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/](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](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](https://apple.com) and [Google Play](https://play.google.com)

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](https://www.uj.ac.za/library/)

**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](https://www.uj.ac.za/library/Circulation)
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 Textbooks on 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)

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

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
TEACHING SUPPORT

LIBRARY GUIDES

The UJ Library 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

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
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

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 forms 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

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

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

13 May 2020
UJ Library