Contents

Library hours 2
Merensky Library extended hours during exams 2
Registration/Library membership 2
Borrowing privileges 2

Branch and Faculty Libraries Hatfield Campus 3
Merensky Library: Faculty Libraries 3
Level 1: Social Sciences, Philosophy, Psychology and Religion 3
Level 2: Economic and Management Sciences 3
Level 3: Learning Centre 3
Level 3: (on entry turn left) Study Collection/Reserved Collection 4
Policy for the use of material in the Study Collection 4
SRC collection in the Study Collection 5
Group discussion rooms 5
Makerspace 5
Level 4: Research Commons 5
Level 5: Engineering, Built Environment and Information Technology 5
Africana Special Collections 5
Level 6: Humanities, Languages, Arts, Literature and History 5
Audio-visual collection 5
Training 6
Online support 6

Join us on a social network 6

Branch libraries 7
Music Library (Musaion, Hatfield Campus) 7
Oliver R Tambo Law Library (Law Building, Hatfield Campus) 7
Education Library 7
Veterinary Library 7
Health Sciences 7

How do I … 8
Access the library 8
Access computers in the library 8
Print, copy and scan 8
Create a library PIN for access to e-resources 9
Access UP student/Tuks Gmail 9
Renew books 9
Find a book 10
Use our online tutorial 11
Find e-resources/journals for articles 11
Find a specific article or articles on a subject/topic for an assignment 12
Find past exam papers 13
Avoid plagiarism 13
Do referencing 13
Get access to Wi-Fi in the library 13
Name: _____________________________________________________________________

Library PIN: _____________________________________________________________________

Printing PIN: _____________________________________________________________________

Novel/ClickUP/Portal/Wi-Fi/Tuks Gmail password:

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Library website: http://www.library.up.ac.za/
Tel: +27 12 420 2235 (Merensky Library, Hatfield Campus)
### Library hours

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<th>Health</th>
<th>BMS and Dentistry</th>
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### Merensky Library extended hours during exams
Levels 3 and 4 remain open until 24:00 two weeks before and during exams. For other exceptions see the library website.

### Registration/Library membership
Once your registration at the University has been finalised, you will automatically be registered as a library user within 24 hours.

### Borrowing privileges
- **First, second and third year** students may borrow **6 books for 14 days**.
- From the **fourth academic year** borrowing privileges increase.
Branch and Faculty Libraries
Hatfield Campus
Merensky Library: Faculty Libraries
S25° 45' 21" E28° 13' 51"

General Services:
• Computer and printing facilities, including Wi-Fi access, are available.
• Open-collection books, journals and reference books are available.
• Information specialists are available to assist with subject specific queries.

Level 1: Social Sciences, Philosophy, Psychology, Religion and Ancient Languages
http://www.library.up.ac.za/human/index.htm
• Group discussion room available.

Level 2: Economic and Management Sciences
http://www.library.up.ac.za/eco/index.htm
• A postgraduate study centre is available for EMS students.
• Access problems can be reported at the counter on Level 2.
• Individual and group discussion rooms are available and can be booked for a maximum of four hours at a time.

Level 3: Learning Centre
http://www.library.up.ac.za/learningcentre/index.htm
Services
• Information desk: basic and advanced enquiries, information services and IT support.
• Assistance and guidance with finding information for assignments.
• Circulation desk: borrowing and returning of library material.
• Reference books, e.g. dictionaries, encyclopaedias.
• A dedicated line is available at the information desk on Level 3 to contact the IT student helpdesk or dial 012 420 3837.
• Printing, copying and scanning.
• Wi-Fi access on each level (Ask at the information desk on Level 3 for assistance with Wi-Fi setup).
Facilities

• Open group discussion areas at Study Collection and on Level 3 (Learning Centre) with Wi-Fi access.
• Closed group discussion areas in the Learning Centre and GV area (Book at information desks).
• Study centre with 800 seats for individual quiet studying (open 24 hours).
• Wi-Fi hotspots at the library providing access with different devices (laptop, tablet and smart phones).
• Training rooms for information literacy and staff training.
• Skype facilities in discussion room 1.
• Computer workstations (See “How do I” section on how to access these computers).
  ▪ **Stand-up carousels**: for ClickUP access and printing.
  ▪ **Cyberspace**: Pay as you go (if you are in a hurry) at R2,50 for 15 min.
  ▪ **Sit-down carousels**: Internet access, word processing, ClickUP access and printing.

Level 3: (on entry turn left) Study Collection/Reserved Collection (books with GV in front of the call number)

http://www.library.up.ac.za/facilities/gv.htm

• Books in high demand (prescribed, recommended and textbooks) are located in this collection.
• Only two items for a period of two hours will be issued from the Reserved Collection.
• A fine of R5,00 per item per hour or part of an hour will be imposed if the loan period is exceeded.

Policy for the use of material in the Study Collection

• GV books cannot be renewed.
• Books can be issued overnight but only two hours before the library closes. These books must be returned the following morning when the library opens at 07:30.
SRC collection in the Study Collection
Books with SRC in front of the call number are located in the Study Collection and can be borrowed for up to one month.

