LIBRARY TRAINING:
UJ LIBRARY CATALOGUE

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LIBRARY CATALOGUE: WHAT IT IS?

A catalogue is a collection of information resources in print or in other forms that is organised and made accessible for reading or study.

Through the UJ Library Catalogue you have access to books, journals, videos, government publications and other materials, stored in all Campus Libraries.
The UJ Library Catalogue gives you access to the Library Collections from the other UJ Campuses:
- Kingsway (APK)
- Bunting Road (APB)
- Doornfontein (DFC)
- Soweto (SWC)
- FADA
- East Rand (currently at DFC)
- STH (moved to APB)
Library and Information Centre

Rethink Education, Reinvent Yourself

Search the Library and Information Centre

Announcements

UJLink
The Library and Information Centre is proud to announce the launch of UJLink, the new library catalogue interface, on 1 November 2007. UJLink has a contemporary look and feel and in addition offers enhanced services such as:
- The ability to do a meta-search which can include the library catalogue as well as a selection of electronic databases and catalogues from other institutions.
- My UJlink — a facility where library clients can re-use items in the library collection, save their most useful searches for re-use, keep a reading history, view their loan record, renew items on loan and place holds on items that are not currently available.

New Inter-Campus Lending Service
Inter-Campus Lending service is in operation. A user from one campus can request an item held by another campus. For detailed information consult your respective campus ILL.

Bindery APK
We have an excellent bindery in the library at Kingsway Campus. Theses and dissertations bound according to university specifications and standards.
We bind any books, including bibles and collector's items. Phone us for a free quotation (Tel. 011 559 2166) or visit us in the library at Kingsway Campus. For a 2007 tariff list, please click here.

Please note:
In future, all lending notices (reminders on overdue books, recalls, hold pick-ups, bills and fines) will be sent to your student e-mail address only.
LIBRARY CATALOGUE: UJLink

- From the main UJLink page you can select any of the searching options.
- **Basic Search** - by default you search for KEYWORDS. You can select from OTHER OPTIONS to search for a Title, Author, Subjects, Journal Title, Afrikaans Subjects, Shelf Number, Dewey Number, ISBN/ISSN and Author/Title.
- **Advanced Search** - You can EXTEND your search to multiple fields, but also you can LIMIT your search to specific Campus Collections (APK, APB, etc), Location (References, Main Collection, Law Collection, etc.), Material type, Language, Years of Publication, and Publisher. You can SORT the results by: relevance, date or title. On the right site of the screen SEARCH TIPS are available.
- **Multiple Databases** - NEW feature to the Library Catalogue. You can search across multiple resources to find full-text articles, abstracts, images, books, and more. You can search simultaneously the UJ Library Catalogue, Other Universities Catalogues, some Internet websites, selected databases, etc. You need to exercise to get the feeling of what you will get as results.
Databases A-to-Z - Link to the existing databases list.

Course Reserve - Find out what materials are placed on Reserve. You can either search per COURSE or LECTURER. You have BASIC SEARCH option link.

My UJLink - NEW! Your personal UJLink. You need to log-in with your Surname and Staff/Student number. You can renew your books; place a hold on a book, save preferred searches, look at your reading history and create “my ratings” of books. You can search through a Basic search screen; limit your search per location or available items only.

Table of Content (ToC) - NEW! The Library has downloaded Table of Content records to most of the books published after 2000. Once you retrieve the book record, Click on: “Print version” to display the ToC.
LIBRARY CATALOGUE: UJLink
ADVANCED SEARCH SCREEN

Advanced Keyword Search
Please fill in the form, select limits, and click Submit (or choose a Simple Keyword Search).

Limited to:
- Limit search to available items

Sorted by:
- Search and Sort: sorted by relevance

Search Tips:
Learn how to combine keywords for best results

Any Field: Search for an author, title, subject, note

Limited to: You can limit your search to specific collection, material type, language, years of publications, publisher.

