Department of Library Services brochure

2016
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Name: ________________________________________________________________

Library PIN: __________________________________________________________

Printing PIN: __________________________________________________________

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

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

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

<table>
<thead>
<tr>
<th></th>
<th>Main</th>
<th>Groenkloof and Law</th>
<th>Health</th>
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<tbody>
<tr>
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<td>07:00–21:00</td>
<td>07:30–21:00</td>
<td>07:30–20:00</td>
<td>07:30–17:00</td>
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<td>08:30–21:00</td>
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<td>08:30–17:00</td>
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<td>Fri</td>
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<td>07:30–20:00</td>
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<th>Mamelodi</th>
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<td>08:30–12:30</td>
<td>08:00–13:00</td>
<td>09:00–12:00</td>
</tr>
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</table>

**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.
- Computer workstations (See “How do I” section on how to access these computers).
  - **Stand-up carousels**: for ClickUP access and printing.
  - **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.

**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/schedule.pdf

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

Online support

Subject guides: for general and subject-specific support
http://up-za.beta.libguides.com

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=PL4qwrc9NpoVEuaDlqIkZ3iGiKhqTaabFr
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)
Onderstepoort
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 credits on your student card at any of the Copy shops.

Step 1: Deposit money into your printing account.
• To use the system, you must have money in your TuksPrint account.
• Go to your nearest Konica Minolta Service Desk (Copy shop at your nearest library).
• Present your student card and the amount of money you wish to deposit to the assistant.
• You will receive an e-mail notification confirming the transaction.

Step 2: Generate your PIN.
• Sign on to the Student Portal OR
• Click on TuksPrint icon on your library computer desktop.
• Click on TuksPrint.
• Select generate PIN in the middle of the screen to generate your unique 5 digit PIN which will be emailed to you.

Step 3: How do I print, scan or copy.
• Logon to a computer and submit your printing job and selecting B/W or colour.
• Go to the nearest printer/copier.
• Type in your 5 digit PIN.
• Swipe your student card through the card reader (magnetic strip up).
• Type in your username (u-no. on your student card) and Portal password to verify your registration (first time only).
• Select Print, copy or scan.
• Select print job which you submitted via your computer and print.
How do I ...

TuksPrint Wireless Printing

- Send a file/files as an e-mail attachment form your TuksPrint linked email address (student gmail account ) to tuksprint@up.ac.za.
- Go to your nearest printer and follow the normal printing procedure go to TuksPrint.

Colour Printing

Collect at the Copy shop in the library.

Create a library PIN

- Under My Library Space, select Login.
- Type in your student number without the “u” and submit.
- Check your student/Tuks Gmail within three hours or the link sent will expire.
- In your inbox click on the message to reset your library PIN.
- Click on the blue link.
- Type in your student number without the “u” and create a PIN.

Renew books

- Under My Library Space, select Renew Items.
- 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 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 printed or e-book**

## Printed books

**Go to the library homepage:**

http://www.library.up.ac.za

**Under** **Search**, select **Books**.

Type in keywords, titles or authors for books.

Filter your results on the left by choosing **UP libraries** or a specific UP library.

Filter further by selecting **print book** from the filter on the left.

Filter by year when necessary.

The location and shelf number will be indicated underneath the information of the book.

The green circle indicates that the book is available.

The number of copies is indicated next to the title.

Click on the title to see the location of the book.

## E-books

**Go to the library homepage:**

http://www.library.up.ac.za

**Under** **Search**, select **Books**.

Type in keywords, titles or authors for e-books.

Select the e-book option on the left.

Click on the **view online** underneath the record.

You will now be able to access the content pages as well as the button to download the book.

Supply your **Library PIN** information when prompted for it.
Classification numbers (Call numbers)

<table>
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<tr>
<th>Subject</th>
<th>Call/Shelf number</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>000-099</td>
<td>All</td>
</tr>
<tr>
<td>Computers and Encyclopaedias</td>
<td>004-006, 030</td>
<td>All</td>
</tr>
<tr>
<td>Philosophy and Psychology</td>
<td>100-199</td>
<td>1</td>
</tr>
<tr>
<td>Religion and Theology</td>
<td>200-299</td>
<td>1</td>
</tr>
<tr>
<td>Social Sciences: Sociology, Social Work, Psychology and Philosophy</td>
<td>300-399</td>
<td>1</td>
</tr>
<tr>
<td>Politics and International relations</td>
<td>320</td>
<td>6</td>
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<tr>
<td>Economics and Public Administration</td>
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<td>2</td>
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<tr>
<td>Law</td>
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<td>Law library</td>
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<tr>
<td>Social problems</td>
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<tr>
<td>Criminology</td>
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<tr>
<td>Education</td>
<td>370</td>
<td>Education library</td>
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<tr>
<td>Languages and Linguistics</td>
<td>400-499</td>
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<td>Science</td>
<td>500-599</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Chemistry</td>
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<td>Botany</td>
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<tr>
<td>Zoology</td>
<td>590</td>
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<td>796</td>
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<td>Literature and Fiction</td>
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<td>Geography and Travel</td>
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<td>5</td>
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<td>History and Biography</td>
<td>900-999</td>
<td>6</td>
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<tr>
<td>Anthropology</td>
<td>VC and VT Collection</td>
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</tr>
<tr>
<td>Speech Therapy</td>
<td>SPN Collection</td>
<td>1</td>
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</table>
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) Year Title of article


Communication of Alcohol Facts and Hazards by a Warning Poster.

