

SERVICES

Library, University of Zululand

Borrowing Procedures

Borrowing services are available to all university staff and students. Loan periods for library material differ and depend on the type of user. The due dates for returning borrowed library material are important and must be adhered to. Fines are imposed on all overdue items. If a borrower does not return library items on the expiry date of the loan period, he or she will be blocked from making any further loans.

The following loan periods apply:

Category of User	Books	Period
Undergraduate students	6	14 Days
Honours students	10	30 Days
Masters & PhD	15	42 Days
Staff	20	90 Days
External Users	4	14 Days

Procedure:

- Users must produce their valid user card. No transactions will be done without the user's card.
- The circulation staff will then process the loan transaction and stamp the due date on the date slip in the book.
- **Users must return the books before or on the due date.** The loan period of a book can be extended, but for once only.
- No person is allowed to borrow books on another person's name.
- Books from restricted collections like Reference Books, Theses, Law Collection, Periodicals, Uzulu and AV Collection may not be taken out on loan. These books can only be used in the library.

Overdue Penalties and Lost Book Fees

Borrowers are subject to fines for the late return of Library books. A borrower pays R1 fine for each day a book is not returned. Unpaid fines will block borrowing privileges. In all cases, the "due date" is stamped on a slip in the front or at the back of each book. Please note, however, that a recall notice establishes a NEW due date for books requested for other borrowers. Remember: Always return books to the library.

If a book is long overdue or damaged beyond repair, the borrower will be charged for its replacement.

Renewals & Reservations

Books on loan may be renewed either in person, by phone (035 9026466/5/77) or online through the Library Catalogue. Borrowers must supply their membership number and barcode numbers of each book to be renewed. The library must receive the renewal request on, or before, the due date to avoid overdue fines.

If a library item is out to another borrower, another borrower may place a reservation on it so that when it is returned to the library he/she is called by the library to come and take. An item may be recalled from its current borrower. A recall notice is generated and mailed to the current borrower. To place a hold or to reserve a book that is out on loan to another user, one must do this in the library at the Circulation Desk or place a hold online through the Library Catalogue.

Short Loans Section /Reserves

Location	:	Ground Floor	
Operating hours	:	Mondays to Fridays	07h30 – 23h00
		Saturdays	08h00 – 18h00
		Sundays & Public Holidays	CLOSED

Short Loans is a special collection where library and other materials are placed for specified periods to ensure availability for all registered library users. Books, and class notes, are placed in the Short Loans Collection on request of lecturers. The Short Loans Service strives to assist lecturers in assuring that heavily used material for assignments and reading lists are kept in the library or are loaned to students on short loan periods only.

Loan period for materials is normally 2 hours and users must use the material within the library building. No overnight loans are allowed.

Short Loan materials are issued at the Short loan desk. Before approaching the desk with your request for a book one must retrieve the shelf number from the Library Catalogue/ ILINK and in the case of notes a student must know the course code, eg **CBFL01**.

What Lecturers need to know?

In order to be able to place an item in the Short Loans section, lecturers may fill out forms for books and/or notes to be placed into the Short Loans Collection. The form needs to be handed to the Librarian together with the books for processing Forms are available in the Short Loans Office.

Books on Loan

Books that are on loan will be reserved by the CIRCULATION Librarian who will then place a recall notice for the item to be returned immediately to enable the Librarian to process the book for the Short Loans.

Personal Copies

Copies of titles owned privately by lecturers may be placed in the Short Loan Collection. Please complete the request form at the Short Loans Section Remember to hand the private copy to the librarian together with your request. The book will then be issued BRN and be accessioned to enable issuing on the computerized library system. A shelf number will be placed on the spine of the book to ensure easy retrieval from the Short Loans shelves.

Photocopies / Notes

Photocopies must be cleared in terms of the Copyright Act before they are placed in the Short Loans Collection. Please complete form for Copyright clearance or visit the Copyright Clearance Officer.

Important Information to be Supplied to the Library

It is important that the following information is supplied on your Short Loans request forms.

Full name of course or courses for e.g. Financial Life Skills 1

Full Course Code(s), e.g. **CBFL01**

Duration of Items in the Short Loans Collection

Items for the Short Loans Collection are for short-term periods, i.e. one term. No items will be kept in this collection for longer than a year.

Books:

Lecturers must indicate which books must stay in the Short Loans Collection for the following year and which books must be removed.

