

### Opening hours:

Semesters:	Monday, Wednesday, Friday, Tuesday, Thursday,	9.30 – 17.00 9.30 – 19.00
Vacations:	Monday – Friday, (vacation openings vary, contact library staff, or check website: <a href="http://www.sru.uea.ac.uk/library-opening.php">http://www.sru.uea.ac.uk/library-opening.php</a> )	9.30 - 13.00; 14.00 – 17.00

### Sainsbury Research Unit (SRU) Library staff:

Librarian:	Pat Hewitt
Assistant Librarian:	Jeremy Bartholomew
Library Assistant:	Laura Armstrong
Telephone :	(01603) 592659 (external), 2659 (internal) 00 44 1603 592659 (international)
e-mail:	<a href="mailto:sru.library@uea.ac.uk">sru.library@uea.ac.uk</a>

If you have any problems with finding books or articles, need assistance in using on-line services or require help with your research, do not hesitate to ask for help.

**If you would like this guide in an alternative format please contact the SRU Library.**

Introduction.....	2
Library users with disabilities .....	3
SRU Library website and Robert Sainsbury Library Portal .....	3
Borrowing facilities.....	4
Loan Periods by user group:.....	4
Renewals, holds and recalls: .....	5
Short Loan: .....	6
Library catalogues overview .....	6
Links to catalogues for UEA users:.....	7
Links to catalogues for non UEA users:.....	8
‘Library Search’ catalogue – location of retrieved item(s): .....	8
UEA traditional/public catalogue – where to go (location): .....	9
Finding records by collection/departmental library: .....	10
Databases - finding information separately from catalogues: .....	11
Shelf arrangement .....	11
Computer Facilities .....	12
Audio-Visual material.....	13
Special collections.....	14
Teaching Collection .....	14
Library store.....	14
Printing, Photocopying & Scanning .....	15
General notes and rules .....	15

## Introduction

The Robert Sainsbury Library (or SRU Library), is primarily a postgraduate collection established to support the research and teaching needs of Sainsbury Research Unit. It is a specialised library, concerned with the indigenous art and material culture of Africa, the Pacific region and the Americas, but including related areas, e.g. island South East Asia (particularly Indonesia), and related subjects, e.g. cultural anthropology, religion, and museum studies. There is a selection of Western art titles for comparative purposes and where artists or periods are represented in the Robert and Lisa Sainsbury Collection, Sainsbury Centre for Visual Arts (SCVA). Undergraduates of UEA are encouraged to use the Library but should be aware that the main campus library, the ‘Main Library’, is the primary resource for undergraduate teaching materials.

Outside readers are welcome to use the Library for reference purposes. For outside readers from the higher education community, the SRU participates in the Sconul Access scheme:  
<http://www.sconul.ac.uk/sconul-access>.

The Library is situated alongside the main gallery of the Sainsbury Centre, underneath the East Mezzanine (the SIfA {Sainsbury Institute for Art} postgraduate study area). Access to the Library is usually from the Art History and World Art Studies entrance as the gallery entrance is closed outside of opening hours: see <http://scva.ac.uk/visit/plan-your-visit> for SCVA guidance.

The Enquiry/Issue desk is staffed throughout opening hours for any queries or advice. Any member of UEA can use the Library and may borrow. Titles in heavy use may be reference or short loan only. The borrowing entitlement is completely separate to the Main Library allocation, for details see the section 'Borrowing facilities' in this brief guide.

This guide is specific to the Robert Sainsbury Library, for information on the Main Library, see: <https://portal.uea.ac.uk/library>

The UEA website is updated throughout the year. Changes to headers, design and content may be made that post-date examples in this document but which should still be similar enough to follow.

## Library users with disabilities

Some Library book stacks and shelves are not easily accessible for those with visual and mobility impairments. If you have difficulty in finding or collecting books and other materials, Library staff will fetch them for you; please ask at the Enquiry/Issue desk for assistance. There is a hearing loop positioned at the desk. The Library is on ground level and there is level access from both the Gallery and School entrances. There are disabled parking bays opposite both entrances.

## SRU Library website and Robert Sainsbury Library Portal

SRU Library information can be found on the SRU website: <http://www.sru.uea.ac.uk/library.php>

For UEA registered users, the Robert Sainsbury Library (RSL) portal contains information specific to its holdings and subject area. ART staff and students are automatically registered, other UEA members should request access from SRU Library staff. Quickest access is by clicking on 'Blackboard Learn' found within the 'Academic' icon on the UEA Portal homepage. This takes you through to the 'Learn' sub-pages, where the 'Robert Sainsbury Library' portal link can be found under the 'My Organisations' column. Alternatively, go to the SRU Library website and click on the 'RSL portal (UEA users only)' link.

UEA Portal homepage <<https://www.uea.ac.uk>>

The screenshot displays the UEA Portal homepage. At the top, there is a navigation bar with categories: Studying, Living, Working, Health & Wellbeing, How Do I, Campus Life, About UEA, and A-Z. Below this is the UEA logo and a search bar. A secondary navigation bar includes 'Portal', 'UEA Homepage', 'Learn', 'Research', 'Email', and 'Library'. The main content area features a 'Latest News' section, an 'Academic' section with 'Blackboard Learn' and 'eVision' buttons, and an 'Email' section with a 'Sign in' button. On the left, there are 'Links' and 'Staff links' sections. The 'My Modules' section lists courses like ART-CAR-08E and ART-INFO. The 'My Organisations' section lists 'Faculty Of Arts and Humanities', 'Learning and Teaching Services', and 'Robert Sainsbury Library', which is highlighted with a red box. A red arrow points from this box to the 'Blackboard Learn' button in the 'Academic' section. The 'My Studies' section includes 'Library Search' and 'Subject guides'.

