranath Tagore Collection. The Libraries make sure that the materials are updated on a regular basis to meet the requirements of the University's curriculum.

Despite the shortfall in the Library budget the collection continued to grow in 2022. We added more than 1,000 books to our collection. The majority of these titles were donations from various individuals and organizations. During the year library purchased only 92 new books on various subjects after receiving requests from the teaching Staff. A few of the requests which were made within the year are still on the waiting list for arrival.

Listed below are some of our stakeholders with whom we purchased our collections.

- **USP book center**

Ms Rajeshree Sundarlal

Email: [rajeshree.sundarlal@usp.ac.fj](mailto:rajeshree.sundarlal@usp.ac.fj)

+679 866 4277

- **Pacific Studies Press**

Mr Vinesh Maharaj

Email: [vineshkumarmaharaj40@gmail.com](mailto:vineshkumarmaharaj40@gmail.com)

+679 943 1694

- **Amazon**

<https://www.amazon.com/>

The following are some of the donors, who have been donating books to the Libraries.

- **Judge Ajit Swaran Singh**

New Zealand High Court Library

24 Corners Waterloo Quadrant & Parliament Street,

Auckland CBD, Auckland 1010, New Zealand

Ph: 09-916 9600

- **American Embassy Fiji**

158 Princes Rd,

Tamavua, Suva, Fiji Islands, Ph: +679 3314 466

In 2023 we graciously received donations from the following people and Organizations:

Date	Quantity	Donors
12 January 2023	12 Medical books	Dr Amaradasa Ranasinghe, University of Fiji
23 January 2023	2 books	Mr Sagar Kumar, Suva
9 March 2023	4 books	Mr Deepak Singh via Vice Chancellor Professor Shaista Shameem
20 March 2023	25 books	Ms Manpreet Singh, University of Fiji
22 June 2023	350 books	Professor Vijay Mishra, Sydney, Australia
15 September 2023	5 books	Mrs Kiran Mala Singh, Suva
28 September 2023	162 books	Ms Sarojni Pillay, Former Registrar, University of Fiji
2 December 2023	10 books	Mr Osama Bin Khalid, Ba



*Book Donation by Mr Osama Bin Khalid – Medical Student*

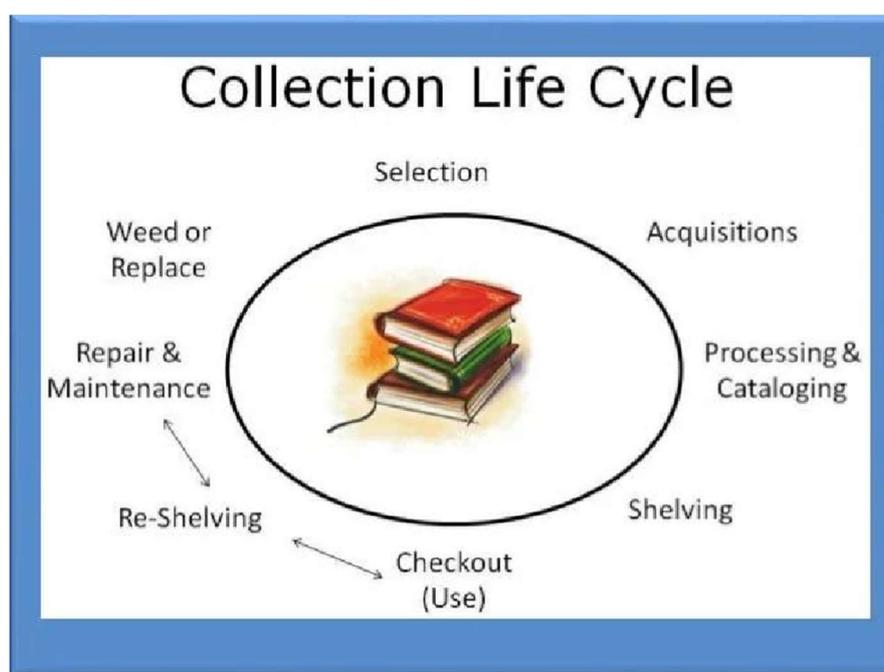
## Depository of Thesis

The Library received the following Thesis during the year:

Date	Name
24-Mar-23	Mr Monesh Sami
4-May-23	Ms Shobhna Lachmi Devi
12-Dec-23	Ms Atelini V Bai

## Weeding

We have weeded some damaged and old editions from both the Campus Libraries. Most of the discarded books were donated to relevant secondary schools. The Library is still in the process of distributing the donations.



## Circulation and Inter-Library Loan

Compared to previous years the Inter – Library Loan has been very less this year. However, all the students and Staff were served through online services by providing scanned copies of required materials.

The annual statistics showed that the Nursing books were the ones in the highest usage. Therefore, library is considering increasing the number of copies for the Nursing collection. We have received many medical books from various donors, but these are mostly outdated.

## Closed Reserve Section

The University provides the latest edition of the Textbooks according to the University's curriculum and are specifically kept in the Closed Reserve Section to provide equal opportunity to all the library users to use these books according to the subjects taken.

