



# UJ Library Orientation Pack for Academics

## Library Support for Off-Campus Teaching & Research

The University of Johannesburg Library seamlessly continues to provide online services and resources to the academic staff, researchers, postgraduates and undergraduate students.

## PURPOSE

This quick Library Orientation Pack was designed to assist you in your off-campus teaching and research. The guide is organised in categories: Library Services, Teaching Support and Research Support.

## LIBRARY SERVICES

**LIBRARY WEBSITE:** <https://www.uj.ac.za/library/>

[Compliments & Suggestions](#) - tell us how we can support and help you in these difficult times

### LIBRARY GUIDES

General, Subject, Course and Topic LibGuides in support of Teaching, Learning and Research  
<https://www.uj.ac.za/library/Pages/subject-guides.aspx>

### WHAT'S NEW: MOBILE LIBRARY APP

New way to connect to the UJ Library with your mobile device. You can search the Catalogue, renew your books, access the LibGuides, search the databases. Not to be missed experience

**Download** the UJ Library App from [Apple Store](#) and [Google Play](#)  
Watch the introductory [Library App Video](#)

### WHAT'S NEW: CHAT BOT

**Library ChatBot: BOTsa** (meaning **ASK** in Setswana) is 4 IR in action with 24/7 support.  
Ask **BOTsa** basic Library questions: via [Library website](#) or directly from this [LINK](#).

### LENDING / CIRCULATION SUPPORT

**During Phase 4 of Lockdown, there will be no access to print material.**

**Ask questions such as:** How to Renew my Books; I'm a new academic and would like to access the Library Resources; Do I need a password?

**Contact:** [Lending staff](#) or follow up with your Faculty Librarian

More information on [Lending Services](#)

## INTER-LIBRARY LOANS (ILL)

Inter-library Loan staff help postgraduate students and academics to obtain materials (books, articles & Theses & Dissertations) not owned by the UJ Library.

**During the lockdown**, only electronic articles can be requested.

[ILL FAQ](#) ; Direct access to the [ILL Online Application](#)

## SAPNET/NEVADA: LIBRARY RESOURCE ORDERING SYSTEM

SAPnet/Nevada Library Resource is an internal book ordering system, which is also used to compile the UJ textbook lists. It is used by academics and librarians to order electronic & print books, periodicals (journals) and e-resources (databases), and to list prescribed textbooks for bookshops.

[Introductory SAPnet video](#) and access to [SapNet](#)(Registration is required)

[Video: Steps to follow when Prescribing Textbookson Nevada/SAPnet](#)

[Library Acquisition Procedures](#) - SAPnet, Prescribed Textbooks; Ordering

## TOP ONLINE LIBRARY TOOLS / RESOURCES TO GET YOU STARTED

[UJ Library Catalogue](#)

[UJoogle](#) - UJ Library search engine. Find books, journals, articles and other library materials

[A-to-Z Journals](#) - trace specific journal titles

[A-to-Z Databases](#) - report database access problems [HERE](#)

[Faculty Library Guides](#) - specifically designed for your teaching & research needs

[UJ Library YouTube Channel](#) - events and motivation talks, training videos

## ACCESS TO ONLINE RESOURCES

The UJ resources are Password (PIN) protected for both On-Campus and Off-Campus use.

You can either create a **Library PIN** (Option A) or use your **UJ E-mail credentials** (Option B)

Option A	Option B
You can <b>create a library PIN</b> by simply following the steps on the page	<b>Select:</b> Staff/Student Use your <b>UJ email address</b> and the login <b>password</b>

## UJ LIBRARY NEWS & EVENTS

The UJ Library is continuing to provide a stimulating environment for debate and engagement with topical issues to students, staff and the external community on a virtual platform using [Zoom](#).

To be a presenter or to participate at an event, please visit the [UJ Library Events page](#).

Follow the newsfeeds on UJ Library [Facebook](#) [Twitter](#) [Instagram](#) pages. [Contact us](#)

Recordings from the events are available on the [UJ Library YouTube Channel](#)

## UJ LIBRARY SOCIAL MEDIA

Follow the UJ Library Social Media for the latest developments, information about events, training sessions, news articles, UJ content and so much more

- [Facebook](#)
- [Twitter](#)
- [Instagram](#)
- [UJ Library YouTube Channel](#)
- [Linkedin](#)

