THE RULES

Library rules should be followed at **ALL TIMES**

Be Quiet
To facilitate studying and learning, users are excepted to be quiet. Anyone causing unnecessary disturbances will be asked to leave.

Ask First!
Students are **NOT** allowed to operate the equipment in the library unless authorized to do so. This includes the television, computers, photocopy machine.

Cell Phones
Cellular phones should be placed on vibrate on entering the library.

Use Earphones
When using the computer for audio purposes, an earphone **MUST** be used.

By Appointment
Individuals must make appointments to use the computer.

Don't Touch!
The removal of any material from the library must be properly authorized and recorded.

Dress Properly
Users must be properly attired. **NO** caps are allowed inside the library.

Respect Property
Users found removing pages from books, defacing furniture in any way will have their library privileges suspended.

No Bags!
Bags and folders should be left at the bag corner. No bags are allowed on the desks

Secure Valuables
Remove all valuables from bags before leaving them at the bag corner. **HCIT library accepts no responsibility for the loss or damage of articles left in the library.**

No Eating or Drinking!
Absolutely **NO** eating or drinking is allowed in the library.

OPENING HOURS

8:30am-4:30pm
Mondays, Thursdays & Fridays

8:30am-5:30pm
Tuesdays & Wednesdays

HEART TRUST/NTA
1 Ramparts Close, Montego Bay, St James
Tel: (876) 940-1030/1437

DISCOVER & CONNECT

Get Inspired.



hcit
LIBRARY

ONLINE DATABASES

Heart Trust/NSTA through its library service has subscribed to Full Text Electronic Databases from EBSCO, the Gleaner Archives, Proquest and Emeraldinsight.

Follow the instructions below to access the databases.

EBSCO

Go to this website to login :
http://search.epnet.com
Username: heartlibrary
Password: research-22
This database can be accessed from any computer with internet access.

Gleaner Archive Online

Go to this website to login :
https://access.newspaperarchive.com
Username: lsumedia2017@gmail.com
Password: newspaper

Emeraldinsight

Go to this website to login :
http://emeraldinsight.com
Please note that for access to Emeraldinsight outside of HEART you must register to create a personal account whilst logged on to a HEART network connected to the computer.

Integrated Library System (ILS)

Go to this website to login :
https://heart.mlasolutions.com/m5/catalog/(S(gaejdhdmccn4mf0n1po5ym4d))/default.aspx?installation=HCIT
This database can be accessed from your institution.

ProQuest

Go to this website to login :
http://search.proquest.com/index
This database can be accessed from any HEART network connected computer. In the event that you cannot, please access by doing the following:

Enter the Following URL:
http://search.proquest.com/index
Username - HEARTUsers
Password - HEART2015$$
https://ebookcentral.proquest.com/auth/lib/heartnta-ebooks/login.action
Username: LSU
Password: studyNTA
Please note that for access to ProQuest outside of HEART you must create a personal account whilst logged on to a HEART network connected computer.

OReilly Online Learning

Go to this website to login :
https://www.oreilly.com/library/view/temporary-access

Select Institution
From the list click on **"Not listed? Click here"**
At academic email, enter your first initial and surname + @heart.edu.jm
Example: jbrown@heartnta.edu.jm

Click **'let's go'**
Click **'Got it'**

Vital Source Bookshelf Access

Go to this website to login :
https://bookshelf.vitalsource.com/#/user/signin
Username: lsmedia2017@gmail.com
Password: LSUBookshelf!

Jamaica Eats Magazine

Go to this website:
www.passporttocaribbeanfood.com
Click on the Member Log In
Username: JamaicanEats@heart-nta.org
Password: heartbeats

Users of the library can make use of the various services which include:

Reference Service

Materials are available for users consultation. If the library cannot satisfy an informational need, necessary arrangements can be made to source the resource through inter-library loan.

Internet Access

The internet service exists to facilitate study and research only.



Photocopying & Printing Services

A fee of five dollars ($5.00) per page is charged for printing or photocopying. Payment for these services are included in the Administrative fee.

Dissemination of Information

Staff and students are informed of the newly acquired materials in the library. Displays on topics of interest are done periodically.