Services and facilities for people with special needs are located in the GV section of the Merensky Library.

Group discussion rooms
- Five group study rooms are available for use.
- The rooms have electrical outlets and wireless connectivity.
- Bookings are made at the counter for groups of three or more students, and each session can last up to two hours only.
- Students who arrive 15 minutes after the booking time will forfeit the booking.
- Please have your student card handy as you will need it to make the booking.

Makerspace
- The Library Makerspace is a physical workspace in the Merensky Library where students, staff and faculty can gather and have room and opportunity to share resources and knowledge, work on projects, network, and build. A Makerspace is often associated with fields such as engineering, computer science, graphic design and digital art. Expert advisors may be available some of the time, and training courses will be presented on a regular basis.

Level 4: Research Commons – research area for full-time master’s and PHD students only.
http://www.library.up.ac.za/research_commons/index.htm

Level 5: Engineering, Built Environment and Information Technology
http://www.library.up.ac.za/ebit/index.htm

Group discussion room available.

Africana Special Collections
Special Collections provide access to Africana, Tukkiana, RES, pre-2004 printed theses, and South African music collections on a one-day internal loan basis. Resources in Special Collections are identified by call numbers starting with Z, TUK, RES and JUR. More detail can be found on the library website.
http://www.library.up.ac.za/special/index.htm

Level 6: Humanities, Languages, Arts, Literature and History
http://www.library.up.ac.za/human/index.htm

Audio-visual collection
Audio-visual material (DVDs, movies, documentaries and scientific material) are available in the audio-visual collections of the different faculty libraries.
Training

The Merensky Library provides daily training sessions. Topics covered are: basic library training, assignment writing, training on e-journals, databases and anti-plagiarism.

See the online training schedule at: http://www.library.up.ac.za/training/docs/schedule2015.pdf.

Online tutorial link: http://www.library.up.ac.za/training/TUKS%20AIM_WEB/story.swf

Online support

LibGuides: for general and subject-specific support

Link to Ask a librarian (Chat from 14:00–16:00): http://www.library.up.ac.za/askalibrarian/index.ht

Join us on a social network

http://tinyurl.com/UPLSFB

http://twitter.com/UPLibrary

https://www.youtube.com/playlist?list=PL4qwrc9NpoVEuaDlqIklkZ3igKhqTaabFr
Branch libraries

**Music Library (Musaion, Hatfield Campus)**
http://www.library.up.ac.za/music/index.htm
Provides books, serials, sheet music, orchestral music, listening table and sound-proof room.

**Oliver R Tambo Law Library (Law Building, Hatfield Campus)**
http://www.library.up.ac.za/law/index.htm
Provides a closed library collection and access to free online legislation.

**Education Library**
S25° 46' 10" E28° 12' 34"
http://www.library.up.ac.za/edu/index.htm
Media Building, Groenkloof Campus
cnr George Storrar Drive & Leyds Str
Tel: +27 12 420 5536

**Veterinary Library**
http://www.library.up.ac.za/vet/index.htm

**Jotello F Soga Library**
S25° 38’ 52” E28° 10’ 54”
Level 4, Sir Arnold Theiler Building
Onderstepoort Campus
Zoutpan Road (M35)
Tel: +27 12 529 8009

**Mamelodi Library**
S25° 43’ 22” E28° 23’ 56”
http://www.library.up.ac.za/mamelodi/index.htm
Mamelodi Library, Mamelodi Campus
cnr Hinterland Avenue & Solomon Mahlangu Drive
Tel: +27 12 842 3589

**Health Sciences**
http://www.library.up.ac.za/health/index.htm

**Medical Library**
S25° 43’ 57” E28° 12’ 10”
http://www.library.up.ac.za/health/staff_medical.htm
Faculty of Health Sciences
HW Snyman Building
31 Bophelo Road, Gezina
Tel: +27 12 354 2298

**BMS/Dentistry Library**
http://www.library.up.ac.za/health/staff_clinical.htm
Basic Medical Sciences Building
9 Bophelo Road, Gezina
Tel: +27 12 319 2242

**Klinikala Library**
http://www.library.up.ac.za/health/staff_klinikala.htm
Klinikala Building
Klipspringer Road, Atteridgeville
Tel: +27 12 373 1031

**Witbank Library**
http://www.library.up.ac.za/health/staff_witbank.htm
Witbank Hospital, E-Health Centre
Mandela Drive, eMahlehleni
Tel: +12 653 2342
How do I ...

Access the library

• You have to be a registered student of the University of Pretoria.
• Always use your valid student card for the current year to enter the library.

Access computers in the library

• You can access the computers in the library with your Novell password.
• The username for Novell is “u”, followed by your student number, e.g. u12345678.
• The password is the same as your Portal/ClickUP/Tuks Gmail and Wi-Fi password.
• This password has to be between 8 to a maximum of 25 characters, and includes at least one capital letter, one lower-case letter and a number.
• When using the Novell system for the first time, you may need to change your password. Please follow the instructions given in the online password policy.

