



## Undergraduate Library Guide

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## 1. Welcome: Director: UFS Library and Information Services

I wish to extend a warm welcome to all of you.

The UFS Library and Information Services forms an integral part of the University and shares in the quest for excellence. We are proud to introduce to you a library and information service that not only provides in the basic needs of a user, but one that operates in a highly technological environment.

The UFS Library and Information Services offer you the opportunities, information resources and facilities that are essential to academic life.

We hope that our services will support you.

Yours sincerely

**DIRECTOR**

## 2. Library Hours

**Please note that all Libraries only open at 09:00 on Wednesdays.**

### UFS-SASOL Library

#### **During semester**

Monday to Friday (except Wednesdays)

Level 3 08:00 – 22:00

Levels 4 – 8 08:00 – 22:00

Saturday 09:00 – 13:00

#### **April and September Holidays**

Monday to Friday (except Wednesdays) 08:00 – 18:30

Saturday 09:00 – 13:00

#### **July and December/January holidays**

Monday to Friday (except Wednesdays) 08:00 – 16:30

Saturday 09:00 – 13:00

The Library is closed on Saturdays from the second Saturday in December to the first Saturday in January, inclusive.

### **Frik Scott Library (at the Medical Faculty)**

#### **During semester**

Monday to Thursday (Except Wednesdays) 08:00 – 17:30

Friday 08:00 – 16:30

#### **During holidays**

Monday to Friday (Except Wednesdays) 08:00 – 16:30

### **Music Library (at the Music Department)**

#### **During semester**

Monday to Friday (except Wednesdays) 08:00 – 16:30

#### **During holidays**

Monday to Friday (except Wednesdays) 08:00 – 16:30

### **Qwaqwa Library**

#### **During semester**

Monday to Thursday (Except Wednesdays) 08:00 – 21:00

Friday 08:00 – 18:30

Saturday 09:00 – 13:00

#### **April and September Holidays**

Monday to Friday (Except Wednesdays) 08:00 – 16:30

#### **July and December/January holidays**

Monday to Friday (Except Wednesdays) 08:00 – 16:30

The library is closed on Saturdays during holidays and long weekends.

### **South Campus Library**

#### **During semester**

Monday to Friday (Except Wednesdays) 08:00 – 18:00

Saturday 09:00 – 13:00

#### **During holidays**

Monday to Friday (Except Wednesdays) 08:00 – 18:00

The library is closed on Saturdays during long weekends.

The Library is closed on Saturdays from the first Saturday in December to the second Saturday in January, inclusive.

### **3. How do I become a member of the Library?**

- When you register as a student at the UFS you receive a UFS student card.
- Approximately one day after registering as a student, you will automatically be registered on the Library computer system.
- Your student card is used to borrow books and to make photocopies.
- Please report the loss of your student card to staff at the issue counter as soon as possible.
- Your UFS student card is your responsibility. You are not allowed to lend it out to anyone, which will lead to disciplinary action.

#### **IMPORTANT NOTICE:**

**It is important that you always remember to bring your UFS student card when visiting the Library, as you need your student card to access the library. Only students with valid UFS student cards will be able to take out books and make use of the services of the information librarians.**

**Please remember to bring your own stationery when visiting the library. Pens, paper, rulers, correction fluid, staplers, etc. cannot be supplied by the library staff.**

### **4. Library facilities**

#### **The UFS-SASOL Library**

The building was officially opened in July 1983. It has eight levels with the entrance for users on Level 3. Air conditioning ensures the comfort of those who make use of the Library's facilities. Seating is provided for 1 100 students.

There is 34 km of shelving which houses more than 650 000 books. The issue system as well as the Library's catalogue is fully computerised. There are also various other information systems that provide access to information locally as well as nationally and internationally.

#### **Overnight study halls**

The Library offers two overnight study halls. These are usually open until 02:00 but on request will be kept open throughout the night. Make arrangements with staff at the Access Control Counter. One overnight study hall is accessible from the Library foyer while the other is accessible from the outside of the library on the eastern (campus) side.

#### **Leisure Reading Collection (Level 2)**

This collection consists of fiction in English and Afrikaans as well as popular non-fiction such as recipe books, handwork, fitness, etc. You may borrow these books as part of your normal quota. Newspapers and popular journals are also available here.

#### **Seminar rooms**

There are two seminar rooms on Levels 5 and 7 which are available for study groups. Reservations can be made at the Access Control Counter. A deposit is charged for the key.

#### **Previous exam papers (Level 3)**

Exam question papers from previous years are bound in red and blue volumes. Before 1993 the papers were arranged in alphabetical order according to the name of the subject. As from 1993 they arranged alphabetically according to the course code, e.g. ABR 224, ADR 224, AFR

125, AFR 225. Missing papers were not received from departments. The Faculty of Health Sciences does not provide old exam papers.

