

# Optimising Your Research @ the UJ Library

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Research Support @ UJ



Привет, приятно вас  
видеть

Merhaba

Bonjour

Hallo

Ciao

Hej

नमस्ते

שלום

你好

Hello

こんにちは



The mission of the UJ Libraries is to support, facilitate and develop teaching, learning and research.

Housed in four campuses, the UJ Libraries cater to researcher's needs through a vast array of electronic and print resources, number of specialised services and qualified professional staff.

UJ Library website:  
<http://www.uj.ac.za/library>



# HOW THE LIBRARY CAN SUPPORT UJ POSTDOCTORAL RESEARCH FELLOWS

1. FACILITIES
2. SERVICES
3. COLLECTIONS
4. RESOURCES



# 1. FACILITIES

- Five Libraries on Four Campuses
- Study Areas & Cubicles
- Discussion Rooms @ APB & APK libraries
- Dedicated Research Rooms @ APB & DFC Libraries
- Postgraduate Centre Research Room @ APK Library
- Training Rooms
- Computers with Internet and Databases access
- Photocopying and printing
- Bindery (APK)



**For more information on Study Cubicles & Discussion Rooms go to:**  
<http://www.uj.ac.za/EN/Library/About/Pages/StudyCubicles.aspx>



## 2. SERVICES: CIRCULATION/LENDING

### Library Membership for **Postdoctoral research fellows**:

- Your UJ card provides access to all campus libraries
- A special category for “*postdoctoral researcher*” has been created in 2011
- Staff privileges are granted for use of the library resources
- You can take out up-to **16 books for 60 days**
- Books can be **renewed** either in the library at the lending desk OR electronically via the UJ Library catalogue:  
MyUJLink (<http://ujlink.uj.ac.za/>)
- Notice reminders are sent to patrons
- For late return “fines” are charged



<http://www.uj.ac.za/en/library/services/Pages/LendingServices.aspx>

## 2. SERVICES: INTER LIBRARY LOAN (ILL)

### WHAT IS ILL?

- The ILL department provides a service to researchers by obtaining material not owned by UJ Libraries from libraries in South Africa and Internationally
- The ILL department also supplies documents to other libraries and institutions in South Africa and Internationally.

### WHO MAY USE ILL?

- UJ Registered: Staff; **Postdocs**; Doctoral & Masters students, B. - Tech 4<sup>th</sup> year students (with a referral from an Information Librarian)
- First time registration is required. Online and face-to-face service.

### CONDITIONS

- Clients must not have outstanding fines or, overdue items on their records

### COST

- National Requests – No charge
- International Requests – Books and articles R75.00 payable by user

<http://www.uj.ac.za/en/library/services/Pages/InterLibraryLoans.aspx>

## 2. SERVICES: INTER CAMPUS LOANS (ICL)

- **WHAT IS ICL?**

- ICL is a service through which material held by one UJ campus library is sent to another UJ campus library for the patron's convenience.

- **WHO MAY USE ICL?**

- Service available to ALL UJ students and staff members (incl. **Postdocs**)

- **HOW TO APPLY?**

- Complete a card and hand it in at the Lending Desk/Inter Library Loan section – item will be requested from other campus libraries

- **HOW TO COLLECT?**

- You must collect the requested items within **5 working days**. If not the items will be returned to the lending library

<http://www.uj.ac.za/en/library/services/Pages/InterCampusLoans.aspx>



## 2. SERVICES: ACCESS TO OTHER LIBRARIES

According to an agreement between Higher Education Institutions in South Africa, **staff** (incl. **postdocs**) as well as **Masters & PhD students** can obtain membership to other University Libraries in order to access resources not available in their own University libraries.

This type of membership to another University Library is only valid till the end of each academic year and must be **renewed annually**.