From SRU website: Robert Sainsbury Library Portal <<http://www.sru.uea.ac.uk/library.php>>



**Sainsbury Research Unit**  
for the Arts of Africa,  
Oceania & the Americas



- Home
- Contact
- News & Events
- Masters Programme
- Doctoral Research
- Scholarships & Funding
- Visiting Fellowships
- Graduate Careers
- Library**
- Using The Library
- Opening Hours
- Contact
- Online Resources
- Library Databases

### Robert Sainsbury Library

The Robert Sainsbury Library supports the research and teaching needs of the Sainsbury Research Unit (SRU) and the University. Also referred to as the SRU Library, it is a specialised library in the indigenous arts and material culture of Africa, the Pacific Region and the Americas. It includes some material on related areas, e.g. South East Asia (particularly Indonesia), and related subjects, e.g. anthropology, archaeology, religion, and museum studies. It holds ca 20,000 volumes, AV collections and a range of journals which complement those held in the [UEA Library](#) (the Main Library).

It is located within the [Sainsbury Centre for Visual Arts \(SCVA\)](#), on the UEA campus, adjacent to the main gallery or 'living area'. Works relating to the objects in the gallery collections are also held.

In addition to borrowing rights for all UEA staff and students, members of the public are welcome to use the Library for reference purposes.



*Seated figure. South America, Ecuador: La Tolita-Tumaco culture. 300 BC-AD 400. h. 34.9 cm. UEA 774*

[Catalogue \(UEA Union\)](#)  
[RSL portal \(UEA users only\)](#)

## Borrowing facilities

### Loan Periods by user group:

#### Research postgraduates and staff

Up to twenty books may be borrowed with three return dates a year.

#### Taught postgraduates and diploma students

Up to fifteen items may be borrowed for four weeks from date of issue.

#### Undergraduates & SCVA guides

Up to five books may be borrowed for one week. If more than one student wishes to borrow the same book, priority will be given to students preparing seminars.

#### Additional needs

Users at UEA with additional learning needs can have enhanced borrowing privileges such as extended loan periods and proxy borrowing. For students, this must be initiated or applied for through the Dean of Students' Office at UEA. Please see:

<http://www.uea.ac.uk/is/additionalneeds> for further information. Users who delegate to a proxy must provide them with a letter of authorisation.

#### Sconul Access

External users with Sconul Access cards authorised by the Main Library at UEA may also borrow from the SRU Library. Up to five books may be borrowed for four weeks. For further information, see: <http://www.uea.ac.uk/is/sconulaccess>

Journals cannot be borrowed, nor selected reference works, e.g. dictionaries and encyclopaedias. Some major exhibition catalogues may also be reference only. Heavily used books on reading lists may be temporarily made reference only or short loan. As these vary from semester to semester the books themselves are not marked, therefore it is essential to check the location details for the entry.

On retrieving an item with multiple copies, on 'Library Search' only the first location is shown. Click on 'Show More' to find details of any additional copies.

2 **Art and agency : an anthropological theory / Alfred Gell.**  
By: Gell, Alfred. Oxford : Clarendon, 1998 01/01/1998 Language: English, Database: UEA Library Catalogue  
Subjects: Art and anthropology; Art and society  
View and request via catalogue

Location	Classmark	Status / Due date
Book High Demand High Demand	N72.A56 GEL	Not on loan

Show More (7)

1 **Art and agency : an anthropological theory / Alfred Gell.**  
By: Gell, Alfred. Oxford : Clarendon, 1998 Language: English, Database: UEA Library Catalogue  
Subjects: Art and anthropology; Art and society  
View and request via catalogue

Location	Call No.	Status
Book Main Library Main shelves	N72.A56 GEL	22/09/15 23:59 - 1 week loan
Main Library Main shelves	N72.A56 GEL	Not on loan - Standard loan
Main Library Main shelves	N72.A56 GEL	29/09/15 23:59 - Standard loan
High Demand High Demand	N72.A56 GEL	Not on loan - High Demand - 3 day loan
Sainsbury Research Unit Shelves	NK 68 GEL	Not on loan - Reference (open stack)
Sainsbury Research Unit Shelves	NK 68 GEL	Not on loan - Short Loan (SRU)
Sainsbury Research Unit Shelves	NK 68 GEL	Not on loan - Short Loan (SRU)
Sainsbury Research Unit Shelves	NK 68 GEL	Not on loan - Standard loan (SRU)

Main Library holdings

SRU holdings

High Demand (Main Library) & Short Loan (SRU Library)

Books on heavy demand, with a restricted borrowing period are referred to in the SRU Library as 'Short Loan' whereas in the Main Library they are 'High Demand'.

Books marked on the catalogue as 'In Acquisitions' or 'SR Awaiting processing' may also be borrowed. These must be requested at the Enquiry/Issue desk as they are held in the Library Office. They may be less easy to distinguish as SRU stock and therefore extra care must be taken to remember to return the items on time.

Borrowing entitlements and loan services with the Robert Sainsbury Library are completely separate from the Main Library. Any queries on returning books, or on borrowing facilities within the SRU must be raised with SRU Library staff. Books taken out from the Robert Sainsbury Library must be returned to the Robert Sainsbury Library and not the Main Library. Books are issued at the SRU Enquiry/Issue desk with the user's campus card used to confirm registration.

