

THE ELEANOR BONNER MUSIC LIBRARY



User Guide



**UNIVERSITY OF
KWAZULU-NATAL**

Add: King George V Ave, Durban 4041
Tel: +27-31-2603044 Fax: +27-31-2602051
Location: Francis Stock Building

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

Welcome to the Eleanor Bonner Music Library!

This **User Guide** is an effort to make you feel at ease in Eleanor Bonner Music Library and will assist you in using the Library's resources more effectively. The aim is to provide you with an understanding of the various resources and facilities in the *Eleanor Bonner Music Library*, as well describe the organization of Books, Journals, Scores, Records and other Audio Visual material. The **Library Staff** are available to assist you, the **Library User**, in learning how to use the Library to support your studies.

The resources and facilities are available to:

- Support your studies
- Encourage information literacy
- Provide you with access to information
- Enrich and expand your UKZN learning experience

General Advice

By following some general rules you will be assisting Library's Role in providing an effective information resource service that supports the learning, teaching, research and development endeavours of the University:

1. The library is a study area in which reasonable quiet and respect is essential
2. Calls on mobile phone or skype etc. are prohibited
3. Your Student Card is your Library Card, you are responsible for material issued on that card
4. The use of listening facilities is restricted to Staff and Students of the Music School
5. Students must provide their own headphones
6. Playing music, mobile phone ringtones etc. without headphones is prohibited
7. Eating and drinking in the library is prohibited
8. Bags are to be left in the lockers provided

What you will find in the Library

- Books
- Reference Collection
- Abstracts and Indexes
- Scores and Parts
- Journals, Magazines
- Dissertations
- CD's, Records, Tapes, Videos, DVD's
- Special Jazz, Opera and Ethnomusicology Record Collections
- Listening and Viewing Facilities
- Group Study Area
- Library Catalogues
- Links to Electronic resources and the Internet
- Photocopy Facilities

Where to find what you are looking for

1. The *iLink* catalogue
2. Various music databases and Web Resources
3. Music Journal Subscriptions and Electronic Journals
4. Course Material at the Reserve Desk
5. Browse the shelves

Getting started with the *iLink* Catalogue

1. Type a search term in the **Quick Search** box
2. Narrow search by : **Keyword**
Author
Title
Subject
3. Select E B Music Library and click **Search**

Retrieving Search Results

1. Record the **Shelf (Dewey) Number**
2. Click **Search/Home** to perform a new search

Music Shelf Numbers: (780's)

1. The numbering system used is called the *Dewey Decimal Classification System*
2. Shelf Numbers or Classification numbers represent subjects
3. Books are shelved numerically so books with the same subject are shelved together

780	MUSIC
781	THEORY OF MUSIC
782	OPERA
783	SACRED MUSIC
784	VOICE AND VOCAL MUSIC
785	INSTRUMENTAL ENSEMBLES AND THEIR MUSIC
786	KEYBOARD INSTRUMENTS AND THEIR MUSIC
787	STRING INSTRUMENTS AND THEIR MUSIC
788	WIND INSTRUMENTS AND THEIR MUSIC
789	PERCUSSION, MECHANICAL, ELECTRICAL INSTRUMENTS

Open Hours	Term Time	Vacation	Exam Time
Weekday	08h00 – 21h00	08h30 – 16h00	08h00 – 21h00
Wednesday	08h30 – 21h00	08h30 – 16h00	08h30 – 21h00
Saturday	08h30 - 12h00	CLOSED	08h30 – 12h00

Loaning Material

1. Borrowing of books and bound journals is available to all members of the University
2. Borrowing of scores is restricted to staff and students of the Music School
3. Borrowing of Audiovisual items is restricted to staff of the Music School
4. Overdue fines are charged for each weekday beyond the due date
5. Outstanding fines will prevent a student from receiving transcripts or registering
6. Books may be renewed up to 3 times if they are not required by another user
7. Reference books and un-bound journals may not be borrowed
8. Reserve Books are kept at the circulation desk and are available for short loan
9. Audiovisual materials are available for viewing, enquire at the circulation desk

Loan Period	<u>Books</u>	<u>Days</u>	<u>Journals</u>	<u>Days</u>
Permanent Staff	30	90	5	3
Contract Staff	15	42	5	3
Undergraduate	6	14	5	3
Honours / Academic Visitors	15	21	5	3
Masters/PhD	20	42	5	3

Copyright, Citing and Sourcing

1. Access to copying facilities is available based on your student card credit
2. Please be aware of copyright when photocopying material
3. Make a note of the details of the book for reference purposes
4. Using another author's words or ideas without citation is considered Plagiarism
5. Copying CD's is Illegal