### HOW TO APPLY?

- Complete a **Letter of Introduction application form** and submit to the relevant Subject Librarian.
- You will be informed as soon as the Letter is ready and a copy of the letter will be faxed to the selected library

<http://www.uj.ac.za/EN/Library/AcademicSupport/Pages/membership.aspx>

## 2. SERVICES: SUBJECT LIBRARIANS

- Team of subject librarians on all campus libraries are available to assist researchers with their information needs.
- Getting to know the subject librarian in your area can save you a lot of time and effort.
- Subject librarians liaise closely with faculties and departments, and are available to answer ***both brief and in-depth queries, assist with literature searches, orient you to the UJ Libraries, and provide individual help in the use of databases, focussing on your area of study.***



# SUBJECT LIBRARIANS: ART, DESIGN & ARCHITECTURE

Subject Librarian @ APB:

Cornel le Roux

[cornell@uj.ac.za](mailto:cornell@uj.ac.za)

011 559-1063



# SUBJECT LIBRARIANS: HEALTH SCIENCES

## Faculty Librarian (DFC)

Ivy Segoe; [imsegoe@uj.ac.za](mailto:imsegoe@uj.ac.za) ;  
011 559 6325; Office Number 136

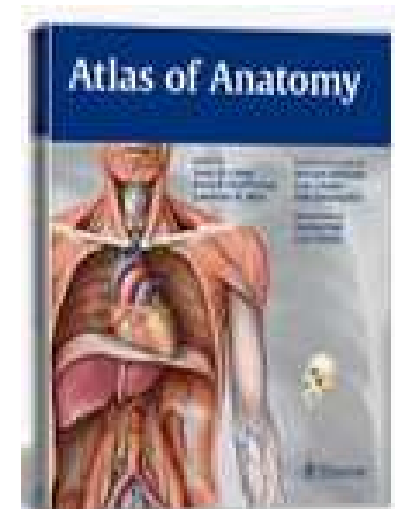


## Subject Librarian (DFC)

Mlungisi Dlamini; [mlungisid@uj.ac.za](mailto:mlungisid@uj.ac.za)  
011 559 6836; Office Number 134

## Health Sciences Subject Portal:

<http://www.uj.ac.za/EN/Library/SubjectCollections/Pages/Healthsciences.aspx>



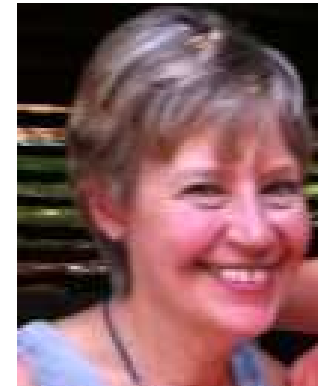
# SUBJECT LIBRARIANS: HUMANITIES

## Subject Librarians:

**Ronel Smit, 011559-2651;**

[ronels@uj.ac.za](mailto:ronels@uj.ac.za)

African Languages; Biblical Studies; Communication;  
Philosophy; English; French; German; Greek and  
Latin Studies; Semitic Languages



**Zelda Geldenhuys, 011559-3158;**

[zeldag@uj.ac.za](mailto:zeldag@uj.ac.za)

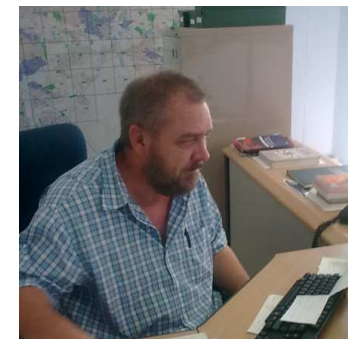
Politics; Anthropology & Development Studies;  
Historical Studies; PMG



**Dawie Jacobs, 011559-3454;**

[Dfjacobs@uj.ac.za](mailto:Dfjacobs@uj.ac.za)

Afrikaans; Linguistics & Literary Theory; Psychology;  
Social Work; Sociology; General Art



# **SUBJECT LIBRARIANS:**

## **ENGINEERING & BUILT ENVIRONMENT**

### **Faculty Librarian (DFC Library)**

Marion Davids; [mldavids@uj.ac.za](mailto:mldavids@uj.ac.za)

011 559-6267

Office Number 146



### **Subject Librarian (APK Library)**

Salome Potgieter; [spotgieter@uj.ac.za](mailto:spotgieter@uj.ac.za)

011 559-3192

Level 1 (next to the Internet computers)



# SUBJECT LIBRARIANS: SCIENCES

## Sciences Librarian (APK Library)

Pavlinka Kovatcheva, [pkovatcheva@uj.ac.za](mailto:pkovatcheva@uj.ac.za)