### Renewals, holds and recalls:

Users can renew SRU books three times on-line by logging into their library account (reference books and Short Loan excepted). Click on the 'Library Account' header from 'Library search' or the header 'My Account (Login)' from the traditional catalogue. Login using your UEA username and password.

http://uea.lib.oxfordjournals.com/uea/renewals/showForm... blackboard Learn Result List: featherwork: UE...

File Edit View Favorites Tools Help

Free Hotmail Import citations into your ... Import to Mendeley IT Services - University of ...

The Portal Find E-Journals Find Databases Subject Guide **Library Account** Saved Items Preferences Help Exit Feedback

UEA University of East Anglia Library Catalogue

Searching: UEA Library Search  
Keyword featherwork Search

Basic Search Advanced Search Search History

Login below with either your UEA desktop username and password, or your library barcode (28075...) from your campus card and dob (ddmmyy).

Username or barcode:   
Password or dob:   
Institution: UEA

Login Back

If a book is out, UEA users can place holds on the item (which will also prevent further renewals) by clicking 'Request' from the link in the traditional catalogue (reached from 'View and request via catalogue' from 'Library Search' results). SRU Library staff will be alerted to the hold/request on the return of the item. It will then be placed on the 'holds' shelf for one week, with the requester notified by email.

Book	<a href="#">View and request via catalogue</a>		
Location	Classmark	Status / Due date	
Sainsbury Research Unit Shelves	NKT 177 DAV	15/01/15	

If an item has been issued for some length of time, e.g. over two weeks from the current date and is required sooner, then library users can contact the Enquiry/Issue desk to request that the book be recalled, however this may not always be possible. Once the book is returned, it will be placed on the 'holds' shelf for one week following the issue of an e-mail to the requester.

Items must be returned by 4pm on the return date but may be taken out at any time of day.

### Short Loan:

All short loan books, regardless of category of borrower, must be returned by 4pm the following day (or by 4pm on Monday if taken out on Friday).

Vacation periods will be excluded from the count, notification of closed library periods will be made available on the SRU website library pages and notices distributed in the SRU Library.

Once the books are issued, they are the borrower's responsibility. Any loss or damage may have to be paid for by the borrower.

Any student not returning books on time may be disqualified from further loans – usually for one semester (unless valid and non trivial reasons are provided), possibly more depending on the severity of the overdue period. Students should contact a member of SRU staff to explain any delay to avoid a penalty. Currently, fines are not charged for the late return of books, but this is because borrowing rules are strictly enforced.

The borrowing period has been kept deliberately short to allow a compromise between the needs of seminar students, and students writing essays, versus the needs of researchers.

### Library catalogues overview

<https://portal.uea.ac.uk/library>

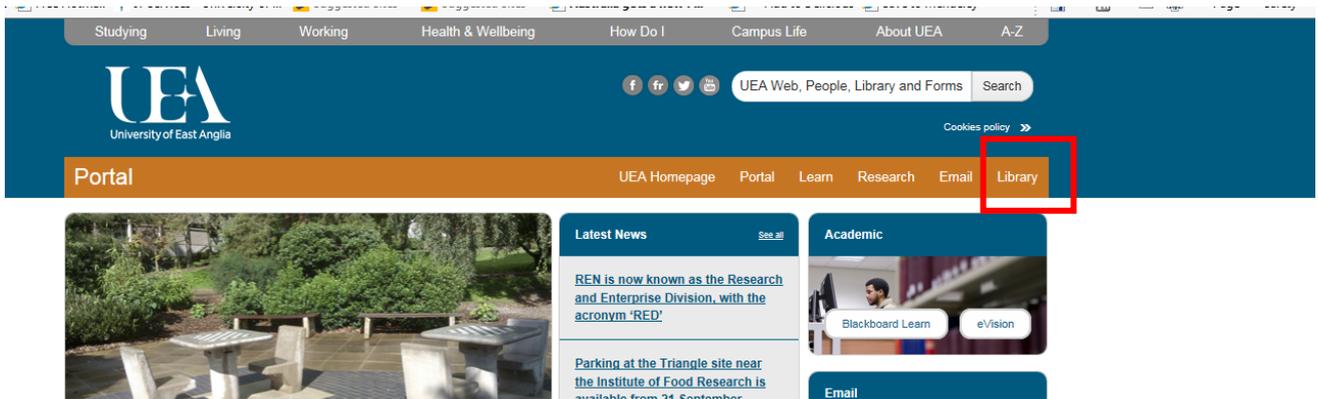
The Library catalogue contains the holdings, including works on order, of the Main Library and various departmental collections at UEA including the Robert Sainsbury Library. The libraries can be searched individually or collectively (the default being to all libraries). Search either the UEA preferred platform i) 'Library Search' or through ii) the 'Traditional Catalogue' (also referred to as the 'UEA Public Catalogue' or 'UEA Library Catalogue'). 'Library Search' provides a 'Google' style, top level search to the holding of UEA, including full text articles from journals and databases as well as the UEA repository. For Main Library archive holdings, the 'traditional catalogue' must be used. The 'traditional catalogue' does not provide details of full text articles from journals and databases.

SRU staff can offer advice on using the UEA catalogues, alternatively check for 'help' tabs or buttons on the screen. Guides to using 'Library Search' are available on the Main Library website, including an on-line demonstration: <https://portal.uea.ac.uk/library/information-skills/find-it-fast>.

