



University of KwaZulu-Natal Library, Edgewood

## GUIDE TO THE LIBRARY

Edgewood

<http://library.ukzn.ac.za>

### **What is a library?**

It is a place where a large amount of information is kept systematically and made available for use. It is primarily a place for study and the use or loan of information sources. The materials stored in the library are a communal resource and library users need to treat library material with respect e.g. by taking care not to write in books.

### **Why use the library?**

The purpose of the library is to support the learning, teaching, research and development endeavours of the university by providing appropriate materials and resources. Library users need to know about the different kinds of information available and how to find it.

### **How is information organized?**

Publications are arranged according to the Dewey Decimal Classification number system. Every book in the library is assigned a number. These numbers represent subjects and topics and enable the library to keep like books together on the shelves.

### **Library materials**

The Edminson Library houses a large collection of books (reference, fiction and non-fiction), journals (also called periodicals), DVDs, audio-tapes, transparencies, work cards, teaching packs, maps, charts, models and slides.

### **Printed sources of information**

**Books:** Books contain fairly general information, and are quite often out of date by the time they are published, because of the length of time it takes to publish a book. Books usually contain overviews of a subject e.g. textbooks teach the basics of a subject leaving one to supplement this by wider reading.

**Reference Books (R):** Reference books (e.g. encyclopedias, dictionaries, handbooks) are kept in a library so that people can refer to them for a brief overview of a topic or the definition of a word.

**Theses (T):** A thesis is an account of individual research carried out at masters or doctoral level for the purpose of earning a higher degree. Theses cover extremely specific fields and contain useful lists of references..

**Journals (R):** A journal is also referred to as a periodical or serial. It is published regularly (weekly, monthly, quarterly) and is an on-going publication. Journals are very specialized and often deal with only one aspect of the subject field.

**Academic reserves collection:** Prescribed and recommended material for lectures and assignments are kept in Academic Reserves to ensure maximum access. Students may use this material in the Library only.

## Electronic sources of information

**Electronic journals / eJournals** can be accessed via the library home page. Access is via IP authentication and no passwords are needed. Access to e-journals is restricted by the legal terms of our contracts to UKZN's students and staff.

**Electronic databases** can be accessed directly from the library webpage. Most databases are IP authenticated. You are welcome to make an appointment with your subject librarian for individual and/or group training to search databases effectively.

### Hours of opening

	<b>Monday – Friday</b>	<b>Saturday</b>
<b>Term time:</b>	8.30 – 23.00	9.00 – 17.00
<b>Examinations:</b>	8.30 – 23.00	9.00 – 17.00
<b>Vacation:</b>	8.30 – 21.00	9.00 – 15.00
<b>Vacation : December</b>	8.30 – 16.30	Closed

### Membership and borrowing privileges

All registered students and members of staff enjoy free borrowing privileges. Your student or staff card serves as your Library card. Individuals not affiliated to the university may become visitor members. They are requested to apply in person at the Library.

<b>User Status</b>	<b>Books</b>		<b>Journals</b>	
	<b>No of Items</b>	<b>Days</b>	<b>No of Items</b>	<b>Days</b>
<b>Permanent Staff</b>	<b>30</b>	<b>90</b>	<b>5</b>	<b>3</b>
<b>Student Undergraduate</b>	<b>6</b>	<b>14</b>	<b>5</b>	<b>3</b>
<b>Student Honours</b>	<b>15</b>	<b>21</b>	<b>5</b>	<b>3</b>
<b>Student Masters/PhD</b>	<b>20</b>	<b>42</b>	<b>5</b>	<b>3</b>
<b>Subscribers</b>	<b>6</b>	<b>14</b>	<b>5</b>	<b>3</b>

### Use of the Library collection

<b>Symbol</b>	<b>Explanation</b>	<b>Shelf range</b>	<b>Loan period</b>
Book – no symbol before shelf number	Loanable books	000-999	14 days
R	Reference	All	Not for loan
J	Journal	J00-J999	7 days
T	Thesis	All	14 days
Reserved	Reserved coll	All	2 hours
A/V	Audio-visual material		3 days

## **Renewals**

All books may be renewed three (3) times including the initial due date. But there are no renewals for videos, CDs, DVDs, Theses and Journals. Books reserved (placed on hold) by another user may not be renewed. The Library reserves the right to shorten the normal loan period and to recall library material before due date if the material is reserved or urgently required by other users.

