Du toit, Elize
Information Skilling
2019
Module 1
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1. LIBRARY INITIATION  

INTRODUCTION

Welcome to the library. The library is your new best friend at the university. UJ library is a world-renowned library. Each of the four campuses has a library which provides in all your information needs. We boast with a comprehensive collection of electronic full-text journal databases, books (print and electronic), journals (print and electronic), and a fully researchable collection of complete online newspapers (International and National). The collections are continuously updated.

Our library provides all the information you need for your course content (textual and visual). Your lecturers will provide you with a list of prescribed and recommended readings, which they will use throughout the year and will also expect you to use it. Many of these readings will be available online as well and will be available in the library’s reserved collection. The online resources can be accessed from the library computers.

Some books are not available for borrowing. These books you may read in the library and make notes. You may also borrow books via our Inter Campus Lending Service from our five libraries, other than your resident campus library. Remember you are going to spend more time reading books as you go on with your degree and will be using more specialist books and searching tools. By becoming an active library user early on will help you overcome any academic anxieties.

We are here to help you with your research needs and questions. Just Ask!
2 KNOW YOUR LIBRARY

In this module, students discover and learn to understand the physical organisation of the library, its facilities, resources and sources.

The University of Johannesburg has five libraries on its four campuses:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB: Auckland Park Bunting Road Campus Library</td>
<td>Bunting Road, Cottesloe Auckland Park</td>
<td>27 11 559-1293</td>
</tr>
<tr>
<td>APK: Auckland Park Kingsway Campus Library</td>
<td>Cnr Kingsway and University Road, Auckland Park</td>
<td>27 11 559-2171</td>
</tr>
<tr>
<td>DFC: Doornfontein Campus Library</td>
<td>Cnr Siemert &amp; Beit Streets, Doornfontein, Johannesburg</td>
<td>27 11 559-6752</td>
</tr>
<tr>
<td>FADA: Faculty of Arts Design and Architecture Library</td>
<td>Bunting Road, Cottesloe Auckland Park</td>
<td>27 11 559-1018</td>
</tr>
<tr>
<td>SWC: Soweto Campus Library</td>
<td>Chris Hani Road, PowerPark Soweto</td>
<td>27 11 559-5666</td>
</tr>
</tbody>
</table>

2.1 Library Hours

<table>
<thead>
<tr>
<th>Term</th>
<th>March &amp; September Recess</th>
<th>July and December Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. - Fri.:</td>
<td>Mon. - Fri.:</td>
<td>Mon. - Fri.:</td>
</tr>
<tr>
<td>07:30 – 22:00</td>
<td>07:30 – 22:00</td>
<td>07:30 – 18:00</td>
</tr>
<tr>
<td>Sat.: 08:00 – 15:00</td>
<td>Sat.: 08:00 – 15:00</td>
<td>Sat.: 08:00 – 13:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat. (Jan.): 08:00 – 13:00 till term starts formally</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The library closes on 15 December</td>
</tr>
</tbody>
</table>

Campus libraries are closed on public holidays. Check notice boards at all campus libraries for changes to these hours.

Note: You need your student card to access and borrow materials from the Library. The student card you receive from student registration is your card you use to access the library.
## 2.2 Library Staff

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Librarian</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Art, Design &amp; Architecture</strong></td>
<td>Yvonne Bucwa</td>
<td>011 559 2641</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:yebucwa@uj.ac.za">yebucwa@uj.ac.za</a></td>
</tr>
<tr>
<td><strong>College of Business Economics</strong></td>
<td>Ester De Broize</td>
<td>011 559 3187</td>
</tr>
<tr>
<td></td>
<td>Fikiswa Mgengo</td>
<td>011 559 5668</td>
</tr>
<tr>
<td></td>
<td>Michael Sifile</td>
<td>011 559 1030</td>
</tr>
<tr>
<td></td>
<td>Madumella Mofokeng</td>
<td>011 559 1058</td>
</tr>
<tr>
<td></td>
<td>Theresa Vukeya</td>
<td>011 559 1381</td>
</tr>
<tr>
<td><strong>Faculty of Education</strong></td>
<td>Mirriam Mabalane</td>
<td>011 559 5610</td>
</tr>
<tr>
<td></td>
<td>Dudu Tshabalala</td>
<td>011 559 3198</td>
</tr>
<tr>
<td><strong>Engineering &amp; the Built Environment</strong></td>
<td>Sello Borephe</td>
<td>011 559 6267</td>
</tr>
<tr>
<td></td>
<td>Constance Ndumela</td>
<td>011 559 3192</td>
</tr>
<tr>
<td></td>
<td>Thusi Mlungisi</td>
<td>011 559 9057</td>
</tr>
<tr>
<td><strong>Health Sciences</strong></td>
<td>Dikomo Rathaba</td>
<td>011 559 6325</td>
</tr>
<tr>
<td></td>
<td>Mlungisi Dlamini</td>
<td>011 559 6836</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>Zelda Geldenuys</td>
<td>011-5593158</td>
</tr>
</tbody>
</table>
3 LIBRARY NAVIGATION