Notes:

Lecturers are required to collect all their notes after the final examinations at the end of each term.

Lecturers should make sure that their materials are ready for use in Short Loans Collection before referring students to the Short Loans desk to read the required works.

Inter-Library Loans

Location : **Ground Floor**
Opening Hours : **Monday to Thursday: 08h30-16h00**
Fridays : **08h30-14h30**
Weekends & Public holidays : **CLOSED**

The Inter-Library Loans (ILL) service deals with requests for information not held in the University Library, but which can be obtained from other libraries.

The cost of providing the service is extremely high and therefore the type of users that are eligible to use this section is limited. Post-graduate students and staff members are eligible for ILL services.

As the ILL process is an expensive and sometimes lengthy one, please consider carefully when making requests. It is not usually possible to cancel requests and the section cannot guarantee arrival for specific time periods. To ensure the item you require is not in your own library, please check the Library Catalogue.

Requests can be sent by, Web-based form, or filling a form at the section. For further information on the different methods for submitting a request, see the (ILL) staff. When processing your requests the staff will select the fastest and most reliable supplier. In some cases it may be necessary to try several suppliers.

The minimum charge is as follows: R30.00 per inter library loan request. This charge applies to all photocopy requests, and requests for books not available from University libraries in the South Africa.

When requested items arrive, users are sent notification either by e-mail or normal mail informing them that their items are ready for collection. Substantial fines are charged on all uncollected items and use of library facilities may also be restricted. It is the user's responsibility to see that books on loan from other libraries are returned to the ILL before the due date. Fines are charged on overdues and use of the library facilities may also be restricted. Please do not return items directly to the supplying library.

Photocopies requested through ILL are for the researcher's retention but must only be used for his/her own research or private study. The copies cannot subsequently be donated to the Library for inclusion in its Short Loan collection and neither can they be used as a 'master' for subsequently making multiple copies for distribution to other staff or students - in these circumstances a copyright fee-paid photocopy would be required. The ILL Service cannot itself supply copyright fee-paid.

Information Services

PURE SCIENCES (500 – 599) 3rd Floor

Contact information

Information Librarian:

[Mrs L. Ocholla](#)

Telephone number:

(035) 9026458

Subject

areas

Zoology
Mathematics
Biology
Hydrology
Microbiology
Physics
Statistics
Chemistry
Astronomy
Botany
Palaeontology
Animals & Plants

APPLIED SCIENCES (600 – 699) 3rd Floor

Contact information

Information Librarian:

[Mrs. M.N. Mgobozi](#)

Telephone number:

(035) 9026473

Subject

areas

Nursing
Agriculture
Consumer Science
Human Movement Science
Accounting & Auditing
Management
Business Management
Industrial Psychology
Human Resource management
Marketing
Engineering
Medicine

ARTS & CULTURE (700 – 799) 3rd Floor

Contact information (VACANT)

Subject areas

Music
Recreational & Performing Arts
Drama

Sports
Civic Arts
Landscape
Architecture
Sculpture
Photography
Painting & Paintings

LITERATURE & LANGUAGES (800 – 899 & 400 – 499) 3rd Floor

Contact information (vacant)

Subject areas

History of literature	Philosophy & theory of Languages
Non-Fiction	Linguistics
Poetry	African Languages
Drama	English
Afrikaans	
German	

HISTORY & GEOGRAPHY (900 – 999) 3rd Floor

Contact information

Information Librarian:	Mrs L. Ocholla
Telephone number:	(035) 9026458

Subject **areas**

Biographies
Travel
Genealogy
Ancient History
European History
Asia
Africa
America

LAW (340 – 349) 4th Floor

Contact information

Information Librarian:

[Miss Z.M. Sithole](#)

Telephone number:

(035) 9026471

Subject

areas

Public Law

Private Law

Mercantile Law

Reference Services

Reference works are designed to help users find specific information quickly. The information they provide is usually brief and concise. The reference works are identified by the letter "R" which precedes the Classification number on the spine of the book. References are found in all floors next to their relevant subject fields. The following are examples of Reference sources available:

Dictionaries

Encyclopaedias

Atlases

Bibliographies

Biographies

Abstracts

Indexes

Periodicals

Location: Current Issues : 1st floor

Back Issues : 4th floor

Opening Hours for current issues:

Mondays to Fridays 08h30 - 19h30

Saturdays 08h00 -18h00

Sundays & Public holidays - CLOSED

The periodical section is responsible for the processing of all journals, newspapers, abstracts and indexes.