The latest exam papers are available digitally from the Library's website. Use your Novell login and password to access the papers by using the course code. Missing papers were not received from departments.

### **Computer lab (Level 6)**

- Only registered students are allowed to make use of the facilities in the computer lab.
- Your UFS student card is necessary to obtain access to the lab.
- Silence must be kept and the use of cell phones is prohibited, as in the rest of the Library.
- Failure to comply with the regulations will lead to disciplinary action. A trespasser may be barred from using the labs again.

### **Photocopy services**

There are photocopy machines on Levels 3 and 8.

## **5. General rules**

- Smoking is not allowed in the Library.
- Eating and drinking are not allowed in the Library.
- Cell phones are to be switched off in the Library.
- Animals are not allowed in the Library, except for guide dogs.
- The Library cannot be held responsible for the loss of personal belongings. Bags and valuable items should not be left unattended. Please make sure that you take all your belongings with you when you leave the Library.
- When you return books to the Library, please make sure that all titles are removed from your lending record. The Issue Counter staff member will provide you with a receipt which serves as proof that you have returned the books. Please keep it in a safe place.
- Your student card is used to borrow books and to make photocopies. No books will be issued without a card and you will be held responsible for any books issued on your card. If you should lose your card, please report your loss as soon as possible to staff at the Issue Counter.
- Absolute silence is not expected but please be considerate to other patrons in your use of the Library.
- Damage to or loss of library material, books, journals etc. must be compensated for by the person responsible for the damage or loss.
- Unauthorised removal of library material is a serious offence. Please make sure that any library materials you wish to take out of the Library have been issued to you.
- Students are not allowed to rearrange the furniture in the library.

**We depend upon all students to co-operate with Library staff to create a clean and pleasant environment in the Library.**

## 6. How many books may I borrow and how long may I keep them?

### **UNDERGRADUATE STUDENTS ARE ALLOWED TO BORROW 10 BOOKS FOR 15 DAYS**

- A fine is charged for books which are returned after the due date.
- Extension of the loan period may be requested once by telephone. You will be informed of the new due date for the books.
- Extension can only be granted if no one else has reserved the book.
- You are responsible for all books which are issued to you. Take care that books are not forgotten in classrooms and do not lend books to other persons.
- Reference books cannot be borrowed and may only be consulted in the Library.

### **Borrowing material from other collections**

- Study collection: see section 10 of this booklet.
- Audio-visual and special material: see sections 11 and 12 of this booklet.
- Journal collection: see section 15 of this booklet.

## 7. How are the books classified?

The books are arranged by the Dewey Decimal Classification System. Classification systems were developed to divide knowledge (in books) into different classes. The Dewey Decimal Classification System divides all knowledge into ten main classes which may in turn be subdivided to show more detailed aspects of the subject.

### **The 10 main classes are:**

000-099 General works e.g. encyclopaedias, reference works, newspapers, librarianship.

100-199 Philosophy and psychology

200-299 Religions of the world and discussions of the Bible.

300-399 Social Sciences e.g. education, politics, culture, law.

400-499 Language e.g. grammar, phonetics and dictionaries of different languages.

500-599 Pure Sciences e.g. zoology, botany, biology, mathematics, physics and chemistry.

600-699 Applied Sciences (Technology) e.g. business economics, industrial psychology, medicine.

700-799 Art and Recreation e.g. fine arts, art history, music, sport, architecture.

800-899 Literature e.g. drama, poetry, criticisms of books or the works of an author.

900-999 History, Geography and Biography.

## 8. How are the books arranged on the shelves?

- Every book in the Library has a shelf number (sometimes known as a call number) on its spine.
- The shelf number combines a number from the Dewey Decimal Classification System with three alphabetical letters. The Dewey Decimal Classification System specifically describes the subject covered by the book.
- Because the number which is assigned by the Dewey Decimal Classification System is a code for a specific subject, books covering the same subject have the same shelf number.
- The shelf number allows you to find a specific book in the Library.
- The shelf numbers of all books in the Library can be found on the library catalogue (KOVSIEMAT).
- Books are arranged in numerical order according to their shelf numbers. The shelf numbers operate like decimal numbers, therefore 610.15 will be before 610.5, e.g.

600

601.05

601.1

604.634

610.3

- Where there are more than one book on a subject, the books will have the same classification number but the three alphabetical letters which appear after the number will differ. These letters are either part of the author's surname or part of the title of the book, e.g.