### Links to catalogues for UEA users:

For UEA registered users, quickest access to the catalogues will be through the 'Library' header on the UEA Portal:

### UEA Portal (homepage):



Off-campus access will default to the public mode of 'Library Search', a catalogue and repository only search (excluding full text online resources). For access to these additional online resources, UEA users should click on the 'Hello Guest, Login with a UEA username for access to full text and more results' header, which will link to the standard UEA login dialogue box:

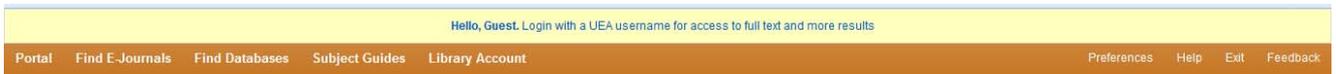
Click on phrase to link to 'Sign In' dialogue box



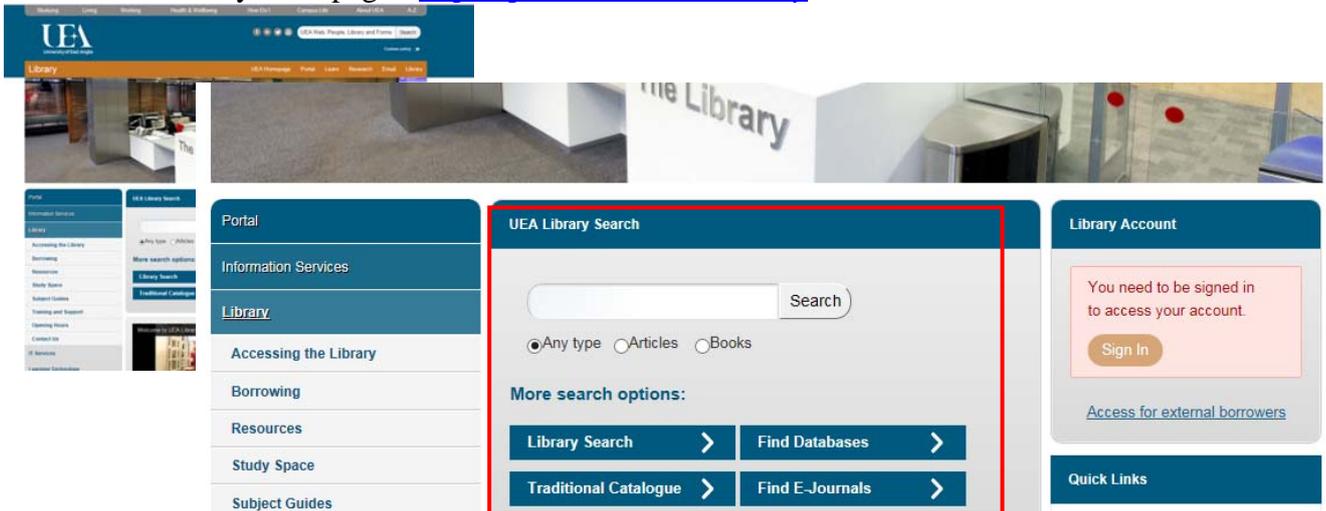
## Links to catalogues for non UEA users:

There is no direct link from the public UEA homepage, instead either enter the URL directly: <http://libsearch.uea.ac.uk> or go to the general library pages <https://portal.uea.ac.uk/library> and select the preferred catalogue option from there. Depending on licensing/subscription restrictions, results will be limited to material actually held in libraries on campus, rather than online full text journal articles available to UEA registered users.

From <http://libsearch.uea.ac.uk>

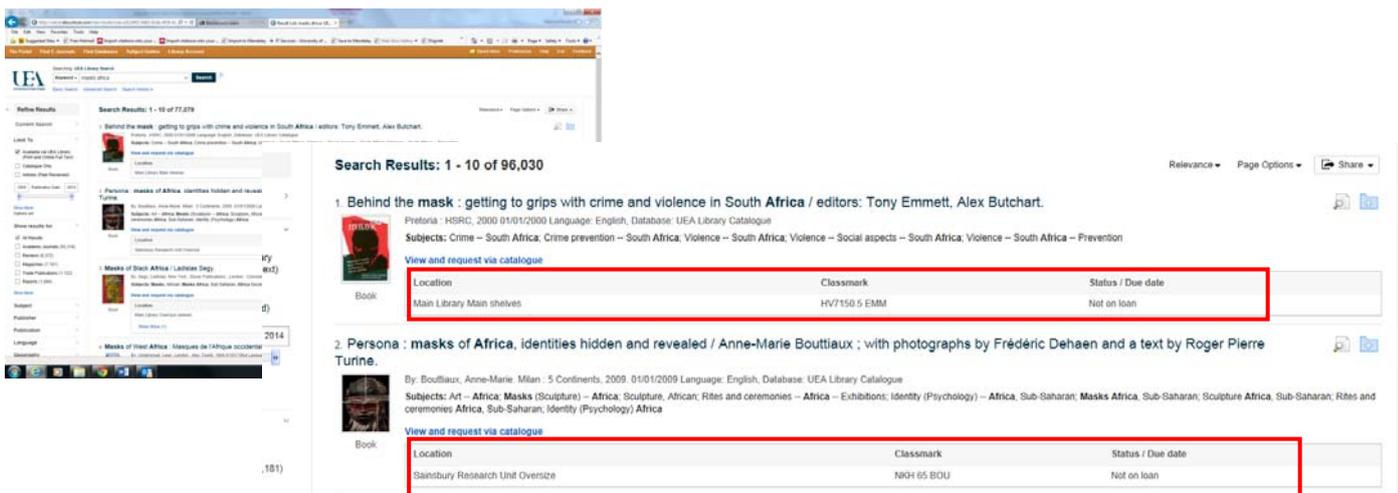


From UEA Library homepage <https://portal.uea.ac.uk/library>



## 'Library Search' catalogue – location of retrieved item(s):

On retrieving records, check the 'Location' element for the holding library or the link to a full text article. Items in the Robert Sainsbury Library are labelled 'Sainsbury Research Unit'. Details of the sequence, e.g. 'Oversize', 'Pamphlet' is also provided as well as if an item is on loan. As, it does not indicate whether a book is short loan or reference, click on 'View and request via catalogue' to ensure an item is available:



Also, if the item is out, indicated by a return date beneath the ‘Status/Due date’ column, clicking on ‘View and request via catalogue’ will take you through to the underlying ‘traditional catalogue, where a ‘Request’ can be made (you will be prompted to register your UEA username and password). This will prevent any renewal of the item by the current borrower. The ‘Request’ option is not available where the item is short loan or reference.

1. **Easter Island 1793 to 1861 : observations by early visitors before the slave raids / Rhys Richards.**

By: Richards, Rhys. Los Osos, Calif. : Easter Island Foundation, 2008. 01/01/2008 Language: English, Database: UEA Library Catalogue

Subjects: **Easter Island** -- Description and travel; **Easter Island** -- Discovery and exploration; **Easter Island** -- Sources -- History; **Easter Island** Description and travel; **Easter Island** Discover (general) with the Pacific region; **Easter Island** History; **Easter Island** Social life and customs

**View and request via catalogue**

Book Location Sainsbury Research Unit Shelves

Richards, Rhys.: Easter Island 1793 to 1861 : observations by early visitors before the slave raids /Rhys Richards.. Los Osos, Calif. : Easter Island Foundation, 2008..

**Description**

To place a hold request for a loanable item, click on [Request](#).  
 When writing down Location (shelf mark), include all the letters and numerals. Also check Sublibrary and Collection. [Click here](#)  
 To order Theses (Location=YT [year] UEA Thesis), [Click here](#)

[Previous Page](#)

Due date more than 2 weeks away? To request that a book is returned sooner, please ask at the Library Helpdesk [Full Details](#)

Item status	Due date	Due hour	Sublibrary	Collection	Location	Description	No. of requests	Barcode
<a href="#">Request</a> Standard loan (SRU)	25/09/14	23:59	Sainsbury Research Unit Shelves	NKT 3650 RIC				205737

[Previous Page](#)

**UEA traditional/public catalogue – where to go (location):**

Records retrieved on searches through the UEA ‘traditional catalogue’ do not have location details on the brief record, the ‘Location/Availability’ link alongside the record must be selected. Items in the Robert Sainsbury Library will be listed as ‘Sainsbury Research Unit’ under the ‘Sublibrary’ column.

#	Author	Format	Title	Year	Location/Loans
1	<input type="checkbox"/> Richards, Rhys.	Books	Tahiti and the Society Islands : shipping arrivals and departures, 1767-1852 / Rhys Richards and	2008	<a href="#">Location/Availability</a>
2	<input type="checkbox"/> Richards, Rhys.	Books	Not quite extinct : Melanesian barkcloth ("tapa") from Western Solomon Islands / Rhys Richards &	2006	<a href="#">Location/Availability</a>
3	<input type="checkbox"/> Richards, Rhys.	Books	Menepo : the recent evolution of a traditional wood sculpture from Santa Cruz in the Solomon Isl	2003	<a href="#">Location/Availability</a>
				2007	<a href="#">Location/Availability</a>
				2008	<a href="#">Location/Availability</a>

**UEA Public Catalogue - Holdings**

Richards, Rhys.: Not quite extinct. Melanesian barkcloth ("tapa") from Western Solomon Islands /Rhys Richards & Kenneth Roga ; with interpretations by Reuben Lilo and illustrations by Jackie Fritzelte and Virginia Bond Paremata : Paremata Press, 2005.

**Description**

To place a hold request for a loanable item, click on [Request](#).  
 When writing down Location (shelf mark), include all the letters and numerals. Also check Sublibrary and Collection. [Click here](#) for Main Library which floor ;  
 To order Theses (Location=YT [year] UEA Thesis), [Click here](#)

[Previous Page](#)

Due date more than 2 weeks away? To request that a book is returned sooner, please ask at the Library Helpdesk [Full Details](#)

Item status	Due date	Due hour	Sublibrary	Collection	Location	Description	No. of requests	Barcode
<a href="#">Request</a> Standard loan (SRU) Not on loan			Sainsbury Research Unit Shelves	NKV 4096 RIC				187365
<a href="#">Request</a> Standard loan (SRU) Not on loan			Sainsbury Research Unit shelves	NKV 4096 RIC				187372

## Finding records by collection/departmental library:

With 'Library Search' items held in a specific location are retrieved by refining the search after the results are listed. From the results listing, select the specific library or collection from the left hand frame 'Refine Results', sub category 'Site', and tick appropriate option, e.g. Sainsbury Research Unit.

Library search view:

The screenshot shows a web browser displaying the UEA Library Search results page. The address bar shows the URL: <http://eds.b.ebscohost.com/eds/results?aid=108d4792-e89b-4ded-4...>. The page title is "Search Results: 1 - 10 of 116,393". The left sidebar is titled "Refine Results" and has a "Limit To" section with "Available via UEA (Print and Online)" checked. Under "Show results for", "All Results" is selected. The "Site" option is highlighted with a red box. The main search results list shows several items, with "Sainsbury Research Unit (7)" highlighted in a red box. A red arrow points from the "Site" option in the sidebar to the "Sainsbury Research Unit (7)" option in the results list.

