HAMILTON LIBRARY
The University of Hawaii (UH) at Manoa Library consists of two libraries: Hamilton Library and Sinclair Library. Hamilton houses the bulk of the paper collections, microform collections, and the majority of the library staff. The 1st Floor of Hamilton Library has a large number of computers (PCs) offering you Internet access as well as LibreOffice Software (Writer, Calc, Impress, Draw, Base, Math). In addition, Hamilton Library has wireless network capabilities for UH System Library users. If you bring your own laptop equipped with a wireless card, you can access the campus network from areas throughout Hamilton Library.

SINCLAIR LIBRARY
The Sinclair Library houses the music collection, the audiovisual collection, the course reserve collection, and the Student Success Center (SSC). The SSC provides students with the information and skills they need to be academically successful in their courses. It is a place for students to work with faculty, librarians, mentors, and tutors to meet individually defined learning needs.

LAW LIBRARY
Although the UH Law Library (on Dole Street) is not part of UH Manoa Library, you and your students are able study there and borrow many of the books. The specialized law databases, however, are often restricted to UH Law students.

HAWAII STATE PUBLIC LIBRARY SYSTEM
The Hawaii State Public Library System (HSPLS) is not part of the University of Hawaii campus libraries. You must obtain an HSPLS card to borrow materials and use their electronic databases. You may apply for a library card at any Hawaii public library. The initial card is free for Hawaii residents. Cards are also free for military personnel and their dependents with a copy of orders.

UH LIBRARY CARD
Your UH ID is also your library card but you need to register it with the UH Library. This can be done online or in person at a circulation desk.

RESEARCHING YOUR SUBJECT
  • Go to http://library.manoa.hawaii.edu/
  • Under Research Tools, click on Subject Guides.
  • Click on your area of interest.

Updated 8/19/2013, 1/3/2014, 8/1/2014, Carolyn Dennison
INTRASYSTEM LOANS
You and your students can borrow books from any University of Hawaii campus (UH Hilo, Maui, Kapiolani, Leeward, etc.) at no charge. To request books from another UH campus library using the UH Catalog (Voyager), click on Get This Item. Click on the login button for UH students, faculty, and staff. Login with your UH username and UH Password that you use for your University of Hawaii email account.

INTERLIBRARY LOAN
To request materials not owned by the UH Manoa Library, or that are lost, missing, or cancelled,

- Go to http://library.manoa.hawaii.edu/
- Under Personal Services, click on Loans from other Libraries
- Click on Login to ILL (Make Requests)
- Login using your UH Username and UH Password.

Before placing an Interlibrary Loan (ILL) request, make sure that a UH campus library (e.g., UH Hilo, Leeward, Kapiolani, etc.) does not own the title. If a UH campus library owns the title, borrow it from them using the Intrasystem Loan service.

Articles acquired via Interlibrary are provided to you electronically. You will receive an email with a link to the article.

Tip: When you just need a portion of a book, consider requesting a book chapter instead of the whole book. Typically, you will have to wait longer for the whole book in paper format than you will an electronic scan of a chapter. Because of copyright law, if you need more than one chapter in a book, you should request the entire book rather than requesting two or more chapters.

There is no charge to Interlibrary articles or books. There is no (reasonable) limit on the number of items you can request. However, please request with discretion. Each request costs the UH Manoa Library and the lending library money and staff time.

INSTRUCTION
To schedule a specialized library instruction course, find the librarian that specializes in your subject area.

- Go to http://library.manoa.hawaii.edu/
- Under Research Tools, click on Subject Guides.
- Click on your subject.
- On the resulting screen, click on your subject again.
- The contact information for the librarian should be available. If you are unable to find a librarian, email emailref@hawaii.edu for help.

ONLINE TUTORIALS
To help students complete basic library transactions, they can view online tutorials at http://guides.library.manoa.hawaii.edu/sinclairlibrary.
COURSE RESERVES
Reserves are course-related materials that UH Manoa faculty members have placed aside in the library for their students to use. This can include books, textbooks, videos, DVDs, CDs, copies of journal articles, notes or copies of exams. The items can be checked out for a limited amount of time so that all students are given the chance to access the materials. All items are taken off reserve once the semester ends. All physical copies of course reserves at UH Manoa are held in the Wong Audiovisual Center on the 3rd Floor of Sinclair Library. Reserves cannot be placed on hold through the library catalog and are checked out on a first-come, first-serve basis. Electronic reserves are available for students to view through the library catalog. A valid UH username and password is required to view online reserves. To learn more about Course Reserves (and copyright), go to http://guides.library.hawaii.hawaii.edu/sinclairlibrary > Course Reserves.

PRESENTATION PRACTICE ROOMS
Two Presentation Practice Rooms for students to use are located in the Science and Technology area of the first floor of the Hamilton Library Addition. Each room is equipped with a Windows computer, Microsoft Office including PowerPoint, a projector, projection screen, white board, and a work table with chairs. The Presentation Practice Rooms give students the opportunity to rehearse a presentation before giving it at a conference, in class, or for an interview. There is enough space to have a small peer audience critique the presentation. Students can bring their own cameras to video a presentation and critique it for improvement. Presentation Practice Rooms can be reserved in advance online http://manoa.hawaii.libcal.com/booking/ppr.

STUDY ROOMS
Group study rooms located on the 2nd Floor of Hamilton Library are available whenever the building is open. Rooms may be reserved in advance online http://uhmlibrary.libcal.com/booking/HamGroupStudyRooms. Sinclair Library also has study rooms.

GOVERNMENT DOCUMENTS
The Hamilton Library collects U.S. federal documents and serves as a Regional depository library for the state of Hawaii. Note, not all government documents are listed in the UH Manoa Library’s Voyager catalog.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) LAB
GIS software enables you to study and examine all types of geographical data. Using GIS software, you can make maps and study your topic spatially. The UH Manoa Library has 8 workstations with GIS on the Ground Floor in the Government Documents Department. We also have a state of the art HP 820 MFP (Multifunction Peripheral) that allows you to print, scan and copy maps and poster size material that can be up to 42 inches in width. To learn more, go to http://guides.library.hawaii.hawaii.edu/magis/gis.

PURCHASE SUGGESTIONS
You can suggest titles for the UH Manoa Library to buy. Please remember to check the Library’s catalog to verify that we do not already own the item you are requesting. Give us as much information as you can so that the item can be verified. To make a purchase suggestion, go to http://library.hawaii.hawaii.edu. Under Personal Services, click on Purchase Suggestions.