658.4 HOU

658.4 MAS

658.4 RET

658.4 SWA

## 9. How do I use the library catalogue - KOVSIEMAT?

### What is the KOVSIEMAT?

- KOVSIEMAT is the library's computerised catalogue and contains a complete record of every book, audio-visual source and journals in the UFS Library.
- The record indicates the shelf number, the number of copies available in the library and where in the library or branch libraries the book is to be found. It also indicates whether the book has been taken out or not. The place and date of publication, editor and other information is provided.
- KOVSIEMAT is available on the Internet. From the UFS home page (<http://www.uovs.ac.za>) select Library, and then Library Catalogue (KOVSIEMAT).
- Use the different search fields to find the books you need. Simply follow the links to find the shelf number of a book.
- Consult the library staff for training in the use of KOVSIEMAT or for assistance.

## **10. What is the Study Collection (Level 3)?**

- The Study Collection contains books which lecturers have reserved for specific assignments or research topics and you will also find prescribed textbooks in the Study Collection.
- The Study Collection is colour coded with red and green dots on the spine.
- Resources in the Study Collection are arranged according to the Dewey Decimal Classification System.

### **10.1 How do I find resources in the Study Collection?**

The KOVSIECAT allows searching for materials in the Study Collection by title, lecturer name or course code.

### **10.2 How do I use these resources?**

The books can only be used in the Library and photocopies can be made without borrowing the books.

After use, return the books at the issue counter on level 3.

## **11. Audio-visual Collection (Level 8)**

### **11.1 What is the Audio-visual Collection?**

The Audio-visual Collection on Level 8 provides information resources in a variety of audio-visual formats, as well as the facilities to access these resources.

***Consult one of the staff members for use of material in this section.***

**The Audio-visual Collection has:**

- A great variety of videos, DVDs, CD Rom's, slides, sound cassettes, computer programmes and other formats containing audio-visual material.

**The following equipment is available:**

- DVD machines, cassette players and slide projectors.
- Microfiche readers.

**May I borrow audio-visual material?**

- No material from this section may be borrowed.



## **12. Africana and Special Collections (Level 6)**

### **12.1 Africana Collection**

- The Africana Collection is a closed collection on Level 6, which is specifically meant for advanced studies.
- The emphasis of this collection is on the preservation of the country's cultural heritage.
- The collection includes historical information about the various geographical areas and the inhabitants of Southern Africa.
- Books about the cultural development of the peoples of South Africa also form an important part of the Collection.
- The historical, religious, cultural, political and social development of the inhabitants of the country is emphasised in the collection.
- Priority is given to information about the Free State and the Anglo-Boer War.

#### **What are the conditions of use for this collection?**

- Africana material may under no circumstances be borrowed.
- No photocopies may be made of Africana material.
- Only post-graduate students and researchers are allowed to use the material.

### **12.2 Special Collections (Level 6)**

The Special Collections are closed collections and are housed on Level 6. Ask the staff for assistance.

#### **What are the Special Collections?**

- Rare and/or expensive or valuable works that should not be on the open shelves.
- Archival copies of all the theses written by UFS students.
- Government publications
- Kovsiana Collection (all UFS publications).
- Government publications such as White Papers and RP reports are available from the protected collection on Level 6.

#### **What are the conditions of use of this collection?**

- Only government publications may be borrowed
- Photocopies may be made of theses and Government publications.
- Consult the staff on Level 6 to arrange for use of material in Special Collections.

## **13. How do I make photocopies?**

- Deposit money on your UFS student card at the cashiers at the student centre (next to ABSA Bank) – it takes 48 hours for this money to become available.
- Next to every machine in the Photocopy Room is a meter. If the screen of the meter shows the message "ready for use", you may proceed.
- The light on the button that you press to make the copies will change from red to green. If you do not start to make copies within 50 seconds the light will change back to red.
- It is very important to pass your card through the slot again and make sure that the light on the button changes back to red after making copies. This closes your account and no-one else will be able to make copies on your account.
- After use, please place books and other materials on the trolleys in the Photocopy Room. Please do not return books to the shelves yourself.

#### **14. How do I find information on a specific topic?**

- Contact your Information Officer on Level 5 or 7.
- The Information Officer will conduct an interview to determine the topic of your research, which keywords to use, which databases to use and a search will be done.
- You will receive a computer printout of references to enable you to select the most relevant sources.
- Most of these references will be found in sources in the library. Some articles may be available in full from databases on the Internet – the Information Officer will assist you.
- You are welcome to do your own information searches using the Library subscribed databases. Please ask the Information Officer for training. This is also available for students not on the UFS campus (see section 20 on off-campus users).

