



University of KwaZulu-Natal Library, Pietermaritzburg

GUIDE TO THE PIETERMARITZBURG LIBRARIES

Library Guide

The Pietermaritzburg Libraries comprise the Cecil Renaud (Main) Library, Law Library, Life Sciences Library, the Alan Paton Centre and Struggle Archives and the University Archives. Registration allows use of all libraries.

Where and When

CECIL RENAUD (MAIN) LIBRARY - situated on the Main Campus, King Edward Avenue
260 5258

Open	:	Term	Monday-Friday	08h00-23h00
			Saturday	08h30-17h00
			Monday-Fri during exams	08h00-02h00
	:		Sundays during exams	09h00-17h00
	:	Vacation	July & December	08h00-16h30
			Saturday	Closed
			September	Term time hours apply

LAW LIBRARY - situated at the School of Law, Golf Road
260 5384

Open	:	Term	Monday-Friday	08h00-23h00
			Saturday	08h30-17h00
			Sundays during exams	09h00-17h00
	:	Vacation	Monday-Friday	08h00-16h30
			Saturday	closed
			September	Term time hours apply

LIFE SCIENCES LIBRARY - situated in the John Bews Building,
3rd floor, Carbis Road
260 5163

Open	:	Term	Monday-Friday	08h00-23h00
			Saturday	08h30-17h00
	:		Sundays during exams	08h30-13h00
	:	Vacation	Monday-Friday	08h00-16h30
			Saturday	closed
			September	Term time hours apply

A buzzer is sounded 15, 10 and 5 minutes before the libraries close

ALAN PATON CENTRE AND STRUGGLE ARCHIVES - Milner Road **260 5926**
(next to Student Academic Administration)

Open : **Term** Monday-Friday 08h30-13h00
14h00-16h30 (by appointment only)
Saturday closed

Web address: <http://paton.ukzn.ac.za/Homepage.aspx>

UNIVERSITY ARCHIVES - Situated on the Golf Road campus **260 5622**

Open : **Term** Monday-Friday 08h15-13h00
Saturday closed

Web address: <http://library.ukzn.ac.za/TopNav/Libraries-collections/Special-Collections/UniversityArchives669.aspx>

Joining the Library

Students and staff of the University of KwaZulu-Natal are entitled to free library membership. Members of the public are required to pay an annual subscription and must obtain a library visitor card from Risk Management Services. Advice on registration can be obtained at the Issue Desks of all three libraries.

What you can Borrow

Books, journals and audio-visual (AV) material can be borrowed on production of a staff, student or library visitor card.

Number of items that may be borrowed and loan period				
User Status	Books		Journals	
	Number	Days	Number	Days
Undergraduates	6	14	5	3
Honours; postgraduate diploma	15	21	5	3
Masters; PhD	20	42	5	3
Staff (Full / Part-Time)	30/15	91/42	5	3
Subscribers	6	14	5	3

AV material may be borrowed: 4 Audio-cassettes - loan period : 2 weeks
except for subscribers, 2 audio-cassettes : 2 weeks
1 Video-cassette or DVD - loan period :1 day

Video-cassettes and DVD players are available in the Cecil Renaud (Main) Library Academic Reserves and in the Life Sciences Library.

Renewals

Books and audio-visual material may be renewed online, or at the Issue Desk if no-one else has reserved them. Items may also be renewed by telephone:

Main Library	260 5258
Law Library	260 5384
Life Sciences Library	260 5163

Fines on Overdue Items

Fines are charged on overdue items:

Books:	50c per item per day
Journals:	50c per item per day
Videos/DVDs:	R1.00 per item per day
Academic Reserves:	R5.00 for 1 st hour, thereafter R10 per hour

All payments are to be made at Finance. Please bring proof of payment to the library for the fine/s to be cleared.

Losses and Damage

Items that have been borrowed and lost or damaged should be reported as soon as possible. The borrower will be invoiced for the replacement cost with a minimum charge of R150.00 per item. A non-refundable R50.00 administration cost per item will be payable if material is returned after an account has been rendered. All payments are to be made at Finance.

Reserving Books

Books in the Library that are on loan or that cannot be located can be reserved by filling in a **white** reservation card. When the book is available, the person who has reserved it will be notified and should collect the book within one week.

New Books

Every Friday new books are put on display at the Cecil Renaud (Main), Law and Life Sciences Libraries. They remain on display for one week and may not be borrowed during this period. New books can be reserved by completing a **yellow** reservation card. The previous week's new books are displayed on a separate bookshelf and are available for loan.

Academic Reserves

Material in high demand for lectures and assignments is kept in Academic Reserves to ensure maximum access. Students may borrow material and work in the reading area. Most items may also be borrowed overnight and for weekends by using the advance booking system.

Students A student card for the current year is required.

Staff To place items on Academic Reserves, a form listing the lecturer, course name and code, and author and title details must be completed legibly and handed in at the relevant Academic Reserves Desk. This must be done well in advance of the date the item is required.

Cecil Renaud (Main) Library Academic Reserves is closed to borrowers on Saturdays in December and January.

Issue Desk

The staff at the Issue Desk assist with the loan, return and reservation of material.

Inter-Library Loan

Items not available in the library can be borrowed using the Inter-Library Loan service. A charge may be levied, depending on the format and the library from which the item is borrowed. This service is available to University of KwaZulu-Natal staff and students only. A fine of R5 per day is levied on overdue material.

Subject Librarians

Subject Librarians are available to answer questions relating to how to find or use books, journals, databases or other sources of information. Questions relating to a specific subject should be directed to the librarian responsible for that subject, but if she/he is not available, another Subject Librarian will be able to help. Subject Librarians are available at the following times:

Monday - Friday:	Term	08h00 - 16h30
	Vacation	08h00 - 16h30
Saturday:	Cecil Renaud (Main) Library only	08h30 - 12h30

Library catalogue (iCatalogue)

The Library contains information in a wide variety of formats:

- Printed (books, journals, theses)
- Electronic (e-theses, e-journals, databases, e-books)
- Audio-visual (DVDs, CDs)

The Library also contains reference books such as encyclopaedias and dictionaries, statistical and government publications, newspapers, maps and many other sources of information.

The key to finding the information you need is the iCatalogue. This gives details of all material held in the Library and tells you where to find it. iCatalogue is available via the Library PCs, the LAN and the Web at all times. For help in using iCatalogue, ask a Subject Librarian. The web address is <http://library.ukzn.ac.za/Homepage.aspx>

Photocopying

Photocopying facilities are available at all Libraries. Student card-operated photocopy machines are provided.

Code of Conduct

Library users must observe the Library's Code of Conduct and the Rules Applying to Computer Facilities in the Library. For more information see http://library.ukzn.ac.za/Libraries/Guides/UKZN_Libraries_Code_of_conduct_2.sflb.ashx