011 559 2621; Level 1 (next to the Internet computers)



## Sciences Librarian (DFC Library)

Marion Davids; [mldavids@uj.ac.za](mailto:mldavids@uj.ac.za) ; 011 559 6267 ; Office Number 146



Visit the **UJ Sciences Librarian Portal** for access to subject related resources in:

*Botany, Geology, Geography & Environmental Management, Energy, Chemistry, Mathematics, Physics & Astrophysics, Zoology, etc.*

<http://ujsciencelibrarian.pbworks.com/>

## 2. SERVICES:

# COPYRIGHT & INSTITUTIONAL REPOSITORY

In order to assist staff, the University has a Copyright Administrator, **Thapelo Mashishi**. All requests for copyright permission should be routed through him ([thapelom@uj.ac.za](mailto:thapelom@uj.ac.za))

UJDigispace is a multidisciplinary digital archive which provides access to the university research output through one interface (incl. Theses & Dissertations). The contact person for information is: **Lazarus Matzirofa**, [imatzirofa@uj.ac.za](mailto:imatzirofa@uj.ac.za)



### Copyright:

<http://www.uj.ac.za/en/library/services/Pages/Copyright.aspx>

### Institutional Repository (UJDigispace):

<http://ujdigispace.uj.ac.za:8080/dspace/>





## 2. COLLECTION DEVELOPMENT & MANAGEMENT

The Collection Development & Management Department ensures the ordering, payments, cataloguing and processing of books

They are also responsible for the annual renewal of journal subscriptions and databases.

### WHAT YOU NEED TO KNOW AS A POSTDOC RESEARCHER?

How to purchase book for your research projects?

- Contact Ms Susan Stroh, [sstroh@uj.ac.za](mailto:sstroh@uj.ac.za); Tel: 011 559-2072
- You need to submit details of the book and the research entity number for purchasing the book.

Acquisitions Procedures:

<http://www.uj.ac.za/EN/Library/Services/Pages/Acquisitions.aspx>



### 3. LIBRARY COLLECTIONS

**The UJ Libraries offers the following library collections:**

- Open Book Collections (books are issued)
- Study Collection (issued out for 5 working days)
- Reserve Collection (use only in the library for 2h)
- Reference Collection (use only in the library)
- Print Journal Collections (use only in the library)
- Rare-Book Collection (APK, Level 6) & UJ Archive Collection (DFC, Ground Level)
- UJDigispace: UJ online repositories

<http://www.uj.ac.za/EN/LIBRARY/Pages/default.aspx>



## 4. RESOURCES: ACCESS TO ONLINE RESOURCES

- **24/7 hours access** to Databases
- **Remote access** is available to most databases, if not otherwise specified
- For access you need to create **Library Password (PIN)**



- Access to relevant databases is via:

**Library Webpage:** <http://www.uj.ac.za/library/>

For **Sciences** users:

<http://ujsciencelibrarian.pbworks.com/>

## 4. RESOURCES: SEARCHING FOR BOOKS & JOURNALS

### Top Resources:

- *UJLink: Library catalogue*
- *A-to-Z Journal list*
- *Open Science Directory Journals*
- *Google Scholar* 😊

### Need help with referencing?

- Make use of UJ Harvard & APA referencing styles document

UJ Library webpage: <http://www.uj.ac.za/library/>



# ONLINE DATABASES: JOURNALS, PROCEEDINGS, ETC. OVER 150 DATABASES IN 2011



# ONLINE BOOKS DATABASES



ENGnetBASE



ENVIROnetBASE

INDUSTRIALnetBASE

MATERIALSnetBASE



# TOP RESEARCH RESOURCES

- **ISI Web of Knowledge:**
- *ISI Web of Science* 
- *ISI Current Content Connects*
- *Journal Citation Reports* (impact of journals)
- **RefWorks** is a web-based Management Tool to:
- **Organise** your research 
- **Export references** from various databases directly/indirectly to RefWorks
- **Build a bibliography** in various reference styles
- **Write-n-Cite** is a feature which allows you to access your references in RefWorks while working within Microsoft Word

THANK YOU

NEED HELP? YOU KNOW WHERE TO FIND US!  
GOOD LUCK WITH YOUR RESEARCH @ UJ!