Sorted by: You can sort your search results by: title, date & relevance

Search Tips:
- Adjacency: Multiple words are searched together as one phrase.
  Examples: world health organization
- Wildcards: Words may be right-hand truncated using an asterisk.
  Examples: environment* will retrieve environmental and environmenta
- Truncation: Use * for (1-5 characters)
  Examples: litera* will retrieve intercultural and international
- Wildcards: Use ? in the place of a letter
  Examples: wom?n will retrieve both women and women
- Boolean Operators: Use “and” to combine words,
  Examples: AIDS and not HIV and (teaching or classroom)
- Proximity Operators: Use “near” to specify words close to each other, in any order.
  Examples: Johannesburg near
# Library Catalogue: UJLink

## Multiple Databases Search Screen Results

### Search Progress

<table>
<thead>
<tr>
<th>Sources</th>
<th>Hits</th>
<th>Retrieved</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4 Started</strong></td>
<td><strong>26603811</strong></td>
<td><strong>15</strong></td>
<td>Completed</td>
</tr>
<tr>
<td>WOS: Science Citation Index Expanded (SCI-EXPANDED)</td>
<td>0</td>
<td>0</td>
<td>Failed</td>
</tr>
<tr>
<td>Science Direct</td>
<td>5</td>
<td>5</td>
<td>Done</td>
</tr>
<tr>
<td>Kingsway</td>
<td>3806</td>
<td>5</td>
<td>Done</td>
</tr>
<tr>
<td>Google</td>
<td>266000000</td>
<td>5</td>
<td>Done</td>
</tr>
</tbody>
</table>

### Advanced Search Results for GEOLOGY

1. **Record: 1 Resource: Google**
   - **Title:** Geology.com - Earth Science News, Maps, Dictionary, Artdes, Jobs
   - **URL:** [http://geology.com/](http://geology.com/)

2. **Record: 2 Resource: Google**
   - **Title:** Geology - Wikipedia, the free encyclopedia

3. **Record: 3 Resource: Google**
   - **Title:** About Geology - The Complete Guide to Geology
   - **URL:** [http://geology.about.com/](http://geology.about.com/)

*Click on the link to the relevant source.*
**LIBRARY CATALOGUE: UJLink**

**KEYWORDS SEARCH SCREEN RESULTS**

1. **Biochemistry**
   - Berg, Jeremy Mark.
   - **Location**: KINGSWAY STUDY COLLEGE FOYER 1
   - **Shelf No**: BCA STRY
   - **Volume**:
   - **Status**: AVAILABLE

2. **General, organic and biochemistry / Katherine J. Denniston, Joseph J. Topping, Robert L. Carrol**
   - Denniston, K. J. (Katherine J.)
   - **Location**: KINGSWAY BOOKS LEVEL 2
   - **Shelf No**: WCS DENN
   - **Volume**:
   - **Status**: AVAILABLE

3. **Fundamentals of biochemistry: life at the molecular level**
   - Voet, Donald.
   - **Location**: KINGSWAY BOOKS LEVEL 2
   - **Shelf No**: BCA VOET
   - **Volume**:
   - **Status**: AVAILABLE
**Record Result & Table of Content**

**Introduction to mineral exploration / edited by Charles J. Moon, Michael K.G. Whateley & Anthony M. Evans ; with contributions from William L. Barrett ... [et al.].**


2nd ed.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>SHELF NO</th>
<th>VOLUME</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINGSWAY BOOKS LEVEL 2</td>
<td>AGL MOON</td>
<td></td>
<td>DUE 04-02-08</td>
</tr>
<tr>
<td>DOORNFONTEIN FIRST OPEN SHELF</td>
<td>622.1 INT</td>
<td></td>
<td>AVAILABLE</td>
</tr>
</tbody>
</table>

Click on the "Print Version" to view the table of content. View the table of content and learn more about the book content.

**Table of Contents**

1. Ore, mineral economics, and mineral exploration / Charles J. Moon, Anthony M. Evans 3
2. The *mineralogy* of economic deposits / Anthony M. Evans 19
3. Mineral deposit geology and models / Anthony M. Evans, Charles J. Moon 33
4. Reconnaissance exploration / Charles J. Moon, Michael K. G. Whateley 52
5. From prospect to prefeasibility / Charles J. Moon, Michael K. G. Whateley 70
6. Remote sensing / Michael K. G. Whateley 104
7. Geophysical methods / John Milson 127
8. Exploration geochemistry / Charles J. Moon 155
**LIBRARY CATALOGUE: UJLink**

**DATABASES A-Z**

Remote access via the web is available to staff and registered students of the UJ, unless otherwise indicated. Remote users will be prompted for a student number and password. Jutasstat, LexisNexis and Westlaw are available on campus only. The CD-Rom databases are available on the Auckland Park Kingsway campus only.