By the end of this training session the students will effectively know how to navigate the library by taking a walkabout tour – that is, know the layout of the library and the various facilities and services the library has to offer.

3.1 Library facilities

- Quiet study space is available at all the libraries in designated areas. You can ask the information desk for assistance.
- 24-hour study space. The facility is open throughout the year. It is closed ONLY during the December holidays.
- Discussion areas
- Learning Commons: space for undergraduates to meet and work
- Social Commons: space to relax in between study sessions, with free Wi-Fi, soft seating and television
- Research Commons: reserved for post-graduate students
- Training facilities
- Computers with access to electronic resources
- Full Wi-Fi connectivity
- Photocopying, scanning and printing
- Library facilities for students with disabilities
- Self-checkout machine
All libraries have seating spaces. Majority of seating spaces are first to come first serve.

Discussion areas with Wi-Fi capability are available for group assignments and study.

24-hour study space which is open throughout the year. Except during the December holidays.

Library computers have access to the Internet, Library Catalogue and Electronic Books and Journals.

Free Wi-Fi access which requires an Internet access password.

The Wireless Wi-Fi network is accessible from Wi-Fi enabled laptops, mobile and tablet devices.

Photocopying, printing and scanning stations.

The material can be scanned via the printer with your student card.

Printing and photocopying are outsourced. Contact Minolta at 011 559 2184

Self-Check-out and Check-in Systems are a way to avoid the line at the Circulation Desk during peak periods.

It allows you to check out and renew a book (provided that the book is not on hold for another patron) and also to check in materials on your own.

Learning Commons are collaborative and tech-infused flexible learning spaces with Internet access.

Computers are accessible on a time-out system basis, which allows access to the Internet for 45 minutes.

Research Commons are collaborative and tech-infused flexible learning space with Internet access.

Computers are accessible on a time-out system basis, which allows access to the Internet for 2 hours.

The UJ LIBRARY prides itself on offering the best facilities and resources that support teaching and learning for students. Our services are available to a registered UJ student who needs a comfortable and a great place to learn and study.

How to create a password

STEP 1: Click on the student portal
STEP 2: Click on ‘create password students’

Here you will find step-by-step instructions to create a password

How to connect to the WI-FI

Instructions for Android Devices:

1. Go to settings
2. Slide to enable WI-FI
3. Select “Wifi@UJ”

![WiFi@UJ selection](image)

4. Enter the following:

   **Identity**: studentnumber@student.uj.ac.za

   **Password**: Enter your password

5. Select “Connect”

![Connect selection](image)

6. Open your web browser and on the Internet Portal page enter the following:

   **Username**: studentnumber@student.uj.ac.za

   **Password**: Enter your password

7. Select “Continue”
Instructions for Apple Devices

1. Select “settings”

2. Select “Wi-Fi”
3. Slide to enable Wi-Fi

4. Select “WiFi@UJ”

5. Enter the following:
Username: studentnumber@student.uj.ac.za
Password: Enter your password

6. Select “join”

7. Select “trust”

8. Open your web browser and on the Internet Portal page enter the following:
   Username: studentnumber@student.uj.ac.za
   Password: Enter your password
9. Select “Continue”

3.2 Library services

The library services support learning and teaching and aim to ensure that students not only enjoy the library as an information service, but also advance sufficiently in their studies.

3.2.1 Inter-Campus Loans (ICL)

- This service is free-of-charge. It allows you to borrow items owned by any of the Campus Libraries. Enquire about this service at the Circulation Desk.

