



University of KwaZulu-Natal Library, Pietermaritzburg

GUIDE TO THE LIBRARY FOR NEW STAFF

Introductory guide

REGISTERING TO USE THE LIBRARY

Once you have received your new staff card, bring it to the Issue Desk of the Main Library, Life Sciences Library or Law Library between 08h00 and 16h00 to ensure you are on the system.

- A **Guide to the Library** is [available](#).

CAMPUS LIBRARIES

Main Library caters for the six schools of the College of Humanities. It also caters for the Schools of: Chemistry; Mathematics, Statistics, & Computer Science; Accounting, Economics & Finance; and Management, IT & Governance.

- A guide to the **Layout of the Main Library** is available.

Life Sciences Library caters for the following **schools** in the College of Agriculture, Engineering & Science: Agricultural, Earth & Environmental Sciences; Engineering (Agricultural Engineering); and Life Sciences.

- A guide to **Life Sciences Library** is available.

Law Library caters for the Pietermaritzburg campus of the School of Law.

- A guide to the **Law Library** is available.

The **Alan Paton Centre and Struggle Archives** houses material from individuals and organizations associated with conflict and conciliation, particularly in KwaZulu-Natal.

- A leaflet about the **Alan Paton Centre and Struggle Archives** is available.

The **University Archives** houses records from all campuses of the University revealing the history and development of the institution to the present day.

- A leaflet about the **University Archives** is available.

THE LIBRARY'S COLLECTION

The collection comprises information in various formats.

Books

Particular strengths include agriculture, environment and development, gender studies, human rights, southern Africa, theology and religious studies. *Guides to **Dewey Decimal classification numbers** are available for subjects.*

Journals

Many journals may be accessed in electronic format ('e-journals') via the Library's website at:
<http://library.ukzn.ac.za>

Some journals are subscribed to in print format where there is justification for this. However, rationalisation of print journal titles in order to avoid duplication at more than one campus of the University, where possible, is ongoing. 'E'-subscription is preferred as access is across all campuses and the cost is less compared to print.

Audio-visual material

Audio-cassettes, videotapes, DVDs and CD-ROMs are available.

Electronic resources

These can be accessed via the Library's website:

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

See the website for other subject related resources. Off-campus access to certain databases is also available from the website (one is required to login with one's LAN username and password).

- *A guide to **Database searching** is available.*

THE LIBRARY'S CATALOGUE

The Library's catalogue, [iCatalogue](#), is fully computerised. The holdings of all UKZN libraries appear on the iCatalogue. The catalogue can be accessed via the Library's website at:

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

Several other libraries within the Pietermaritzburg region belong to CATNIP (Cataloguing Network in Pietermaritzburg) which enables records of materials in their collections to be included in the Library's catalogue.

- *A guide to **CATNIP** is available.*

ORDERING MATERIAL FOR THE LIBRARY

Schools within each College will be allocated an amount of money for the purchase of library books and the maintenance of journal subscriptions. Disciplines within Schools (in some cases the School as a whole) determine how to allocate money to academic staff members for the ordering of library books and other materials. Most disciplines have a library liaison person who receives information about new books from the Subject Librarian, co-ordinates the selection of books to be ordered, and sends requests to the Subject Librarian.

BOOK ORDERING

Each discipline decides how its library book vote is allocated. Most disciplines appoint a member of staff to liaise with the library regarding book ordering and other library matters. The following points regarding the acquisition of books may be useful:

1. Orders should be submitted by means of 'blurbs' (or publishers' catalogues), clearly indicating which titles are required. Should a blurb/catalogue not be available, the following information should be provided to the Subject Librarian: 13-digit ISBN (10-digit if 13-digit not available), title, author(s)/editor(s), publisher, publication date, edition (if not first), price and source of information. The person requesting the order should indicate the discipline/school code and their full name with each request. Orders should be submitted to the Subject Librarian who will input them into the 'selection' module of the library system and ensure the Acquisitions Department are aware of these new orders.
2. Orders are e-mailed to suppliers. It is difficult to estimate how long an ordered book will take to arrive as some books take time for the supplier to trace. Once a supplier has obtained an item it can take a further six weeks for the book to be airfreighted to us. Disciplines should bear in mind that there can be delays in obtaining books and **place their orders early**, well before a book will be required.
3. All books received by the library are displayed on the New Books shelf for one week, during which time they can be reserved, before they become available for loan.