### A to Z list

<table>
<thead>
<tr>
<th>Database</th>
<th>Description</th>
<th>Access Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to Z list</td>
<td>Alphabetical title list of electronic full text journals</td>
<td>full</td>
</tr>
<tr>
<td>AABF</td>
<td>aquatic biology, aquaculture, fisheries</td>
<td>abstracts</td>
</tr>
<tr>
<td>ABI/Inform Global</td>
<td>business, management</td>
<td>full text</td>
</tr>
<tr>
<td>Academic Onefile (infotrac)</td>
<td>multidisciplinary</td>
<td>full text</td>
</tr>
<tr>
<td>Academic Research Library</td>
<td>multidisciplinary, general</td>
<td>full text</td>
</tr>
<tr>
<td>Academic Search Premier</td>
<td>multidisciplinary</td>
<td>full text</td>
</tr>
<tr>
<td>Access Science (Password required - contact Info: tel. 559-2171)</td>
<td>McGraw-Hill Encyclopedia of Science &amp; Technology online</td>
<td>full text</td>
</tr>
<tr>
<td>ACM (Association for Computing Machinery)</td>
<td>computing, information technology</td>
<td>full text</td>
</tr>
<tr>
<td>ACS (American Chemical Society)</td>
<td>chemistry</td>
<td>full text</td>
</tr>
<tr>
<td>Africa-Wide: NIPAD (including SA Studies and African Studies)</td>
<td>theses/dissertations and periodicals published in and about SA, multidisciplinary information on Africa</td>
<td>abstracts</td>
</tr>
</tbody>
</table>

**Useful Links**

- UJLink (Library catalogue)
- Databases
- Course Reserves
- Ask-A-Librarian
- e-theses & Dissertations
- Online Exam Papers
- Reference Techniques
- Refworks

**THIS OPTION PROVIDES ACCESS TO THE LIBRARY ELECTRONIC DATABASES**
LIBRARY CATALOGUE: UJLink

COURSE RESERVE: FIND OUT WHAT MATERIALS HAVE BEEN PUT ON RESERVE

Course

Type the course name or number you want to find, then press the Enter key or click Submit.

MANAGEMENT

Type as much or as little of the name or number as you wish. For example:
- Human Resource Management
- Zoology
- English 1b
- Education M Ed

Lecturer

Basic Search

Other Searches:
- Title
- Author
- Subjects
- Journal Title
- Afrikaans Subjects
- Shelf Number
- Dewey Number
- ISBN/ISSN
- Author & Title

Course

Type the name you want to find, last name first, then press the Enter key or click Submit.

BEUKES N

Type as much or as little of the name as you wish. For example:
- Smith
- Fourie C
- Stuart A D(Prof)
- Marais

Other Searches:
- Title
- Author
- Subjects
- Journal Title
- Afrikaans Subjects
- Shelf Number
- Dewey Number
- ISBN/ISSN
- Author & Title
LIBRARY CATALOGUE: MY UJLink

Your personal UJLink: Renew your books; place a hold on a book; save preferred searches; look at your reading history; Create “my ratings” of books; Basic search option; Limit search per location

Please enter your Surname: Kovatcheva

Please enter your UJ Staff / Student Number: ************

Please enter your Personal Identification Number (PIN): (Didn’t create a PIN yet? Click on Submit below)

NOTE: From 7 February 2008: PIN Instructions
1. You will be prompted to create and enter a PIN in addition to your Surname and UJ Staff/Student Number
2. It is your responsibility to ensure the secrecy of your PIN and to logout to end your session
3. The PIN that you create must be at least 6 characters long (max 30) and be alpha-numeric, e.g. 3cats22 or ca4ts1
4. To change your PIN, login to ”My UJLink” (Once logged in, enter your current PIN and then create a new PIN)
5. If you can’t remember the PIN that you have created, contact the Circulation Desk on your campus

By clicking on “Submit” below, you accept the Terms as stated above.
## Search Tips

| Adjacency | Multiple words are searched together as one phrase.  
  | Example: world health organization |
|------------|--------------------------------------------------|
| Wildcards  | Words may be right-hand truncated using an asterisk, '*', for 1-5 characters, '**' for open-ended truncation, '?' to replace a single character anywhere within a word.  
  | Examples: environment*, polic*, comput**, wom?n |
| Boolean Operators | Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words.  
  | Example: stocks and bonds |
| Operators  | Example: (alaska or canada) and (adventure and not vacation) |
| Proximity  | Use "near" to specify words close to each other, in any order.  
  | Example: california near university |
| Field limits | A field limit causes the system to search only the specified field for the specified word(s). |
| Grouping | Keyword search results are usually grouped by relevance to bring the most likely titles to the top of the list. Each group represents a similar level of relevance and results are sorted within the group by date or title. To get an ungrouped result set, use boolean operators to form a complex query. |
SEARCHING TECHNIQUES:
BOOLEAN OPERATORS: AND, OR, NOT