#### **15. What does the Journals Collection offer (Level 8, Branch Libraries)?**

- The Library is subscribed to about 2 500 journal titles in print format and has access to about 40 000 titles in electronic format.
- Consult staff at the counter when you want to access print journals published before 1980.

#### **May journals be borrowed?**

- Journals in print may not be borrowed, though photocopies can be made on Level 8 if you have already deposited money onto your student card.
- All students have access to the 40 000 electronic journal titles through the Library home page, even if you do not access this from a computer on campus.

#### **15.1 How do I find a journal article on a specific topic?**

- Consult the Information Officers on Level 5 or 7 to do an information search before going to the Journals Collection.
- Staff members on Level 8 can only help you find journals, not articles.

#### **15.2 How do I find an article on the shelf?**

- Use KOVSIECAT to find out whether the Library subscribes to a specific journal, e.g. *Journal of Agricultural Economics, Mar2003, Vol. 54 Issue 1, p1-20*
- Go to the KOVSIECAT and select Title
- Type *Journal of Agricultural Economics* to see if the journal is available on Level 8. Go to the shelf, find 2003, vol. 54, issue 1, and go to page 1 – this is where you'll find the article.
- Certain journals are housed in specific academic departments.

#### **15.3 Classification and arrangement of journals**

- Journals are arranged on the shelves according to the broad number of the Dewey Decimal Classification System, e.g. P300 Sociology.
- Within this arrangement, the journals are placed alphabetically according to the first three letters of the title of the journal, e.g.

P300 ACT

P300 BUS 13

P300 KLE

P300 SOC

- A symbol prefixed to a number indicates the specific location where the journal can be found, e.g.

P Journals Collection (Level 8)

PA Africana (Level 6)

PKOV Kovsiana (Level 6)

PM Medical Library

PN Music Library

REF Reference shelves (Level 5 and 7)

#### **15.4 Electronic journals**

The Library has electronic access to many thousands of journals. From the UFS home page, go to Library and select Electronic Journals A – Z list. Here you check to see if a specific journal is available electronically. The service is also available for students not on a UFS campus (see section 20 on off-campus users).

For example:

Type in *Journal of Agricultural Economics*. The system indicates its electronic availability, in this case

from 1997 to present in Blackwell-Synergy and Wiley-Blackwell Full Collection

Click on the service provider, in this case Blackwell-Synergy. Now go to 2003, vol. 54, issue 1, page 1, and you'll get the article in electronic full text.

#### **15.5 Broad classification numbers of Journals**

001 Computer Science

020 Librarianship

070 Communication

150 Psychology

200 Theology

300 Sociology

306 Anthropology

310 Statistics

320 Political Science

330 Economics

340 Law

350 Government and Municipal Administration

361 Social Science

364 Criminology

370 Education  
400 Linguistics  
430 German  
470 Latin  
492 Semitic Languages  
496 African Languages  
505 Natural Sciences  
510 Mathematics  
520 Astronomy  
530 Physics  
540 Chemistry  
550 Geology  
574 Biology  
576 Microbiology  
580 Botany  
590 Zoology  
610 Nursing  
620 Engineering  
630 Agriculture  
640 Home Economics  
650 Industrial Psychology and Business Management  
700 Fine arts and Art history  
710 Town and regional Planning  
720 Architecture and quantity surveying  
780 Music  
790 Drama  
796 Physical education  
800 Comparative literature  
820 English literature  
830 German literature  
839 Afrikaans and Netherlands  
840 Roman languages

- 870 Latin
- 880 Greek
- 900 History
- 910 Geography
- 930 Archaeology

**16. What is the Study Materials Centre (Xerox)?**

- Study material can be class notes compiled by a lecturer, or can be copies of journal articles or chapters of books.
- The Study Materials Centre duplicates this material and makes it available to students.
- The centre is accessed from outside the Library, on the northern side.

**How do I obtain material from the Study Material Centre (Xerox)?**

- Your lecturer will provide you with a reference number to obtain relevant study material.
- At the Study Materials Centre you fill in a requisition form. If copies are available you will immediately receive one, if not, a copy will be made for you. An amount for study material has already been included in your class fees.

**What is the Centre’s (Xerox) hours of business?**

<b>The first month of each semester</b>	
Monday to Friday	08:00 - 18:30
<b>The rest of the year</b>	
Monday to Friday	08:00 – 16:30

**17. Off-campus users**

Registered UFS students anywhere on earth can make use of the electronic resources offered by the Library (especially databases for information searches and journals to find specific pre-identified journal articles). To do this you need your surname, your patron number (which is your student number with 10 added to the end) and a personal identification number (PIN) you create yourself. This can be any number, at least 4 digits long, but please do not forget it as it is quite a hassle to resolve this issue.