If the 'Advanced' search option is selected prior to entering the search terms, the Sainsbury Research Unit can be selected prior to a search by selecting 'Sainsbury Research Unit' from the 'Location' window under the 'Limit your results' column:

The screenshot shows the UEA Library Search 'Advanced Search' page. The UEA logo is in the top left. The search box contains "Searching: UEA Library Search". Below the search box are three "AND" dropdown menus. The "Advanced Search" tab is selected. The "Limit your results" section on the right has "Available via UEA Library (Print and Online Full Text)" checked. The "Location" dropdown menu is open, showing a list of locations: "King's Lynn Nursing Sciences Library", "Main Library", "Main Library - High Demand", and "Sainsbury Research Unit". The "Sainsbury Research Unit" option is highlighted with a red box. A red arrow points from the "Advanced Search" tab to the "Sainsbury Research Unit" option in the dropdown menu.

If using the 'traditional catalogue' select 'Advanced Search' (below the search box field descriptors). In 'Advanced Search' screen, select the 'Location' field within the 'Limit search to' options, click on the right hand down arrow to select 'Sainsbury Research Unit (SCVA)' or other collection as required.

The screenshot shows the UEA Catalogue - Standard Search page. The UEA logo is in the top left. The search box contains "Type word or phrase". Below the search box are "Field to search" (All Fields), "Words adjacent?" (No selected), and "Base to search" (Advanced Search selected). The "Advanced Search" button is highlighted with a red box.

UEA Public Catalogue - Advanced Search

Field to search	Type word or phrase	Words adjacent?	No. of records
All Fields	peru	<input checked="" type="radio"/> No <input type="radio"/> Yes	639
All Fields	mummies	<input checked="" type="radio"/> No <input type="radio"/> Yes	13
All Fields		<input checked="" type="radio"/> No <input type="radio"/> Yes	
All Fields		<input checked="" type="radio"/> No <input type="radio"/> Yes	
All Fields		<input checked="" type="radio"/> No <input type="radio"/> Yes	

Base to search: UEA Library Catalogue

Click Total number of docs to view records. Total: 4

Limit search to:

Language: all Year from: Year to: yyyy (Use ? for truncation when not using from/to)

Format: All Location: Sainsbury Research Unit (SCVA)

Enter the search term(s) and the number of returns will appear under the ‘Total’ field. Click on the number to view the results specific to the chosen Library (where the Main Library hold duplicates, both locations will appear as most matching titles share the same bibliographic record).

### Databases - finding information separately from catalogues:

‘Library Search’ provides a search across the UEA catalogue, the UEA digital repository and the majority of the full-text electronic resources/databases subscribed to by UEA. It does not provide information on articles and resources cited in databases held at UEA but for which full text is not available. There are also a small number of these tools that are not linked to the catalogues. To see a full list of databases and research tools supported by UEA, you will need to search MetaLib: <http://mlsfx.uea.ac.uk/V>.

Within ‘Library Search’ MetaLib can be found by selecting the ‘Find databases’ header, and select from the listing; use the ‘Or choose a subject’ field to select lists based on subject areas:

Find Databases

Search: e.g. ScienceDirect or Newspapers Or choose a subject: All Subjects

No Filter A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**19th Century British Library Newspapers**  
The 19th Century British Library Newspapers collection contains full runs of 48 newspapers specially selected by the British Library to best represent nineteenth century Britain.

**19th Century British Pamphlets**  
This collection contains the most significant British pamphlets from the 19th century held in UK research libraries.

### Shelf arrangement

Books are arranged on the shelves in classified order, i.e. by subject and, within subject, progressing from general to more specific topics. Books are labelled on the bottom of the spine, or the bottom left of the front cover if the spine is narrow. The classmark consists of one or more letters followed by one or more numbers and books are arranged by order of the letters and then by the number within the same alphabetical sequence. In addition there is a filing suffix (usually the first three letters of the author’s surname) which allows books with the same classmark to be arranged alphabetically by the suffix, e.g. NKH 8390 ANO will precede NKH 8390 SMI.

Books are divided into sequences by size or collection type, e.g. Oversize, Pamphlet, Elephant, Special collections (rare books). This detail will appear on the bottom of retrieved records on 'Library Search' (or through clicking the 'Location/Availability' page of the 'Traditional catalogue').

**Library Search:**

8. An account of the natives of the **Tonga** Islands in the SouthPacific Ocean : with an original grammer and vocabluary of their languages / compiled and arranged from the extensive communications of William Mariner by John Martin.

By: Mariner, William. Edinburgh : Constable, 1827 01/01/1827 2 vols. rebound in 1 Language: English, Database: UEA Library Catalogue  
 Subjects: Tonga -- Social life and customs; Tongans; Ethnology -- Tonga; Tonga Social life and customs; Ethnology Tonga

Location	Classmark	Status / Due date
Sainsbury Research Unit Special collections	NKT 8150 MAR	Not on loan

17. The cyclopedia of Samoa, **Tonga**, Tahiti, and the Cook Islands (illustrated) : a complete review of the history and traditions and the commercial development of the islands, with statistics and data never before compiled in a single publication : descriptive and biographical facts, figures and illustrations.