You can renew items either personally at the Issue Desk, **telephonically** or electronically via **iLink**, the online catalogue. To do this, you need to click on My Account and then select the option to renew items

## **Fines on overdue items**

Fines are charged on overdue items. Books : 50c per item per day ; Journals : 50c per item per day; Videos/DVD : R1.00 per item per day; Academic Reserves : R5.00 per 1<sup>st</sup> hour, thereafter R10.00 per hour.

## **Losses and damage**

Any user losing or irreparably damaging a book or other item borrowed through or belonging to the University Libraries shall be liable for the replacement cost of the item. There is a processing charge of R50.00 per item returned after a bill has been generated.

Items that have been borrowed and lost or damaged should be reported to the Issue Desk of the Library from which they were borrowed. Any user damaging an item which is repairable shall be liable for the cost of the repair. Borrowers will be invoiced for this cost.

## **Interlibrary loan**

No university library can satisfy all the research needs of the academic staff and post-graduate students from its own resources. Therefore the University has co-operative arrangements with other libraries in southern Africa and overseas, whereby the Interlibrary Loan (ILL) section can borrow materials which the Library does not hold.

Borrowing items from a different campus library from where you are based is also handled by ILL. Please contact the ILL section to complete a request form. The item will be dispatched to your library where you may collect it and the item must be returned back to your library. If the item is on the shelves then the turn around time will be within 24 hours.

## **Photocopy facilities.**

The photocopying machines operate only with student cards. Cash can be loaded onto your card in the library.

## **Information service**

The aim of UKZN Libraries is to create independent library users, who are able to access and evaluate relevant information sources on their own. Subject librarians are able to provide:

- In-depth assistance and expertise.
- Research support.
- Advice on the use of suitable print and electronic resources.
- Training on iLink (Library catalogue) and electronic resources.

For group and individual training sessions, please contact:

William Dansoh at 031-2602894 / [dansoh@ukzn.ac.za](mailto:dansoh@ukzn.ac.za)  
Anita Kromberg at 031-2603642 / [kromberg@ukzn.ac.za](mailto:kromberg@ukzn.ac.za)

## **Library webpage**

Access to the Library catalogue, electronic databases and more is available via the library home page: <http://www.library.ukzn.ac.za>

## **How to search for books**

The Library catalogue is an alphabetical list of everything that is held by the Library. The main purpose of the catalogue is to tell you what is in the Library and where you can find it on the shelves. The catalogue is sometimes referred to as OPAC which stands for "online public access catalogue" or iLink. Most items are listed by author, title and subject. Journals are listed by Title only. The catalogue can be accessed through the Library homepage or directly at: <http://libraries.ukzn.ac.za>

For help in using the catalogue, please ask a Subject Librarian.

## **How to search for journal articles**

The most efficient way to find articles on specific topics is to search the electronic journal databases (e.g. Sabinet, EbscoHost, Proquest). Searching databases gives you a list of journal articles on your topic, with an abstract or the fulltext of the article. Check the A-Z list of databases on the Library webpage to select the one you want to search.

Use the A-Z e-Journal list on the webpage to check if the library holds a print journal or if it is available electronically. Not all journals you need are physically held by your library; many will be available online.

## **Off-campus access**

You can access the Library's electronic resources from off campus as well. You need to login to the Off-Campus Access Facility with your LAN username and password:  
<http://ezproxy.ukzn.ac.za>

## **Responsibility of library users**

All UKZN Library Users agree to abide by the Libraries rules and regulations. Any transgression or failure to comply with the provisions of the Library Rules could result in the revoking of all library privileges or other penalties at the discretion of the Campus Librarians or Director, Libraries.

## **How to Contact us**

**William Dansoh**  
Tel :031-2602894

**Subject Librarian**  
Email : [dansoh@ukzn.ac.za](mailto:dansoh@ukzn.ac.za)

**Anita Kromberg**  
Tel: 031-2603642

**Subject Librarian**  
Email: [kromberga@ukzn.ac.za](mailto:kromberga@ukzn.ac.za)

**Shirley Pillay**  
Tel: 031-2607672

**Library Officer / General enquiries**  
Email: [Pillays53@ukzn.ac.za](mailto:Pillays53@ukzn.ac.za)

**Varsha Sookraj**  
Tel: 031-2603656

**Interlibrary Loans**  
Email : [edge-ill@ukzn.ac.za](mailto:edge-ill@ukzn.ac.za)

**Issue desk**  
Tel: 031-2603467