What is a library?
It 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 information sources. The materials stored in the library are a communal resource and 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 organized?
Publications are arranged according to the Dewey Decimal Classification number 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.

Library Materials
The Edminson Library houses a large collection of books (reference, fiction and non-fiction), journals (also called periodicals), videos, audio-tapes, transparencies, work cards, teaching packs, maps, charts, models and slides.

Printed Sources of Information

Books: Books contain fairly general information, and are quite often out of date by the time they are published, because of the length of time it takes to publish a book. Books usually contain overviews of a subject e.g. textbooks teach the basics of a subject leaving one to supplement this by wider reading.

Reference Books (R): Reference books (e.g. encyclopedias, dictionaries, handbooks) are kept in a library so that people can refer to them for a piece of information i.e. a brief overview of a topic or the definition of a word.

Theses (T): 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 contain useful lists of references.

Reference Bibliographies and Abstracts (RB): 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.

Journals (R): A journal is also referred to as a periodical or serial. It is published regularly (weekly, monthly, quarterly) and is an on-going publication. Journals are very specialized and often deal with only one aspect of the subject field.
Academic Reserves or Short Loan collection: Material in high demand, and prescribed and recommended material for lectures and assignments are kept in Academic Reserves to ensure maximum access. Students may borrow material and use them in the Library only.

Electronic Sources of Information
Electronic journals / eJournals can be accessed via the library home page 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 by the legal terms of our contracts to UKZN’s students and staff only.

Electronic databases can be accessed directly from the library webpage. Some databases are IP authenticated and others require Logins and Passwords which are available from your subject or campus librarian. You are welcome to make an appointment for individual and/or group training in order to search databases effectively.

Hours of opening

<table>
<thead>
<tr>
<th></th>
<th>Monday – Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>Term time:</td>
<td>8.30 – 23.00</td>
<td>9.00 – 17.00</td>
</tr>
<tr>
<td>Examinations:</td>
<td>8.30 – 23.00</td>
<td>9.00 – 17.00</td>
</tr>
<tr>
<td>Vacation:</td>
<td>8.30 – 21.00</td>
<td>9.00 – 15.00</td>
</tr>
<tr>
<td>Vacation: December</td>
<td>8.30 – 16.30</td>
<td>Closed</td>
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Membership and borrowing privileges
All registered students and members of staff enjoy free borrowing privileges. Your student or staff card serves as your Library card. Individuals not affiliated to the university may become visitor members. They are requested to apply in person at the Library. For more information: 031-2607672

<table>
<thead>
<tr>
<th>User Status</th>
<th>Books</th>
<th>Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No of Items</td>
<td>Days</td>
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<tr>
<td>Permanent Staff</td>
<td>30</td>
<td>90</td>
</tr>
<tr>
<td>Student Undergraduate</td>
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<td>14</td>
</tr>
<tr>
<td>Student Honours</td>
<td>15</td>
<td>21</td>
</tr>
<tr>
<td>Student Masters/PhD</td>
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<td>42</td>
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<tr>
<td>Subscribers</td>
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<td>14</td>
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</table>

Use of the Library collection

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Explanation</th>
<th>Shelf range</th>
<th>Loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book – no symbol before shelf number</td>
<td>Loanable books</td>
<td>000-999</td>
<td>14 days</td>
</tr>
<tr>
<td>R</td>
<td>Reference</td>
<td>All</td>
<td>Not for loan</td>
</tr>
<tr>
<td>J</td>
<td>Journal</td>
<td>J00-J999</td>
<td>7 days</td>
</tr>
<tr>
<td>T</td>
<td>Thesis</td>
<td>All</td>
<td>14 days</td>
</tr>
<tr>
<td>RB</td>
<td>Bibliography</td>
<td>All</td>
<td>Not for loan</td>
</tr>
<tr>
<td>Reserved</td>
<td>Reserved coll</td>
<td>All</td>
<td>2 hours</td>
</tr>
<tr>
<td>A/V</td>
<td>Audio-visual material</td>
<td></td>
<td>3 days</td>
</tr>
</tbody>
</table>
Renewals
All books may be renewed three (3) times including the initial due date. But there are no renewals for videos, CDs, DVDs, Theses and Journals. Books reserved (placed on hold) by another user may not be renewed. The Library reserves the right to shorten the normal loan period and to recall library material before due date if the material is reserved or urgently required by other users.