Papakura : R. McMillan, 1983 01/01/1983 Language: English, Database: UEA Library Catalogue  
 Subjects: Samoan Islands -- Encyclopaedias; Tonga -- Encyclopaedias; Tahiti (French Polynesia : Island) -- Encyclopaedias; Cook Islands -- Encyclopaedias; Polynesia Dictionaries and encyclopaedias; Samoa Dictionaries and encyclopaedias; Tonga Dictionaries and encyclopaedias; Tahiti Dictionaries and encyclopaedias; Cook Islands Dictionaries and encyclopaedias; Polynesia Biography

Location	Classmark	Status / Due date
Sainsbury Research Unit Oversize	NKT 1006 CYC	Not on loan

**Traditional catalogue/UEA public catalogue**

**UEA Public Catalogue - Holdings**

Silverman, Helaine.  
 Cahuachi in the ancient Nasca world /by Helaine Silverman..  
 Iowa City : University of Iowa Press, c1993.

Description								
Item status	Due date	Due hour	Sublibrary	Collection	Location	Description	No. of requests	Barcode
Standard loan (SRU) Not on loan			Sainsbury Research Unit	Oversize	NKQ 8351 CAH			107178

In the Traditional Catalogue, the sequence is indicated below the 'Collection' column:

See the front page of the Library guide for a plan of the shelf layout and classification sequences.

**Computer Facilities**

A computer is available in the Enquiry/issue desk area for quick reference, e.g. checking the online catalogue, checking books borrowed, etc. It has been set up as a public machine, so access to the UEA intranet and also some electronic library resources is restricted (because of licensing agreements). For UEA Blackboard users or for detailed research, the computers provided in the IT Training and Research Room ('IT area' on Library plan) should be used. Log on using your UEA registration name and password. Scanners and printers (including an A3 colour printer) are also provided in the IT Area (see the 'Printing, Photocopying & Scanning' section below).

Laptop computers may be used anywhere in the Library as WiFi is available throughout the building. For the latter, UEA registered users are advised to use EduRoam as this enables WiFi use at most HE institutions: <http://www.uea.ac.uk/is/wireless/eduroam>. For the UEA network the laptop computer must have been registered (online instructions provided), check the IT Services webpages for details:

<http://www.uea.ac.uk/is/networking/campus>. Outside users can connect by WiFi to the Internet through the 'SCVA' network or the more widespread wireless network 'The Cloud' (you will need to register online on first use) If a laptop is to be used, ask at the Issue/Enquiry Desk where best to work as it is important to avoid trailing wires. An extension lead and network cable can be borrowed if required.

Anyone using these computers and network facilities should understand that in doing so they must abide by the UEA 'Conditions of Computer Use'. This policy document governs all aspects of computer use at UEA and can be viewed at: <http://www.uea.ac.uk/is/itregs/usepols>.

If you plan to work in the IT area for long periods, take sufficient breaks. Frequent, short rests are more beneficial than longer breaks at less frequent intervals. If possible, you should break for five minutes after 30 minutes of computer use or for 10 minutes after one hour's continuous use. Take the opportunity to vary your posture and try to focus your eyes on a more distant view. For further information of safe use of computers visit the University Safety Services webpage (available through the Intranet) or visit: <http://www.learninglink.ac.uk/keepfit>.

## Audio-Visual material

The Library collection contains video, CD and DVD resources including a limited number of commercial films as well as off-air recordings (recorded for educational use of copyright material under licence from the [Educational Recording Agency Ltd](#) (ERA)). UEA also subscribes to [Box of Broadcasts](#). Registered staff and students can use Box of Broadcasts to record and view TV and radio programmes from ca 60 participating channels. Online access is from any networked computer. It covers material from 2007 and has largely replaced off-site recording carried in-house under the ERA licence.

AV material are for use in teaching and for research purposes only and are not available for loan. Exceptionally, a short loan may be possible where a member of faculty is preparing for a seminar or lecture internal to UEA – this must be arranged at the Enquiry/Issue desk. The material can be viewed in the IT area (headphones are available as they must be used where sound included).

Commercial material is listed on the UEA library catalogues, but a separate database provides details of all the items in this collection including off-air recordings. The database is publically available on the SRU Library website: <http://www.sru.uea.ac.uk/library-database.php>.

The AV collection is stored in the Library Office and staff on the enquiry/issue desk will fetch material as requested. Although outside users are welcome to view commercial AV or in-house produced AV resources, material recorded under the ERA licence can only be viewed by UEA members in order to comply with the licensing agreement.

The screenshot shows the website for the Sainsbury Research Unit at the University of East Anglia. The header includes the unit's name and the UEA logo. A navigation menu on the left lists various services. The main content area is titled 'Library Databases' and contains a search form with fields for 'Any words' and 'Words as phrase', and a 'Search' button. A featured image of a seated figure is shown with a caption: 'Seated figure, South America, Ecuador- La Tolita-Tumaco culture, 300 BC-AD 400 h. 34.9 cm. UEA 274'. Below the image are links to 'Catalogue (UEA Union)' and 'RSL portal (UEA users only)'. A 'Search Tips' box is also visible at the bottom right.

## Special collections

A collection of early travel books together with other rare or fragile items, are housed in the Rare Books Cabinets or in the Library store. They are distinguished in the catalogues by the term 'special collections' in the location details. See SRU Library staff if a book is required from this collection. A form has to be completed and these books cannot be borrowed. Particular care must be taken with these items; readers may be asked to sit in a supervised area and pencils must be used if taking notes. Although not on open access, use of materials from this collection is encouraged.