Highly recommended textbooks based on the University curriculum are held in the Closed Reserve section. These books are circulated for a short period of time (2 hours during the day) as per the Short Loan policies.

This allows all the Library users to receive equal opportunity to use the textbooks for their curriculum needs.



*The Closed Reserve Section at the Saweni Campus Library*

## Library Databases

**ProQuest Central:** The Library subscribes to ProQuest Central, the largest multidisciplinary database with over 12,800 titles in full – text.

It serves as the central resource for study and research at the University.

This enables the Library users to access ABI/INFORM (a world class business journal database) Accounting and Tax (comprehensive coverage), Business Monitor International (BMI) Industry Reports, over 1,250 International Newspapers, and others.

*ProQuest Central:* It provided 13,495 scholarly journals on various subjects through the listed databases.

- ABI/INFORM Complete
- Banking Information Source
- Hoover's Company Profiles
- Pharmaceutical News Index
- ProQuest Asian Business & Reference
- ProQuest Biology Journals
- ProQuest Career and Technical Education
- ProQuest Computing
- ProQuest Criminal Justice
- ProQuest Education Journals
- ProQuest European Business
- ProQuest Family Health
- ProQuest Health Management
- ProQuest Nursing & Allied Health Source
- ProQuest Research Library

**To view more about the ProQuest database, click the link below or copy and paste.**

[https://about.proquest.com/en/products-services/ProQuest\\_Central/](https://about.proquest.com/en/products-services/ProQuest_Central/)

**HeinOnline:** As the Pandemic has created trying times for the budget, our Library has continued to make it our priority to focus on our user needs and provide the best possible services.

Since it is a Law Database the following is an additional list that we have added during this lockdown period without involving much cost:

American Enterprise Institute, Biography of American Law School Casebooks, Civil Rights and Social Justice, Covid-19 American Response Issues and Law, Current Index to Legal Periodicals (CILP), Executive Privilege, Hackney Publication: Part 11 and U.S. Presidential Impeachment Library.

**To view more about the HeinOnline database, click the link below or copy and paste.**

<https://home.heinonline.org/>

**UpToDate:** To help medical professionals make appropriate care decisions and drive better outcomes, UpToDate delivers evidence-based clinical decision support that is clear, actionable, and rich with real-world insights.

Each patient is unique, and every decision counts.

With medicine growing more complex and evidence changing rapidly, it is critical that you have a clinical decision support resource you know you can trust and that is proven to improve patient outcomes.

**To view more about the UpToDate database, click the link below or copy and paste.**

<https://www.uptodate.com/contents/search>

**Hinari:** Health International Access to Research Initiative (HINARI) provides free or low cost online access to the major journals in Biomedical and related social sciences to local, not for profit institutions in developing countries.

It has approximately 1,600 journals and 28 Publishers such as Blackwell, Elsevier Science, the Harcourt Worldwide STM Group, Wolters Kluwer International Health and Science and John Wiley.

**To view more about the Hinari database, click the link below or copy and paste.**

<https://www.who.int/hinari/en/>

All the following can be accessed through **HINARI**.

- LinxPlus
- New Zealand law Reports
- Case Base Australia
- Australian Law reports
- Case Search
- Research4Life

**Other databases:** Some other resources are also available through HINARI.

The resources that students mostly made use of were Web of Science, Scopus. All England Law Reports and Halsbury's Law of England etc.

## **Library Services**

The University of Fiji Libraries are fully automated and uses the Liberty Version 5 from Soft Link Australia. Soft link's Liberty is an advanced Library and Information management solution built to Librarian design, powered with leading technology. Facilitating proven Library processes and compliance with both IT and library industry standards. Liberty is trusted by Librarians worldwide to enhance the value of the Library and to help them to deliver an exceptional level of service to the clients. Our Library specifically caters to the needs of the Staff, Students, and the University Community. Liberty's advanced functionality ensures that our library continues to meet the needs of our customers now and in the future. We serve a diverse group, so we use an easy- to- use system with an improved OPAC (Online Public Access to Catalogue) that is flexible and has powerful searching capacities.

## **Student Services**

Admission to the Library is conditional upon compliance with regulations and rules of the Library. The presentation of a valid borrower identity card is sufficient proof of the student to borrow from the library.

## **Library Orientation**

The Library arranges for different groups of students to attend the orientation conducted by the University Librarian. This teaches the students to integrate the wide range of information sources to meet their needs and expectations during their term of study at the University. The students are shown how to use the Library OPAC (Online Public Access to Catalogue) that is flexible and has powerful searching capabilities. This service is not only provided during the beginning of the semester, but the Library staff is always readily available to serve the students at any time upon request.

## **Library Classification System (LCC)**

The Library of Congress Classification (LCC) is a system of library classification developed by the Library of Congress in the United States, which can be used for shelving books in a library. It is used by most research and academic libraries.

