



UNIVERSITY
OF
JOHANNESBURG

Library4.0

For the  of learning

Lockdown Level III: Academic Staff

- Campus Permits:** only staff and students with permits will be allowed on campus during this time.
- Libraries that will be open:** All five libraries will be open and will have only 33% occupancy at any given time.
- Online Booking System:** You may only enter a campus library if you have booked a space online.
- Opening Hours:** Monday to Friday 08:00 – 10:15; 11:00 – 13:15; 14:00 – 16:15.
- Saturdays:** The Library will NOT be open on Saturdays.

Details for Academic Staff

Academic staff with campus access permits may borrow books and work in the library.

Academic staff who wish to work in the library need to book a space online before coming to work in the library.

Academic staff who wish to borrow books need to order the books before coming to the library and can collect the books at the Circulation desk. To order a book begin by searching for a book on the UJ Library Catalogue to ensure that the book is held by the Library, then complete this online form.

Academic staff with access permits may return books to campus.

There will be no librarians in the library to attend to face to face queries. All queries must be done online via email.

Academic staff who do not have campus access permits.

Academic staff without access permits may not work in the library or borrow books.

Academic staff may request that sections or chapters of print books be scanned by librarians and emailed to them by completing this form.

Academic staff may email librarians with any queries or requests they might have.

Link to Online Booking

Follow the link below to book your space in the Library:

https://ujlink.uj.ac.za/screens/booking_covid.html



QR Code

Library Booking

Services offered to Academic Staff

Buying Resources: the buying and cataloguing of books or resources requested by academic staff continues and is done online.

Online Expo: will be held this year and academic staff are encouraged to buy mainly electronic resources rather than print books.

Archives and Special Collections: access to the Archives and Special Collections is primarily online. Academic staff should email any requests or queries they have to the Archives and **Special Collections staff**. Staff and students with access permits may come to work in the Archives and Special Collections.

Interlibrary Loans: continues to function online but no print books can be ordered through interlibrary loan.

Bindery: a limited bindery service is operational.

Queries: all queries are dealt with online as there are no information and faculty librarians working on campus.

Compliance with health and Safety

Limited opening times: these have been put in place to ensure that the libraries can be cleaned twice a day and the libraries never exceed a 33% occupancy rate.

Face masks: must be worn at all times. No one may enter the library without a face mask.

Hand sanitizers: everyone must sanitize their hands on entering a campus library and before using any equipment.

Social distancing: must be adhered to at all times and people may only sit in the designated areas.

If you feel unwell while in the library: you are to report to the front desk of the library. A designated health care professional will come and attend to you in the library.

Online booking system: has been put in place to ensure that the occupancy rate in a library never exceeds 33% and that the libraries have all the relevant contact information for everyone who enters a library. This will ensure that track and trace can be effectively implemented.

Track and trace: should someone test positive for COVID-19 UJ will contact everyone who was in the library at the time that an infected person was in the library.