Periodicals, also known as Serials or Journals, are located in the first floor where the Serials Department staff order, trace, bind and issue them. The latest issues are unbound and kept in the department until the volumes are complete and ready to be bound. Once they have been bound and processed they are moved to the rest of the volumes on the open shelves on the fourth floor.

Newspapers are stamped and put on display at the ground floor for users, and the old ones are kept in the basement for use by students who do class cuttings.

Items in this section are restricted (not issued/loaned out). All the material in this area is used within the library. The unbound issues are strictly used in the Periodical section or photocopied in the photocopiers provided in the library.

Uzulu Collection

Location:

2nd Floor

Opening Hours : **Mondays to Fridays 08h30 - 19h30**
 Saturdays 08h00 -18h00
 Sundays & Public holidays - CLOSED

Uzulu collection stores special collection materials related to Zulu studies, government publications, theses and dissertations of the University of Zululand. This is a closed access collection. Materials in this section are loaned for a period of two hours, and are strictly used within the premises of the section. Uzulu Collection materials are identified by either one of the prefixes shown below:

COLLECTION	PREFIX
Africana / Isizulu Material	(Z)
Government Publications	(G)
University of Zululand Publications	(Z)

Law Collection

Location : **4th Floor (West Wing)**
Operating hours : **Mondays to Thursdays 08h30 – 16h00**
 Fridays 08h30 – 14h45
 Saturdays & Public Holidays CLOSED

This section houses the following materials: Law Reports, Acts, Law Journals, Monographs, etc. This is a closed access collection. Materials in this section are loaned for a period of two hours, and are strictly used within the premises of the section.

Audio-Visual Section (AV)

Location : **4th Floor**
Operating hours : **Mondays to Thursdays 08h30 – 16h00**
 Fridays 08h30 – 14h45
 Saturdays & Public Holidays CLOSED

This service point provides users with information from different kinds of non-book materials e.g. Videos, Audio-cassettes, Microfiches, Microfilms, CD ROMs etc. These materials are identified by the symbol "AV" in front of the classification number, e.g. AV 320 SMI.

Materials are for use in the AV section only and cannot be taken out on loan.

FACILITIES

Photocopying Machines

The photocopying facility on the ground floor of the Library is provided as an essential service, on condition that the Copyright Act is not contravened. It is an

offence to copy the whole (or a substantial part) of a copyright protected work without permission of the copyright owner or for purposes other than private study or personal use.

The photocopy machines are card operated. These cards can be obtained from the card dispenser machine at R10.00 per card. Copies are 35c per copy.

NB. The photocopy machines are not operated or controlled by the library. One can contact the Print Centre Management, with any queries at 035 9026585.

Seminar Rooms

The library has 16 seminar rooms that may be used by students studying in groups (maximum of 10 people). The study rooms are located on all floors of the Library. Keys to these rooms are available at the **Short Loans** on the ground floor.

Procedure:

- User must produce the membership card; no key will be issued without a card.
 - Maximum use of the room is 2 hours.
 - No renewals, give fair chance to other groups.
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Cubicles

The library has 80 study cubicles that may be used by post-graduate students (one per cubicle) who meet the criteria in this regard. The study rooms are located on all floors of the Library.

Conference Rooms

The two conference rooms in the library are located on the ground floor and on the first floor. Although they are primarily intended as meeting places for library-sponsored meetings and activities, they may be reserved by other departments for occasional meetings. The Library, however, reserves priority of usage for library-sponsored events.

Conference rooms may be reserved during periods and hours when the Library is open to the university community. All reservations must be made in advance with the library Secretary.

Conference rooms are not to be used as classrooms or study rooms.

Computer Lab

Computer Lab also known as the Electronic classroom is located on the 1st floor of the library. It is designed as an instructional facility for the teaching and training of students and staff in a wide range of databases and other information retrieval systems, information management systems, and other applications essential for teaching, learning, and administration in the higher education environment.

The primary purpose of the classroom is to serve as the instructional facility for the library's ongoing instructional services program, which includes mandatory orientation for all new students, course-related/course-integrated instructional sessions conducted by librarians at the request of teaching faculty, and workshops offered by librarians for librarians and staff.

The classroom contains 30 workstations and a teacher workstation.