## Teaching Collection

A collection of objects is held by the Sainsbury Research Unit for use in teaching. It is a handling collection that consists largely of low value ethnographic and tourist trade material. Items for viewing can be requested at the SRU Library enquiry/issue desk. Unlike other items in store, material will need to be ordered in advance.

Teaching Collection database view: <http://www.sru.uea.ac.uk/teaching-collection-database.php>

The screenshot shows the Sainsbury Centre Teaching Collections Database interface. The header includes the Sainsbury Research Unit logo and the University of East Anglia (UEA) logo. The main content area is divided into three columns:

- Left Column:** A navigation menu with links such as Home, Contact, News & Events, Masters Programme, Doctoral Research, Scholarships & Funding, Visiting Fellowships, Graduate Careers, Library (highlighted), Using The Library, Opening Hours, Contact, Online Resources, Library Databases, Teaching Collection (highlighted), Faculty & Staff, and Research Activities.
- Center Column:** Titled "Sainsbury Centre Teaching Collections Database", it provides information about the collections and a search form. The search form includes a text input for "Any words:", a checkbox for "Words as phrase", and a "Search" button.
- Right Column:** Titled "Teaching Collection Database", it displays search results. It shows "Your query returned 23 results" and "Displaying results 1 to 10". Three results are visible, each with a thumbnail image and metadata:
  - Object name: **Mask** (?) with cowrie shell eyes and a hornbill head-dress. Registration number: 40001. Region: Oceania. Cultural group: Kwoma. Main materials: Wood, cowrie shell, yellow, red and white pigments.
  - Object name: papier maché **mask**. Registration number: SRU199809. Region: Asia. Period: 20th Century. Main materials: papier maché, paint.
  - Object name: Long **mask** with face surmounted by a figure with a pig's head. Registration number: 40012. Region: Oceania. Main materials: Wood, black, white and red pigments.

## Library store

Store items are indicated by the term 'Store - ask at Enquiry Desk' on the catalogues. Although an immediate service cannot be guaranteed, most items should be brought up from store within an hour of the request. Occasionally, books that are damaged or fragile are also put in store in preparation to be sent to binding, these are distinguished by 'Store binding' in the 'Item Status' column of the old catalogue or 'SR Store binding' under the 'Status / Due date' column of 'Library Search'.

### 1. The Aztec Empire / curated by Felipe Solis.



By: Solis Olguín, Felipe R. New York : Guggenheim Museum, 2004 01/01/2004 Language: English, Database: UEA Library Catalogue

Subjects: Mexico -- Antiquities -- Exhibitions; Aztecs -- Antiquities -- Exhibitions; Aztec art -- Exhibitions; Aztecs -- Religion -- Exhibitions; Aztecs -- Origin -- Exhibitions; Aztecs -- History -- Exhibitions; Aztecs -- Social life and customs -- Exhibitions; Art, PreColumbian Mexico and Central America; Aztecs; Mexico Antiquities

[View and request via catalogue](#)

Location	Classmark	Status / Due date
Sainsbury Research Unit Store - ask at Enquiry Desk	NKP 2270 SOL	SR Store binding

## Printing, Photocopying & Scanning

There are a number of printers available for library users and instructions for their use can be found alongside the computers.

**Printing:** Charges will be made per sheet as follows (prices may be reviewed and increased during the academic year 2014/15):

A4 Black & white	3p;	A4 Colour	25p
A3 Black & white	10p;	A3 Colour	50p

**Photocopying:** A photocopier is available close to the Library enquiry/issue desk. It is the users responsibility to ensure that copyright regulations are adhered to. Library staff will confiscate any material found to be infringing copyright, but users must pay for all copies regardless. Please ask for advice on copyright regulations if required (and/or refer to the advice sheet alongside the copier). There is no colour photocopier in the SRU Library, the nearest colour machine is in the Main Library.

Charges will be made per sheet as follows:

A4	5p
A3	10p

With both printing and photocopying options, double sided copies will be charged as two sheets.

The printers and copier are not coin or campus card operated. On finishing a session, users should count the number of prints / copies made and present them and total to staff for payment at the Enquiry/Issue desk.

**Scanners:** There are three scanners in the IT Area which can be used scan text and images into computer files which can be stored in the UEA users central file store or downloaded onto a memory stick or CD/DVD. There is no charge for use of this facility unless material is downloaded to the printer or photocopier. Help sheets on how to use the scanners are available alongside each machine.

## General notes and rules

When finished with, leave books and periodicals used in the Library on the returned books trolley in the Inner Reading Room. Library staff will re-shelve all items.

Bags and coats must be left in the lockers provided outside the Library. These lockers are coin operated; a pound coin is required to lock the cabinet, and this is released back to the user on reopening. Other books can be brought in the Library, but you may be asked to show them to Library staff on entering or leaving the Library.

Food and drink cannot be consumed in the Library. There is a 'Modern Life café' open for light refreshments at the West end of the Sainsbury Centre and a coffee bar at the East end alongside the shop (gallery hours only).

Portable media players cannot be used within the Library. If this is a problem, e.g. if transcribing a recorded fieldwork interview, check with Library staff who will arrange a suitable space to work away from general library users. Mobile phones should be switched off when in the Library or set to silent, if required to check resources online.

Unauthorised removal of stock from the Library will be treated very seriously, and may result in disciplinary action being taken.

This brief guide cannot cover all the information/advice available within the Robert Sainsbury Library. Do not hesitate to ask SRU Library staff for any help or assistance.