4. The library catalogue (iCatalogue) states that a title is "on order" when the order has been placed with a supplier. Once the book has arrived the entry states "in transit" (or "in process"), until the book is available on the New Books shelf, that is, after the classification number has been checked, and subject headings have been added, checked or augmented.

Any queries can be addressed to the Acquisitions Department (ext. 5063) or to the relevant Subject Librarian.

ACADEMIC RESERVES

Academic staff can place prescribed and recommended books and photocopied journal articles in Academic Reserves for specified periods to facilitate their use by many students. Material should be taken to Academic Reserves and the appropriate forms (including copyright permission forms for any photocopies of published material) filled-in well in advance of the expected date of usage.

- A guide to **Academic Reserves** is available.

SUBJECT LIBRARIANS

Each of the Subject Librarians at Main Library and Life Sciences Library is responsible for a group of disciplines, and in addition, liaises with one or more Schools. Their tasks include collection development, library orientation and instruction, assisting with book selection, and assisting with requests for information relating to their disciplines.

Renee Damonse 033 -260 5056 damonse@ukzn.ac.za	Main Library	<i>Gender Studies Educational Psychology, Psychology Sociology & Anthropology</i>
Shorba Harkhu 033 - 260 5162 harkhus@ukzn.ac.za	Life Sciences Library	<i>Agro meteorology Environmental Hydrology Geography Soil Science Microbiology, Biochemistry, Genetics, Bio resources Engineering</i>
Rosemary Kuhn 033 - 260 5904 kuhn@ukzn.ac.za	Main Library	<i>Law & Legal Studies, Economic History, Policy & Development Studies ,Politics, Information Studies</i>
Jabu Mshengu 033 - 260 5942 sibisij@ukzn.ac.za	Main Library	<i>Afrikaans , English, French, IsiZulu Drama, Media and Communication & Visual Arts</i>
Goitsemang Ncongwane 033 - 260 5062 Ncongwaneg4@ukzn.ac.za	Main Library	<i>Biodiversity / Evolutionary Biology theme: Biological Sciences, Botany</i>
Themba Nkuna 033 260 6428 nkumat@ukzn.ac.za	Main Library	<i>Accounting, Economics & Finance, Management Information Systems & Technology</i>
Simon Shezi 033 -260 5060 shezim@ukzn.ac.za	Main Library	<i>Classics ,Philosophy & Ethics, Theology & Religious Studies</i>
Jillian Viljoen 033 – 260 5261 Viljoen@ukzn.ac.za	Main Library	<i>Computer Science, Mathematics, Statistics & Actuarial Science ,Education ,Chemistry, Geography and Physics</i>
Andrea Vorster 033 - 260 6068 vorsteran@ukzn.ac.za	Life Sciences Library	<i>Agricultural Economics, Agricultural Extension & Rural Resource Management (AERRM) - new 2010, Animal & Poultry Science, Crop Science, Food Security , *Forestry, Horticultural Science Plant Breeding 'Plant Pathology & Virology ,Dietetics & Human Nutrition, Biodiversity / Grassland Science, Research Centre for Plant Growth & Development</i>

LIBRARY INSTRUCTION AND INFORMATION RETRIEVAL TRAINING

General library instruction at the beginning of the first semester for first-year students includes basic library information and use of the catalogue (iLink). For further library instruction that is discipline-specific, please contact your Subject Librarian. A multimedia classroom with workstations can be used for group training by Subject Librarians where students gain hands-on experience in using specific databases and other e-resources.

INTER-LIBRARY LOAN (ILL)

Borrowers may use the Inter-Library Loan (ILL) service to obtain material from other libraries. Contact ILL to learn about electronic requests and to arrange to have electronic copies of articles e-mailed to you, where possible.

- *A guide to **Inter-Library Loan** is available.*

LIBRARY GUIDES

A selection of printed guides to library services and resources is available in the Main, Life Sciences and Law Libraries.

Guides to Dewey Decimal Classification numbers by discipline, are also available.

PHOTOCOPYING

Out-sourced photocopying services are based in the Main Library on the Lower Ground Floor. Photocopy machines are also available in Law and Life Sciences Libraries.

USEFUL TELEPHONE NUMBERS

Issue Desks:	Main Library	033 - 260 5258
	Life Sciences	033 - 260 5163
	Law	033 - 260 5384
Academic Reserves (Main Library)		033 - 260 5258
Inter-Library Loan		033 - 260 6272
General enquiries		033 - 260 5896

LIBRARY WEBSITE

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