



University of KwaZulu-Natal Library, Howard College

INTRODUCING HC LIBRARIES

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

What is a library?

This 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/loan of books and other sources of information. At all times it is necessary to be considerate of others. The materials stored in the library are a communal resource and for use by all. All 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 organised?

Publications are arranged on the shelves according to a number system known as the Dewey Decimal Classification 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. All books on the same subject are shelved together.

What libraries are there at Howard College?

On the Howard College Campus there is the:

- **EG Malherbe Library** or main library and three branch libraries:
- **Barry Biermann Architecture Library**, 7th level Shepstone Building
- **GMJ Sweeney Law Library**, Howard College Building
- **Eleanor Bonnar Music Library**, Francis Stock Building

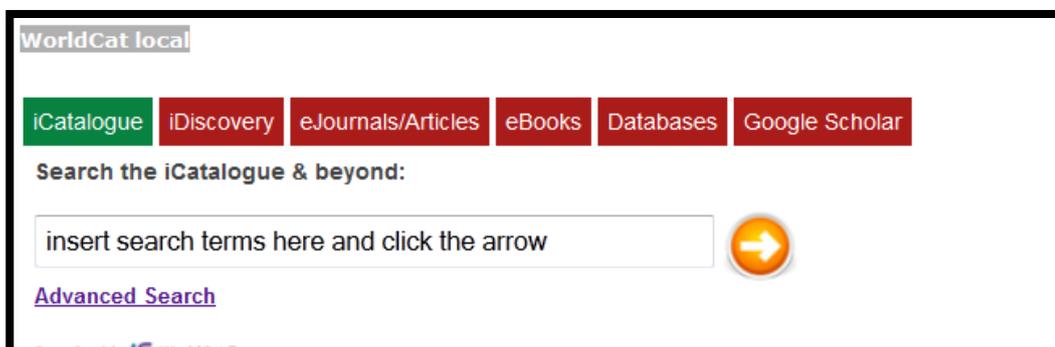
Where do I borrow books?

The **Issue Desk** is where you loan and return books. Your student card is also your library card. Contact the issue desk at the EGM library on Tel: 031- 2602322/3.

The **Reserved Book Room** on the 1st floor of the library houses prescribed reading material and photocopying facilities. Here you can borrow material for a limited time only. Contact the Academic Reserves desk on Tel: 031-2602059.

How do I search for Library Material?

You can search for library material using the library catalogue which is accessible online on <http://library.ukzn.ac.za>. UKZN libraries use **WorldCat Local** as its primary search engine. See search box below with brief explanations for each tab:



- iCatalogue** Allows you to search for all types of library material, print and electronic. You may insert keywords, authors' names, titles in order to search. Remember when you search at this point you are searching worldwide. Items that can be found in UKZN libraries will be listed first.
- iDiscovery** Enables you to search for electronic materials (full-text journal articles etc.) from the most popular databases in the drop down menu (e.g. ScienceDirect, Taylor & Francis, Proquest etc.)
- eJournals/Articles** This is an important search tab for when you need to find specific journals within your area of study. A simple keyword search (e.g. child abuse) will enable to access every journal with the words child abuse in its title.
- eBooks** This collection allows you to search for books on a range of topics that the library has subscribed to or purchased for you access. Remember that these items can only be the item in the electronic format.
- Databases** This tab routes you to an alphabetical listing of each database that the library subscribes to. You are welcome to make an appointment with your librarian for group and/or individual training in order to search relevant databases effectively that are suited to your discipline of study.
- LibGuides** Each subject (e.g.: Criminology, Psychology, Engineering etc.) has an electronic guide which can assist you to locate information in the library as well as help you engage with the respective Subject Librarian for a particular subject whom you can contact for further assistance in the library.

IMPORTANT NOTE:

Each of the above aspects will be explained and demonstrated in detail at **User Education** sessions that will be presented at the library. You will be advised about the times and dates. It is vitally important that you to attend these sessions as it will greatly assist you with your research and assignment writing.

ACCESSING ELECTRONIC RESOURCES OFF-CAMPUS

Off-campus access to e-resources is via the link <http://ezproxy.ukzn.ac.za:2048/login> (requires LAN login and password), or by following the off-campus links on the databases list. VPN Client software is also available to enable remote access to e- resources (Support from the ICT expert desk / student helpdesk).

How do I locate Printed Sources of Information in EGM Library?

➤ **Books - *Housed on the 1st, 2nd & 3rd Floors***

Books usually contain fairly general information and often provide good overviews of a subject e.g. textbooks teach the basics of a subject, leaving students to supplement this by wider reading. They are a good place to start when searching for information.

➤ **Journals (J) – *Housed on the 3rd and 4th Floors***

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

➤ **Reference Books (R) – *Housed on the Ground Floor***

A reference book is kept in a library for reference purposes, so that people can refer to it for a piece of information i.e. the definition of a word or a brief overview of a topic. Examples of reference books are encyclopaedias, dictionaries and handbooks. They are useful starting points for new assignments and research projects.

➤ **Standards Collection – *Housed on the 4th Floor***

Standards are technical sources of information. They are arranged on the shelves according to the standard number provided by the issuing body e.g. SANS 10164

➤ **Theses (T) – *Housed on the 3rd Floor***

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 usually contain useful lists of references. Some theses are also online at ResearchSpace, the UKZN institutional repository for research.

SOME IMPORTANT POINTS TO REMEMBER

- Library fines must be paid at the University Cashiers in Shepstone Building
- The booking of Group Study venues are attended to by Library staff at the main issue desk at EGM Library
- Membership queries are attended to at the EGM Library by the Administrative Officer on the Ground Floor
- The library is a 'shared space'. Kindly consider others when visiting the library whilst observing the library's code of conduct.