Journal of Public Policy & Marketing,

Vol 12 (1) pp 78–90
Find Journal articles for an assignment

- Go to the library homepage: http://www.library.up.ac.za
- Select **everything** underneath the search option in the middle of the screen.
- Type in keywords.
- Select **Downloadable Article** and **Article** from the filter on the left.
- Click on **View online** to access the full text.

OR

- Go to the library homepage: http://www.library.up.ac.za
- Select **Search**.
- Click on **Databases** from the dropdown menu.
- Select **Journal platforms** or **Databases A-Z**.
- Search by keyword and find relevant articles on the most relevant database.

OR

- Go to the library homepage: http://www.library.up.ac.za
- Click on **Subject guides** on the right.
- Select **e-resources** or **Databases** links when supplied on the subject guide.

OR

- Go to the library homepage: http://www.library.up.ac.za
- Select **Google Scholar** under the **Search** option.
- Do a keyword search
- Click on the PDF or full text link on the right.

Find a specific Journal article from a reference

- Go to the library homepage: http://www.library.up.ac.za
- Select **Journals** underneath the **Search** option.
- Type the journal title as stated on the reference.
- Select **UP library** on the left.
- Click on **View online**.
- Select the year, volume and issue.
- Select the PDF/full text option of the article as stated in the reference.
- Download or print the article.

Type in your **Library PIN** information when prompted.
How do I …

Find past exam papers

- Go to the library homepage: http://www.library.up.ac.za
- Under Search select Exam Papers.
- Type in the course code with a space between the letters and numbers e.g. WTW 110
- Click on the course code link next to Journal.
- The system will require your student number and library e-resources PIN when you are off campus.

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

Get access to Wi-Fi in the library

An online Wi-Fi tutorial is available on the library homepage:
http://www.up.ac.za/up-wireless-network
How do I …

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

Harvard referencing technique

Printed Books
Author(s) of book - surname and initials, Year of publication, *Title of book* - *italicised*, Edition, Publisher, Place of publication.

Printed Journal article Sources from the Internet
Author(s) of article - surname and initials Year of publication, ‘Title of article - in single quotation marks’, *Journal name* - *italicised*, volume number, issue number, page number(s).

Internet
Author (person or organisation) Year (site created or revised), Name (and place if applicable) of sponsor of the site, date of viewing the site (date month year), <URL>.

e-Books

Electronic journals
Author(s) of article - surname and initials Year of publication, ‘Title of article - in single quotation marks’, *Journal name* - *italicised*, volume number, issue number, page number(s), viewed 8 Nov 2004, http://www.catchword.com/

Lecturer Notes
SURNAME, INITIAL(S). Year of presentation. Lecture title, lecture notes distributed in the topic module code (capitalised) title of module. Teaching organisation, the location on date. Do not use italics.

In- text referencing, the example below places emphasis on the writer
Rajararatnam (2001, p.1005) concludes that, ‘The cost to the nation’s health of working out of phase with our biological clocks is probably incalculable at present.’ (Rajararatnam 2001, p.1005).
APA referencing technique

Printed Books
Author surname, author initial(s).(Year of publication). Title of the book (edition number if it is not the 1st edition). Place of publication: Name of the publisher.

Printed Journal article
Author surname, author initial(s).(Year of publication). Title of the article. Title of the Journal, volume number (issue number), page numbers of the article.

Sources from the internet
Author/editor surname, author/editor initial(s). (Year, month and date of last update or copyright). Title of the page/document. Month, date and year of retrieval (if necessary), and the URL

e-Books
Cite electronic books as printed books unless only available electronically. To reference the entire book use “Available from” and the URL. Use “Retrieved from” when directing readers to specific material. Cite the same as for the print version but include either a Digital Object Identifier (DOI) or a URL at the end. If a DOI is available, include it at the end of the citation. The database name is not necessary. If no DOI is available, include the URL at the end of the citation.

Electronic journals
Use exact URL for articles freely available. Use the journal homepage URL for those available by subscription (not the database URL in which it was seen). Do not use a retrieval date. Indicate material type in square brackets after title.

Lecturer Notes
Include university name and location. When outside SA give city, state and country unless it is part of the university name.

In-text referencing (example)
This was seen in an Australian study (Conger, 1979).
Vancouver referencing technique

Printed Books

Printed Journal article
Author’s surname, Initials, Title of article. Title of Journal. [abbreviated] Year of publication Month date; Volume number (issue number): page numbers.

Sources from the internet with Author
Author/Editor/Organisation’s name. Title of the page [homepage on the Internet]. Place of publication: Publisher’s name; [updated year month day; cited year month day]. Title of page being cited. [number of screens]. Available from: URL

e-Books

Electronic journals
Author’s surname, Initials, Title of article. Abbreviated Title of Journal [serial on the Internet]. Year of publication Month day [cited Year Month Day]; Volume number (Issue number): [about number of pages or screens]. Available from: URL

Lecture Notes

In-text referencing
Example: ... as one author has put it “the darkest days were still ahead” [1]: which is well documented in the literature. [2-3] this proves that “the darkest days were still ahead”. [1]

When multiple references are cited at a given place in a text, use a hyphen to join the first and last numbers that are inclusive, e.g. [6-8]. Use commas (no spaces) to separate non-inclusive numbers e.g. [2,3,4,5,7,9] is abbreviated to[2-5,7,9].

Placement of citation numbers with a text should be carefully considered, eg. a particular reference may be relevant to only part of a sentence. However, as a general rule, reference numbers should be placed outside full stops and commas, inside colons and semi-colons.
Department of Library Services
Library website: http://www.library.up.ac.za/
Tel: +27 12 420 2235 (Merensky Library, Hatfield Campus)