You can renew items either personally at the Issue Desk, telephonically or electronically via iLink, the online catalogue. To do this, you need to click on My Account and then select the option to renew items.

Fines on Overdue items
Fines are charged on overdue items. Books: 50c per item per day; Journals: 50c per item per day; Videos/DVD: R1.00 per item per day; Academic Reserves: R5.00 per 1st hour, thereafter R10.00 per hour.

Losses and Damage
Any user losing or irreparably damaging a book or other item borrowed through or belonging to the University Libraries shall be liable for the replacement cost of the item. There is a processing charge of R50.00 per item returned after a bill has been generated. Items that have been borrowed and lost or damaged should be reported to the Issue Desk of the Library from which they were borrowed. Any user damaging an item which is repairable shall be liable for the cost of the repair. Borrowers will be invoiced for this cost.

Interlibrary Loan
No university library can satisfy all the research needs of the academic staff and postgraduate students from its own resources. Therefore the University has co-operative arrangements with other libraries in southern Africa and overseas, whereby the Interlibrary Loan (ILL) section can borrow materials which the Library does not hold.

Borrowing items from a different campus library from where you are based is also handled by ILL. Please contact the ILL section to complete a request form. The item will be dispatched to your library where you may collect it and the item must be returned back to your library. If the item is on the shelves then the turn around time will be within 24 hours.

Photocopy Facilities
The photocopying machines operate only on cards. Photocopy cards are obtainable from the Library Cashier between 08h30 and 16h30 on weekdays and from the Issue Desk after 16h30.

Information Service
The aim of UKZN Libraries is to create independent library users, who are able to access and evaluate relevant information sources on their own. The subject librarian is able to provide:

- In-depth assistance and expertise
- Advice on the use of suitable print and electronic resources
- Literature searches
- Research support

Training on iLink (Library catalogue) and various electronic resources is also provided by the subject librarian.
For group and individual training sessions, please contact: Mr William Dansoh at 031-2602894 or dansoh@ukzn.ac.za or Mrs Roshini Pather at 031-2603025 or patherr@ukzn.ac.za
Library Website.
Access to the Library catalogue, electronic databases and more is available via the library home page: [http://www.library.ukzn.ac.za](http://www.library.ukzn.ac.za)

How to 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” or iLink. Most items are listed by author, title and subject. Journals are listed by Title only. The catalogue can be accessed through the Library homepage or directly at: [http://libprod.ukzn.ac.za](http://libprod.ukzn.ac.za)

For help in using the catalogue, ask the Subject Librarian

How to Search for Journal Articles
The most efficient way to find articles on specific topics is to search journal indexes or electronic databases (e.g. SABINET).
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. Check the list of databases on the Library webpage to assist you.

Your next step is to check if the library holds the print journal in which the article appears or if it available electronically. Use the A-Z e-Journal list on the webpage. Not all the articles you find will be held by your library.

Off-campus access
You can access the Library’s electronic resources from off-campus access as well. You are required to login with your LAN username and password.

Responsibility of Library users
All UKZN Library Users agree to abide by the Libraries rules and regulations. Any transgression or failure to comply with the provisions of the Library Rules could result in the revoking of all library privileges or other penalties at the discretion of the Campus Librarians or Director, Libraries.

How to Contact us

Mrs Roshini Pather
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Interlibrary Loans
Tel: 031-2603656
Email: edge-ill@ukzn.ac.za

Issue desk
Tel: 031-2603467

February 2009
Edgewood