

## HOW TO FIND PRINT AND ELECTRONIC RESOURCES IN THE LIBRARY

### [UJLink: Library Catalogue](#)

Access to the UJLink: Library Catalogue is available through the main Library website:

(<http://www.uj.ac.za/library>).

Search the catalogue, to find the shelf codes of available books or journals, their location (which floor, in which collection) and the availability (if available on the shelf or already issued out by other users).

### [How to find physically print journals?](#)

If you are looking for a specific print journal and you know the name of the journal and the year it was published:

- Search the Library catalogue to find the journal availability and shelf code;
- Go to the Journals shelves on Level 2, to find the journal, (look for the shelf code - then the name)
- Look for the specific volume or year and then the page number of the article.

### [Electronic Databases \(journal article search\)](#)

The Library subscribes to variety of electronic databases. The electronic databases provide access to either full-text journal articles & books or only bibliographic information.

Access to the electronic databases:

- **The Sciences Librarian Portal**  
<http://ujsciencelibrarian.pbworks.com/FrontPage>
- The main Library website. Click on **Databases** option to display an alphabetical list of the databases.

Consult your **Subject Librarian** for the list of your subject related databases or visit the **Subject Specific Portals**. The knowledge of searching the databases will ensure better quality of your assignments.

### [Electronic Databases \(Online books search\)](#)

The Library subscribes to databases with full text books online. Consult the Sciences Databases brochure or the Sciences Librarian Portal for more information.

### [Library Training for students](#)

The Library provides library training for students. Consult your Subject Librarians for more information.

1<sup>st</sup> year students need to book for these courses to learn how to use the Library Catalogue and how to search the databases for journals articles.

## ASSIGNMENT INSTRUCTIONS

The Library provides support to teaching, learning and research at the UJ. The Librarians help students to find relevant information for their assignments and projects. Assignments help students to be able to provide good answers to essay-type questions in the examination. If you need help ask your Subject librarian for assistance.

## REFERENCE TECHNIQUES

Referencing literature form an integral part of an assignment. The aim is to grant recognition to the author whose information is used, as well as to the source in which the information was found. References support and substantiate the statements that are made. References should be made:

- *As soon as a specific person, viewpoint or conclusion is referred to;*
- *When information such as statistics, etc. is used;*
- *When quotations are taken directly from the source;*
- *To enable the reader to consult the specified source to obtain more information, or to check the information. All sources that are used must be acknowledged by means of references or quotation marks.*

The Faculty of Science use Harvard method reference techniques.

The Library provides access to the **Reference Techniques** through the main Library website (<http://www.uj.ac.za/library>). Consult with your lecturers on exact referencing requirements. Ask your Subject Librarian for help.

## LEGAL USE OF INFORMATION RESOURCES

When using books, journal articles or Internet information to write an assignment, always acknowledge the materials from which you use information. To avoid plagiarism always:

- Keep a record of all the sources - books, e-mails, lectures (when, who, what?)
- Linking own ideas with that obtained from sources
- Collecting/using a wide range of sources
- Acknowledge, acknowledge, acknowledge!

## RULES OF CONDUCT IN THE LIBRARY

The Library is a quiet study area. Cell phones must be switched off or at least on silence mode. Smoking, eating and drinking is not permitted anywhere in the Library.



## University of Johannesburg Library & Information Centre

*Breaking Knowledge  
Boundaries*

## Quick Guide to the Library Facilities, Services & Collections Kingsway Campus

**Faculty of Science**  
- New Students  
- 1st Year Students

Access through the  
Library website:

<http://www.uj.ac.za/library>

or

**Sciences Librarian Portal**

<http://ujsciencelibrarian.pbworks.com>

**Sciences Library News (blog)**  
Latest news from the Library

<http://ujscienceslibrarynews.wordpress.com>

## INFORMATION LIBRARIAN ASSISTANCE @ APK

### Sciences Subject Librarian

Pavlinka Kovatcheva, Level 1

Tel: 011 559-2621; e-mail: [pkovatcheva@uj.ac.za](mailto:pkovatcheva@uj.ac.za)

**Consultation Hours:** See the Sciences Librarian Portal

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

**Departments:** *Academy of IT; Applied Mathematics; Biochemistry; Botany & Plant Biotechnology; Chemistry; Geology; Geography & Environmental Management; Energy; Mathematics; Physics; Statistics; Zoology*

### Information Point Librarians

Ask for assistance from the librarians at the Information Point, which is situated at the Library Foyer, from 7:00 until 22:00 daily.

### Roving Desk Librarians

The **Roving Desk** on Level 1 (next to the Reference collection) is staffed by qualified librarians from 8:00 until 18:00 daily to help students.

