



University of KwaZulu-Natal Libraries, Howard College

INTRODUCING THE LIBRARY

Library guide

<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 at Howard College?

On the Howard College Campus there is the EG Malherbe Library or main library and three branch libraries:

- Barry Bierman 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** 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

EG Malherbe Library Layout

GROUND FLOOR

Entrance to/ Exit from the Library
Reference Collection (R)
Information Officer, Reference Collection: *Mr. Sibusiso Gumede*
Issue Desk
Computers
Inter-library Loans
Library Cashier (Buy photocopy cards, pay library fines)

LOWER GROUND

Photocopy Room
Special Collections
Information Officer, Special Collections: *Mr. Sipho Sibiya*
Conference Room

FIRST FLOOR

Reserved Book Room
Photocopy Machines
Books from 001

SECOND FLOOR

Books from 301

THIRD FLOOR

Books from 850
Theses and Dissertations (Masters and PhD)
Reference Bibliographies and Abstracts
Journals from J 001

FOURTH FLOOR

Journals from J 300

How do I 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". The iLink OPAC can be searched from the Library homepage.

How do I search for Journal Articles?

The most efficient way to find articles on specific topics is to search journal indexes which are published as electronic databases (e.g. SABINET), CD-ROMS or print indexes. Searching databases gives you a list of journal articles on your topic, with a summary (abstract) or subject headings to describe the content of each article. Your next step is to check if the library holds the journal in which the article appears. Not all the articles you find will be held by your library.

Printed Sources of Information

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

Books usually 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. Because they are fairly general, books usually contain good overviews of a subject e.g. textbooks teach the basics of a subject, leaving students to supplement this by wider reading.

▪ **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.

▪ **Reference Bibliographies and Abstracts (RB) – *Housed on the 3rd Floor***

A bibliography is a list of articles and/or books, usually on a specific subject. Abstracts are summaries of the contents of journal articles and/or books. They index current literature in a specific discipline and give some idea of the most important current publications in that field

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.

Electronic Sources of Information

e-Journals can be accessed via the Library homepage <http://library.ukzn.ac.za> or directly if you know the journal's URL. Access is via IP authentication and no passwords are needed. Access to e-journals is restricted to UKZN students and staff by the legal terms of our contracts, subscriptions and licence agreements with the vendors of the information.

Electronic databases can be accessed directly or from the library webpage. Some databases are IP authenticated and others require Logins and Passwords which are obtainable from your subject librarian (see *Contact Persons* at the end of this brochure). You are welcome to make an appointment with your librarian for group and/or individual training in order to search relevant databases effectively.

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