## MEET YOUR FACULTY LIBRARIAN

<b>FADA</b>	Yvonne Bucwa	yebucwa@uj.ac.za	<a href="#">LibGuides</a>
<b>CBE</b>	Ester de Broize	edebroize@uj.ac.za	<a href="#">LibGuides</a>
<b>Education</b>	Miriam Mabalane	mmabalane@uj.ac.za	<a href="#">LibGuides</a>
<b>FEBE</b>	Sello Borephe	sborephe@uj.ac.za	<a href="#">LibGuides</a>
<b>Health Sciences</b>	Dorcas Rathaba	drathaba@uj.ac.za	<a href="#">LibGuides</a>
<b>Humanities</b>	Constance Ndumela	cndumela@uj.ac.za	<a href="#">LibGuides</a>
<b>Law</b>	Lizette van Zyl	lizettevz@uj.ac.za	<a href="#">LibGuides</a>
<b>Science</b>	Pavlinka Kovatcheva	pkovatcheva@uj.ac.za	<a href="#">LibGuides</a>

Link to all [Faculty and Subject Librarians](#) & [Library LibGuides](#)

## TEACHING SUPPORT

### LIBRARY GUIDES

The UJLibrary Subject, Course and Topic Guides provide a one stop shop for library resources in support of the Teaching, Learning and Research needs of the UJ community. The Librarians create and maintain the guides, which provide 24/7 remote access to information.

#### How are we helping your Teaching and Learning?

Your librarian can create a Course guide for your teaching module, with instructions on how to search for information, plagiarism and referencing support, and subject specific resources such as eBooks and databases for assignments and projects. We can also recommend useful online content for your online teaching.

#### Please contact your librarian for assistance and to get you started:

[Faculty and Subject Librarians](#). Access to all [Faculty LibGuides](#)

### UJ INNOVATIVE LEARNING HUB

Search for useful general and subject specific educational videos, podcasts, free courses, images, apps, 3D and other selected resources to support and enhance your teaching at UJ. The focus of the Custom Search Engine is on **Blended & Online Learning** as well as **Fourth Industrial Revolution** initiatives, such as Virtual Reality, Augmented Reality, Mixed Reality and Artificial Intelligence. The HUB Search Engine uses pre-selected websites and resources.

Search the [UJ Innovative learning HUB LibGuide](#) or directly search the [UJ Innovative Learning Search Engine](#)

### PRESCRIBED TEXTBOOKS

**Prescribed textbooks** - The Library is addressing the problem with accessing the Library prescribed textbooks by purchasing either ONLINE copies of the textbooks or digitising chapters of the books. Please contact your **Faculty Librarian** for more information

**2nd Semester Textbooks** - [SAPnet](#) is used to compile the University of Johannesburg's (UJ) textbook lists. The list is then shared with the bookshops. Find the [2nd semester textbook list](#)

[Introductory SAPnet video](#) and access to [SAPnet](#) (Registration is required)  
[Video - Steps to follow when Prescribing Textbooks on Nevada/SAPnet](#)

## ONLINE ACCESS AND SCANNING OF ESSENTIAL PRESCRIBED TEXTBOOKS

Given that the second term will be an online term, students will not be able to access prescribed textbooks that are only available in a print format. The Library will try to **scan and upload essential chapters from prescribed books**.

**Online Textbooks copies** will be available, if it is possible

Search the [Library Catalogue](#) to find scanned and online textbooks and chapters

**Contact:** your [Faculty Librarians](#) for support with the prescribed textbooks

**Contact:** Tebogo Mogakane, Lending Desk support for scanning: [mogakanet@uj.ac.za](mailto:mogakanet@uj.ac.za)

## LIBRARY INFORMATION LITERACY SUPPORT

In April 2020 librarians trained **9590** students in information literacy skills online

### Information Literacy Module

The [Information Literacy Module](#) follows a Blended Learning approach, to provide students with the essential skills to become critical, independent thinkers & to achieve academic success.

### Plagiarism Game

The [Plagiarism Game](#) was developed so that students can learn about plagiarism through gamification

### Library Video Tutorials

The Library created a series of [instructional videos](#) to help students develop their information literacy skills. List of the available [videos](#) in PDF format

### Online Training Sessions

With the COVID-19 outbreak and national lockdown, the library continued with online support by arranging Online Training sessions via Zoom.

Keep your students informed about the Library [training sessions](#)

### Information Literacy Useful Resources and Tools

- [Course Reserves](#)
- [Online Exam Papers](#)
- [UJ Library Guides](#)
- [Information Literacy Module](#)
- [Plagiarism & Copyright](#)
- [Harvard Reference Techniques](#)
- [Harvard Quick Reference Guide](#)
- [APA Reference Techniques](#)

### For more information contact:

Elize du Toit: Teaching and Learning Librarian: Undergraduates; [elizedt@uj.ac.za](mailto:elizedt@uj.ac.za)  
[Faculty and Subject Librarians](#)

# RESEARCH SUPPORT

## WHAT'S NEW! UJ LIBRARY OPEN JOURNAL SYSTEM: OJS

At the University of Johannesburg we support open access publishing and the dissemination of information through open access platforms. Part of our mission is to support research in any way that we can. There are several journals that are loosely 'housed' at the university and the editors of these journals are all faculty staff. The [Open Journal System \(OJS\)](#) is a digital platform on which these journals, and any other journal that faculty members may be involved in, can be hosted.