The University of Fiji Libraries use LCC systems to organize the books on the shelves. The classification system uses letters and/or numbers (call numbers) to arrange the books so that books on the same topic are together. This arrangement results in "serendipitous browsing:" you find one book in the catalog, go to the shelf, and an even better book is sitting right next to it.

The LCC call numbers consist of one or two letters, followed by a number. The next set of letters and numbers usually indicate the author's last name and the year the work was published. Books are arranged in order of the LCC number, alphabetically first and then by number.



*The Library books are shelved according to the LCC system at both the campuses.*

## Library Hours

The Libraries opening hours was as follows:

**Saweni Campus Library:** Monday to Thursday 8.00am to 4.30pm  
Friday 8.00am to 4.00pm  
Saturday 9.00am to 4.00pm

**Samabula Campus Library:** Monday to Thursday 8.00am to 4.30pm  
Friday 8.00am to 4.00pm  
Saturday 9.00am to 3.00pm

The Libraries opened from 8.00am till 8.00pm only for 3 weeks during exams.

During High Flex mode, Libraries provided services to the users through the following strategies:

- Scanning of relevant Chapters from the prescribed text for the students' readings.
- Scanning of updated Laws of Fiji that are relevant to Law Courses for easy access.
- Networking with other Libraries both locally and internationally for resource materials and Journal articles.
- Research on further readings for specific topics and areas of interest for students to be uploaded on Top Hat.
- Training students on how to do online research and face to face those students who were physically enrolled in campus.
- Provide all previous Exam Papers through the Library Database online and secondary storage.
- Issuing books through the Security gates on request by the student.

## National Library Week Celebration

The library had celebrated National Library Week in September, and various competitions were organized for the students. Below are the winners of the essay and poster competition.



## Library Staff

The Library had 5 full time staff on both campuses, 2 in Suva and 3 staff at Saweni respectively, who provide services to the University Community. Staff are always available from both the campuses to serve the University Community through online services as and when requested. With the minimum number of Library Staff, we provided very effective and efficient services to the University Community and are looking forward to doing our best for 2024.

Mr Rizwan Ali provided full time services to the Saweni campus library from 30<sup>th</sup> May 2022 till 15 November 2023, as a Library assistant.



*Mr Rizwan Ali – Library Assistant*

Ms Devika Ram – provide full time services to Saweni Campus Library from 3<sup>rd</sup> October 2022 till 30 October 2023, as Administrative Assistant.



*Ms Devika Ram - Administrative Assistant*

# The University of Fiji

## Library Organization Structure



**Professor Shaista  
Shameem Vice Chancellor**



**Masiran Kutty  
Act. University Librarian**



**Rizwan Ali  
Library Assistant (SAW)**



**Mariam Bi  
Library Assistant (SAW)**



**Devika Ram  
Administrative Assistant  
(SAW)**



**Mereoni Chute  
Library Assistant (SUVA)**



**Kesaia Ledua Tuikoro  
Law Researcher & Library  
Assistant (SUVA)**

## Stock Take

The Library is in the process of carrying out its stock take.

## The Library Strategic Plan

The Library has managed to meet the majority of its requirements in accordance with the 2022 to 2026 strategic plan. We will continue to do our best to progress towards future plan.

## Visitors to the Library

On 19 February 2023, the following group visited the Library.

- Professor Balram Gupta – 9455163128
- Hindi In charge – Shivharsh Kisaan P.G College Basti
  
- Dr Shobha Ratudhi  
Assistant Professor  
Swami Vivekanand Vishwavidhyalay, Uttar Pradesh, Bharat  
9457130665  
[Shobha.jini@gmail.com](mailto:Shobha.jini@gmail.com)
  
- Dr Menka Tripathi  
Shikshavidh, Sahityekaar, Hindi Sevi  
Haridwar, Uttrakhand, Bharat  
+919690370638
  
- Dr Sama – 9400010400
- Dr Themka Maney
- Dr Prasanna Kumaru
- Dr Sreelatha Vishnu – Sreeshankar University, Kerala India.

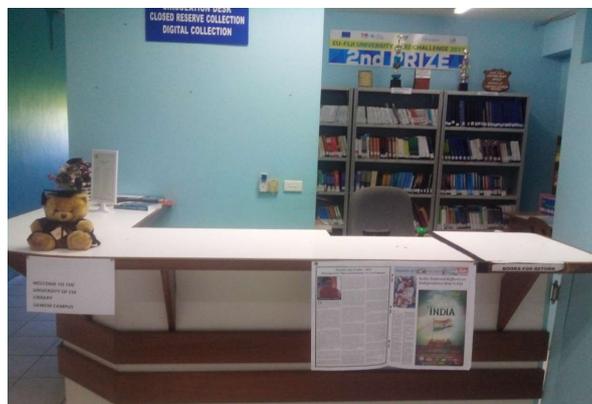
# Library Bulletin

The library continued to update its bulletin board with recent events for the whole year.

## Diwali Celebration



## Cancer Awareness



**International Women's month**





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*Mobile: +679 999 9100 / Short code: 5276*

[\*info@unifiji.ac.fj\*](mailto:info@unifiji.ac.fj)

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