3.2.2 Library training/information services

- All Campus Libraries offer information services to registered students and staff
- The services include General Information, Subject Information (research support offered by professional librarians) and Information Skilling.
- Each information librarian is responsible for a specific subject and assists students and academic staff in finding quality research information.
- Assistance with information retrieval is given and students are trained in finding information.
- It is advisable to make an appointment in advance with the information librarian responsible for your subject.
- Enquire at the Circulation Desk about the librarian responsible for your subject areas or click here to see the contact list.

3.3 Information Literacy Training

To enable you to sufficiently grow as a person and successfully one day contribute productively to the country’s economy, you need to be information literate. What you learn during the information literacy sessions you can apply across the curriculum.

The information literacy training programme at UJ is conducted in the library and comprises the following:
- Library orientation
- How to use information sources for assignments
- How to develop search strategies for information retrieval
- Fair Use of Information (Plagiarism and Copyright)

You have to book to attend an information literacy session. You can either book online

How to book online?

STEP 1: Click on the student port as indicated here

STEP 2: Sign in with your username and password

STEP 3: Go to the third page. Under ‘Modules and Communities’
Make your booking

Or

contact the Information Skilling Librarian, Elize du Toit (e-mail elizedt@uj.ac.za, Tel: 011 559 2317)

4 VIRTUAL LIBRARY

Students learn how to use the library’s digitised collections.
The library’s home page is easy to navigate and is your gateway to all of our resources and to your library account. [http://www.uj.ac.za/library](http://www.uj.ac.za/library). The mobile webpage is available at [http://ugo.uj.ac.za/](http://ugo.uj.ac.za/). You can also get in touch with the UJ Library by following us on Twitter [https://twitter.com/UJLibrary](https://twitter.com/UJLibrary) and Facebook [https://www.facebook.com/UJLibrary](https://www.facebook.com/UJLibrary).

### 4.1 UJLINK – The Library Catalogue

- Library collections house a wide variety of materials on many different topics and in many different formats. The challenge in making these collections available for the use by library users is letting them know what is in the library collection. This is the reason for having a library catalogue, and for taking the time to correctly catalogue library materials.
- The library catalogue might be compared to the index for a book. The index provides the reader with a way to find information in the book without having to read every page. The index tells the reader the page on which the information about a specific subject can be found. The library catalogue does the same thing. It tells the library user exactly where materials meeting their specific needs can be found, with the call number of the book corresponding to the page number in an index.
- UJ Library Catalogue tells you where all the items in our campus libraries can be found.
- It allows you to search using keywords, phrases, book titles, authors, and the call number.

**How to Search the Library Catalogue**
Click on UJlink library catalogue

The following will be displayed

Here you can search according to title, author, keywords, subjects and many more.

This record shows the following:
Format: Book
Location: Kingsway library, level 3
Call number: 004.071. This book is classified under generalities.

Status: Available for loan

4.2 MYUJlink

MyUJLink is your personalised library that allows you to renew material online. It also keeps a list of your library lending history.

Only UJ staff and registered students are able to renew their own material online. You will need your username and password to use this function.

4.3 Electronic Course Reserves (ECR)
ECR gives you access to materials reserved for a specific course. This can be prescribed books, recommended chapters, etc.

You can access materials for your course by typing the course name or by searching, using your lecturer’s name. Access the Electronic Course Reserves here.

### 4.4 UJoogle

This is your one-search-finds-it-all tool. It allows you to search the print and e-books, databases, and the Internet.

![UJoogle Image]

### 4.5 Faculty Subject Guides

The faculty subject guides provide you with all the essential information you need to know about your faculty. To view this resource, click here.
Think what it would be like to use a library whose books were arranged in no special order. It would take forever to find what you need. Classification systems organise library collections into subject-related categories, so similar topics will be grouped together on the shelf.

The Dewey Decimal Classification is a general knowledge organisation tool and is shared through the library’s online catalogue. In the DDC, basic classes are organised by disciplines or fields of study:

000  Generalities
100  Philosophy & Psychology
200  Religion
300  Social Sciences
400  Language
500  Natural Sciences & Mathematics
600  Technology (Applied Sciences)
700  The Arts
800  Literature & Rhetoric
900  Geography & History

A call number is a unique identification code assigned to each book that clearly identifies it from other books.
Class. 300 = Social science

Call number 305 = Groups of people

305.8 = Ethnics and National Groups, Culture and Race = Racism

Now you know, the reason for these classification and call numbers.