Print, copy and scan

• Load credit onto your student card at the Photocopy Section on Level 3 in the main library or at the branch libraries. You will be required to use a PIN to access the credit in future.
• Do not share your PIN with others.
• If you forget your PIN, please follow up with the Photocopy Section to reset.
• This credit can be used to print, photocopy or scan documents in the library only.
• This is a self-service product. However, please ask for assistance if needed.
• You can print from a USB/storage device, from ClickUP, email or from the Internet.
• To print: Logon to Novell first, then open your document and follow the normal procedure of File>Print.
• Input your student number without the “u” and then the printing PIN in the sub-screen in order to print.
• Documents cannot be printed back to back.
• There is one colour printer at the carousels on Level 3.
How do I ...

Create a library PIN for access to e-resources

• Go to the library homepage: www.library.up.ac.za.
• Under My Library Space, select My Library Record.
• Click on 🎨. Request a new PIN.
• Type in your student number and submit.
• A message will appear stating the PIN request was sent to your email address.
• Check your student/Tuks Gmail within three hours or the link sent will expire.

Access UP student/Tuks Gmail

• On the portal login page, click on the Student Gmail.
• The address is “u” followed by your eight digit student number, e.g. u12345678@tuks.co.za.
• The password is the same as your portal/Novell/ClickUP and Wi-Fi password.
• If you do not receive your email via the Tuks/UP student Gmail, please check your private email address or contact us on 012 420 5375/6.

Renew books

• Go to the library home page: www.library.up.ac.za.
• On the right under My Library Space, select My Library Record.
• Type in your student number (without a “u”) and your PIN.
• Your library record will appear.
• You can see which books you have out on loan.
• Renew items due to expire.
• You can also set up your reading history, and so forth.
• You are allowed to renew your books a maximum of six times (if there is not a hold on an item).
How do I ... 

Find a book

Go to the library website at http://www.library.up.ac.za

Select Catalogue.

Select a search field by clicking on the drop-down arrow (e.g. keyword, title or author). In the search box, type in the search term/s. Enter.

If you click into a record, more information about it becomes available, such as: **Location** (on which level in the library or branch library an item can be found);

**Call number** (indicates the shelf number/the number on the spine of the book); and

**Status of the item** (indicates if the item is available or not, or the due date when the book is expected to be returned).
How do I ...

Use our online tutorial. Find it at:
http://www.library.up.ac.za/training/TUKS%20AIM_WEB/story.swf

Find e-resources/journals for articles (using a reference or doing a subject search).

Name of author(s)  Title of article

Michael J Kalsher, Steven W Clarke and Michael S Wogalter.

Communication of Alcohol Facts and Hazards by a Warning Poster.

Journal of PublicPolicy & Marketing,

1993  Vol 12 (1)  pp 78–90

Year  Volume & issue  Page number  Title of journal
If you have a reference, as given above, start your search as follows:

**Find a specific article or articles on a subject/topic for an assignment.**

**Specific article**
- Go to www.library.up.ac.za
- Type the title of the journal at Find e-Journal On Campus/Off Campus
  - Select the on campus option, when using workstations on campus. Off campus when using your own device.
  - The result page will display all the databases that include the journal electronically.
  - The years displayed will indicate the issues available. Select the most appropriate database.
  - The different issues of the journal are indicated.
  - Search for the correct year, volume, issue and page number and find the relevant article.

**Articles on a subject**
- Go to www.library.up.ac.za
- Select your faculty library.
- Select e-resources on your left, or Select a subject in some instances.
- Do a keyword search.
How do I …

Find past exam papers
• Go to the library website: www.library.up.ac.za.
• On the homepage, select e-Exam papers (on the left of the screen).
• You may conduct the search using the course code, e.g. WTW 110.
• Ensure that you leave a space between the letters and numbers (e.g. WTW 110).
• Submit your search.
• Papers will be displayed.
• If no papers are available, please contact the relevant department.
• Please note that no memorandums for papers are available via the library website.

Avoid plagiarism
• You commit plagiarism when you present someone else’s ideas (published or unpublished) as your own.
• Use the anti-plagiarism software Turnitin, which can be found on ClickUP.
• Ask your lecturer about Turnitin.
• Know how to paraphrase.
• Attend anti-plagiarism training in the library.

The following link will assist you to prevent plagiarism:
http://www.library.up.ac.za/plagiarism/index.htm

Do referencing
Consult your departmental guide/study guide for the specifications and guidelines for referencing of the relevant department.

The following links contain links for information on referencing:
http://www.library.up.ac.za/referencing/index.htm

Get access to Wi-Fi in the library
An online Wi-Fi tutorial is available on the library homepage:
http://web.up.ac.za/default.asp?ipkCategoryID=20765&sub=1&ampentid=19854&subid=20360&ipklookid=14
Department of Library Services
Library website: http://www.library.up.ac.za/
Tel: +27 12 420 2235 (Merensky Library, Hatfield Campus)