### User Education Librarian

The User Education Librarian organises at the beginning of the Academic year training courses for 1<sup>st</sup> year students.

### LIBRARY HOURS

#### Semester:

Weekdays: 07:00 – 22:00

Saturdays: 08:30 – 15:00

#### Recess:

Weekdays: 07:00 – 18.00

Saturdays: 8:30 – 13:00

### LIBRARY WEBPAGE

General Information about the Library's services and information resources can be found on the Library website:

<http://www.uj.ac.za/library>.

### SCIENCES SUBJECT PORTAL

From the main Library website access “**Subject Collections**”. Then select “**Sciences**” OR go directly to the **Sciences Librarian Portal:**

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

### LIBRARY COLLECTIONS

#### Open Book Sciences Collection (Level 2)

The main Sciences Book collection is available on Level 2. As Undergraduate student you can take out **6 books from this collection for 14 days.**

### Study Collection books (Library Foyer, next to the Lending Desk)

Heavily used materials, such as prescribed books and other recommended reading and research materials are placed in the Study Collection.

**You can take out 2 books for only 5 days.**

### Reserve Materials or Short-Loans Collection (Library Foyer, Lending Desk)

Prescribed books, photocopies from chapters of books or journal articles, made available in print or electronically by the lecturers or subject librarians. These materials **may only be used in the Library**. You can request **2 materials at once for 2 hours**. Afterwards you need to return them to the staff at the Lending Desk.

### Reference Collection (Level 1, Right, next to the Internet & Databases computers)

Reference materials are used frequently for definition of a term, or background information on a subject. The reference materials include *encyclopedias, dictionaries, indexes, almanacs, handbooks*. The reference collection **is used only in the Library**.

### Print Journals Collection (Level 2, Right)

Journals are sometimes referred to as periodicals, serials or magazines. They are published at regular intervals (weekly, monthly, quarterly, etc.) Journals provide more up-to-date information compared to a book. Print journals are used only in the Library. Shelf codes examples: **AA6; AG6; BB6** etc.

### Print & Electronic journals

For print journals: Search the *UJLink: Library Catalogue*.

For electronic journals: Search the *CASE: A-to-Z list*.

### SHELF CODES

The print books, journals and other resources are arranged according to shelf code. The shelf codes, which indicate the subject of the material, are a combination of numbers and letters printed on the spine of each item.

**AA**—*Geography*; **AG**— *Geology*; **BB**— *Biology*;

**BC**— *Biochemistry*; **BD**— *Zoology*; **BP**— *Botany*; **NE**—*Energy*;

**WC**— *Chemistry*; **WF**— *Physics*; **WR**— *Computer Science*;

**WS**— *Statistics*; **WW**—*Mathematics*.

### BORROWING BOOKS

You can start borrowing books once you are registered and have a student card. Search the Library catalogue for books availability and location, and then find them physically on the shelves. If you want to take books out, just bring them to the Lending Desk. You can also use the **self check-out** system

available at the Lending Desk. You will not be able to borrow books if: *You do not have your student card; You have unpaid fines.*

### RETURNING BOOKS

All books should be returned by the due date stamped in the book. Return the books at the Lending Desk. Please note, that lost books must be paid for. If you want to use some of the books longer than the “Due date for return”, you can renew these books at the Lending desk or electronically.

### BOOK FINES

Students are liable to pay a fine on borrowed items not returned after the stipulated loan period. This includes material from the open shelves; short loan or reserved section; or from the study collection.

### LIBRARY FACILITIES

#### Computers

Over 150 computers provide access to the UJLink: Library Catalogue, Databases and the Internet.

The access is free of charge.

To access Internet on Campus you need to create a Password

To access the Library Databases you need password (PIN)

Two single stations CD ROM readers are available on Level 1 next to the Reference Collection.

All typing, e.g. of reports, assignments and lectures are done at the computer laboratories.

#### Photocopying and printing

The **photocopy machines** are in the Library on Levels 1, Level 2 and Level 5. **Printing machines** (Internet & Databases) are available on Level 2 and Level 5. The cost for photocopying and printing per page varies each year.

**Coloured printer**—Level 5;

**Coloured photocopier**—Level 2, Journals section

#### Study areas & Study cubicles.

There are over 1500 seating's for students in the APK library. They are available on a strictly 'first-come-first-seated' basis. To book for the available study cubicles, ask the Security at the entrance of the library.

#### Training room

The library has a NEW training room with 25 computers on Level 1, Left.

#### Bindery

A bindery is available @ the APK Library. The bindery takes responsibility for binding all journals and for repairing damaged library books. UJ staff and students can use its services.