6  LIBRARY COLLECTIONS

You can find all your prescribed and recommended readings in the library.

6.1  Print Collection (Open Shelf Collection)

- The UJ Libraries have printed books that can be borrowed with your student card for use off-campus.
- The loan period for undergraduate students is 6 items for 14 days.
- The loan period for postgraduate students is 16 items for 30 days.
- A fine is payable for items that are not returned on or before the due date.

Books are kept on the library shelves based on the different faculty locations in the library. You can locate the books via the online library catalogue, or by asking a librarian for assistance.

6.2  Reserve (Short Loan) Collection

- The collection consists of prescribed and recommended books which are in high demand and the collection is kept behind the Circulation (Lending) Desk in each Library.
- These items may be used only in the Library for 2 hours at a time.
- Ask for the title you need at the Library Circulation Desk or Information Desk.
- A fine is payable for items that are not returned on time.

6.3  Special Collections

- The university’s Special Collections comprise collections of primary source material and rare books, with the focus on Southern Africa.
6.4 Electronic Collection

This collection consists of:

- **Electronic Books (e-books):** An e-book is an electronic version of a printed book which can be read on a computer or be downloaded on a tablet device for the purpose of reading or studying.

- E-books are accessible from library computers, your tablet device, and also remotely from off-campus using your login details.

- **Electronic Journals (e-journals):** These are peer-reviewed periodicals in which academic articles are published that you can refer to when writing assignments.

- E-journals are accessible from library computers, your tablet device, and also remotely off-campus using your login details.

- **Faculty Subject Guides:** These are guides developed by the faculty librarians to help you get started with your research in a specific discipline or on a specific topic. [https://www.uj.ac.za/library/Pages/subject-guides.aspx](https://www.uj.ac.za/library/Pages/subject-guides.aspx).

To use the electronic resources (Databases, MyUJLink, E-books, Catalogue) you are required to sign on to the library system using your ULink login details, which are your student number and ULink password.

**What is a journal?**

A journal is a publication containing research articles written by experts in their study fields. A journal usually gets published annually, bi-annually, quarterly or monthly, depending on the publisher. Examples are *Journal of Higher Education* and *Journal of Library and Information Science* (to name a few). Each issue usually has a theme and articles about that specific theme are published in that issue.

Journals are also called academic or peer-reviewed journals. This means that the article is basically refereed (judged) by other academics of that subject field. The reviewers must agree that the research discussed in the article is original research.

Each issue of the journal has a volume number and issue number. With the print version, the volume and issue number can be found on the spine of the journal.

Before the Internet became popular, journals were printed. Nowadays with the popularity of Internet journals can be found in print and online. There is no difference between the content of the journals – it is just the format that differs.
Print journals can be found in the physical library on the library shelves.

Online journals can be accessed via the library website under ‘Databases’. The database is the host or electronic library that is responsible for publishing the journal such as Ebsco or Wiley Science. The library’s journals are multidisciplinary or subject-specific and can be accessed here. The URL is http://www.uj.ac.za/library/informationsources/Pages/Databases.aspx

The online journal articles can be downloaded in PDF format or viewed in HTML format.

6 LIBRARY RULES

- Behaviour which disrupts the activities of the Library or impinges on the right to a quiet and orderly work and study environment of other library clients is not permitted.
- Smoking is not permitted anywhere in the Library or within a seven-meter radius of the Library entrance.
- Cellular phones must be on silent in the library.
- Use of the computers in the library is subject to time limits during peak usage periods.
- The UJ Library does not accept any liability for the loss of, or damage to, personal property.
- Security staff and Noise Monitors in the campus libraries are responsible for enforcing the Library Rules and Regulations and the Campus Librarian may withdraw the right of admission to a campus library if a client violates the Library rules.

7 ONLINE INFORMATION LITERACY PROGRAMME

For your convenience and also to enable you to refer back to sessions you may have missed out on, you can access the Information Literacy Programme online via our LibGuide http://uj.ac.za.libguides.com/c.php?g=581225. The same themes are covered in the online programme than the contact programme.