DEFINITIONS OF BOOLEAN OPERATORS

- *Boolean operators* are the words used to group and combine terms when searching. Boolean operators provide a way to tell a computer how to combine your keywords/terms. They refer to the logical relationship among search terms.

  - The operators used more frequently are AND & OR and not so frequently NOT. They are used to combine search terms to *broaden* or *narrow* the results of a search.

    - OR is more, AND is less.
BOOLEAN OPERATOR: **AND**

Using **AND** tells the database to look for *all* the words on either side of the **AND**. Thus, a search for "success AND adult learners AND distance education" would retrieve only records in which every one of the terms appears.

The more words you connect with **AND**, the fewer records the database will retrieve.

**AND** means "I want only documents that contain both words."

![Venn Diagrams](image-url)
**BOOLEAN OPERATOR: OR**

- **OR**
  - The *more* terms or concepts we combine in a search with OR logic, the *more* records we will retrieve.

- Using OR tells the database to look for *any one* of the words on either side of the OR.
- Thus, a search for "success OR achievement OR progress OR goals" would retrieve records in which any one of the terms appears.
- OR means "I want documents that contain *either* word; I don't care which word."
BOOLEAN OPERATOR: **NOT**

Although **NOT** is considered a connector, it probably should be called "The Eliminator." Use it very carefully, as it excludes any terms that follow it.

You may end up losing valuable information when you use NOT.

**NOT** logic is used to exclude a particular concept/term. We retrieve only records in which **ONLY ONE** of the terms is present.
PHRASE SEARCHING (" ")

Phrase searching, use the quotation marks to search for results that contained those words together, rather than search for all instances of each separate word:

“economic geology” ;  
“South Africa”  
“igneous petrology”
REFERENCE TECHNIQUES

To access full Reference Techniques document, go to the Library main page:
http://www.uj.ac.za/library

Click on: Reference Techniques
REFERENCE TECHNIQUES: TERMINOLOGY

☐ **Citation**: recognizing resources in-text
(to support an “argument”/conclusion)

☐ **Reference list**: List of resources used - bibliographic details

☐ **Bibliography**: list of relevant documents - used and additional reading material
REFERENCE TECHNIQUES

Avoid Plagiarism by:

☐ Keeping 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, acknowledge!
Basic in-text referencing (citing)

In-text reference where the author of the source is known

Simply use whatever you used as author in the reference, as well as the year of publication. Always insert the page number where possible.

Examples:
...the result of this is a “technical super identity” (Erikson, 1967:20).
Azar and Martin (1999) found that... (As part of the sentence)
...thus Cox (1966:52) refers to the modern urbanite as...

In-text reference to more than one source:

In-text reference to more than one author should be ordered alphabetically.

Examples:
More recent studies (Bartlett, 1992; James, 1998) show that...
The researchers (Bartlett, 1992:54; Brown, 1876:56; James, 1998:45) refer to...
GENERAL FORMS FOR REFERENCE LISTS

Non-periodical

Non-periodicals include items published separately: books, reports, brochures, certain monographs, manuals, and audiovisual media.

Part of a Non-periodical

Periodical

Periodicals include items published on a regular basis: journals, magazines, scholarly newsletters, etc.

Online periodical

Online document
Print your information from the Internet and the Databases on Levels 2 & 5

Photocopier machines are available on Levels 1, 2 & 5
HOW TO PRINT IN THE LIBRARY

☐ Click on the print icon 🖨️ or on File: Print
☐ Type in User ID: Student number
☐ Type in your Password: Edulink password
☐ Go to the nearest Print Release Station: On Level 2 next to the Journals section and on Level 5 in the foyer.
☐ Swap your card and a list of everything you wanted to print will appear.
☐ Click on the link to print.

PLEASE NOTE:
You can only print materials from the Library Catalogue, Databases articles and from the Internet.
Welcome
To the UJ Library!
Your first stop
to knowledge!