**Contact:** Reneka Panday, **E-mail:** [renekap@uj.ac.za](mailto:renekap@uj.ac.za)

## WHAT'S NEW! RESEARCH DATA REPOSITORY: UJ DR

The University of Johannesburg's [Data Repository](#) and Research Data Management tool, Figshare, collects research data/raw data/datasets, which is data in whatever formats or form collected, observed, generated, created and obtained during the entire course of a research project. It allows researchers and the institution at large to make research data findable, accessible, inter-operable and reusable

[Video Demonstration](#) [Data Repository website](#)

**Contact:** Tyson Mabunda, **E-mail:** [ttmabunda@uj.ac.za](mailto:ttmabunda@uj.ac.za)

## UJ INSTITUTIONAL REPOSITORY: IR

The [UJ Institutional Repository](#) is an Open Access repository, which aims to collect, preserve, and showcase the research output produced, affiliated or owned by the University of Johannesburg for a global audience. UJ researchers can submit their pre-print publications, while postgraduate students can have their final Theses and Dissertations uploaded and made available freely to the public.

**For more information and support, contact:** Tyson Mabunda, **E-mail:** [ttmabunda@uj.ac.za](mailto:ttmabunda@uj.ac.za)

## ORCID SUPPORT

**ORCID: Open Researcher and Contributor ID**, provides a persistent digital identifier (an ORCID) that you own and control, and that distinguishes you from every other researcher. You can connect your iD with your professional information — affiliations, grants, publications, peer review, and more. You can use your iD to share your information with other systems, ensuring you get recognition for all your contributions, saving you time and hassle, and reducing the risk of errors.

The Library can help you to set up your ORCID, which is very important for your research and research profile development.

- Access to [ORCID](#) registration

**Contact your:** [Faculty and Subject Librarians](#) for assistance.

## **BIBLIOMETRICS SUPPORT**

- The Librarians work closely with the Research Office to create a Bibliometric profile, which includes citation & research output analysis
- Request merger of [Scopus](#) profiles
- Assist with your [Google Scholar](#) profile
- Identify your h-index
- Assist with [ORCID](#) registration

**Contact your:** [Faculty and Subject Librarians](#)

## **PUBLICATIONS SUPPORT**

- Assist with identification of accredited and impact journals for publication
- Assist with reporting on top cited/impact journals in your subject field
- Advise on journals for publications
- Arrange Author's webinars and online sessions with leading Publishers

**Contact your:** [Faculty and Subject Librarians](#)

## **OPEN ACCESS PUBLICATIONS SUPPORT**

### **Article Processing Charges (APC's)**

- A portion of every faculty budget is allocated to payment of APC's
- Contact your Faculty Librarian for further information and support

### **Open Access Accredited & Impact Journals**

- Assist with identification of Open Access accredited and impact journals for publication

### **Predatory Journals and Publishers**

- Assist with identification of Predatory journals and Publishers

**Contact your** [Faculty and Subject Librarians](#)

## **RESEARCH INFORMATION ALERTS AND SDI**

The Library can offer you an **article/journal alert service** that will keep you informed of the latest Information within your field of expertise and/or interest. Please contact your faculty librarian to help you set this up.

[Faculty and Subject Librarians](#)

## **LIBRARY SUPPORT FOR RESEARCHERS**

### **Online Training Sessions**

The library provides online support by arranging Online Training sessions via [Zoom](#) or Microsoft Teams. Visit the [training sessions](#) website or talk to your librarian.

### **Online Webinars and seminars**

Publisher, researcher and librarian talks that can keep you abreast of the latest research tools.

### **Library Video Tutorials**

The Library created a series of [instructional videos](#) to help students develop their information literacy skills. Here is a list of the available [videos](#) in PDF format.

### **Useful Research Resources and Tools**

- [UJ Library Guides](#)
- [IR: Institutional Repository](#)
- [Sage Research Methods Online](#)
- [RefWorks Citation Manager LibGuide](#)
- [Mendeley Citation Manager LibGuide](#)
- [eBooks LibGuide](#)
- [Scopus](#) and [SciVal](#)
- [Harvard Reference Techniques](#)
- [Harvard Quick Reference Guide](#)
- [APA Reference Techniques](#)

**For more information on Research support, contact:**

[Faculty and Subject Librarians](#)

Ivy Segoe, Faculty Librarian: Research    [imsegoe@uj.ac.za](mailto:imsegoe@uj.ac.za)