The road to academic success begins with UJ LIBRARY.

THE ROLE OF THE LIBRARY IN YOUR ACADEMIC SUCCESS

RETHINK. REINVENT.
The library offers one of the most important support services in your strive towards academic success. There is a campus library on each of the UJ campuses offering access to: BOOKS, JOURNALS and ELECTRONIC RESOURCES.

Library Hours
All libraries are open from 07:30 until 22:00 during the week and from 08:00 until 15:00 on Saturdays, during term. For more information, visit the library web page at www.uj.ac.za/library.

Facilities
- Quiet study space
- 24-hour study space
- 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
- 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

Services
The library offers training which will enable you to make optimal use of all its resources, collections and services. Please ask for more information at your campus library.

The following services are offered:
- Information retrieval, reference service and research support by professional staff
- Inter-campus loans which allows you to take out books from any of the five UJ libraries
- Library tutors
- Lending services
- Special help and assistance to students with disabilities

Information Literacy Training
Learn how to make the best possible use of the library’s resources. Library staff offers weekly Information Literacy sessions on topics such as:
- Library Orientation
- How to use information sources for assignments
- How to develop search strategies for information retrieval
- Fair Use of Information (Plagiarism and Copyright)

To book an information literacy session, please contact your Information Skilling Librarian, Elize du Toit (email: eliz edt@uj.ac.za Tel: 011 559 2317) or book online at ULink:
ULink ➔ Modules and Communities ➔ Library Workshops
The Library Webpage
The library webpage at [http://www.uj.ac.za/library](http://www.uj.ac.za/library) is your gateway to a wealth of information.
The mobile webpage is accessible via [http://ugo.uj.ac.za](http://ugo.uj.ac.za).
You will find the following tools and information sources on the webpage:
- The library catalogue. The catalogue is also available via mobile phone at [http://ujmobilelink.uj.ac.za](http://ujmobilelink.uj.ac.za)
- MyUJlink – for renewing your library materials online
- Electronic databases – to search for articles
- UJoogle our Google-like search facility
- UJContent (theses and dissertations)
- Subject Guides at [http://www.uj.ac.za/library/Pages/subject-guides.aspx](http://www.uj.ac.za/library/Pages/subject-guides.aspx)
- Contact details for library staff

Using the Collections

PRINT COLLECTION
Books in the open collection may be borrowed.
The loan periods for students are as follows:
- Undergraduate students: 6 items for 14 days
- Postgraduate students: 16 items for 30 days
Fines will have to be paid for items not returned on or before the due date.
No service will be provided to clients with outstanding fines or overdue library items.
Students with outstanding fines or with damaged or lost items billed against their account will not be able to do the following until all debts have been settled:
- View their examination results
- Register again
- View or print their academic records
- Receive their graduation certificates
Books that form part of a closed collection (e.g. reference collection, law collection, government publications and the rare book collection) may not be borrowed and may only be used in the library. Print journals may not be borrowed but may be used in the library only.

RESERVE COLLECTION
The collection consists of prescribed / recommended books which are in high demand and it is kept behind the circulation desk. These items may be used inside the library only for 2 hours at a time.
- Ask for the title you need at the library circulation desk
- A fine is payable for items that are not returned on time

ELECTRONIC COLLECTION
To use the electronic collection you are required to sign on to the library system. You have two options to do so:
- By using your UJ email address and password
- By creating a Library password. Instructions for creating a password are available on the library webpage at [http://www.uj.ac.za/library](http://www.uj.ac.za/library)
The electronic collection consists of the following:

- Electronic books – access via library computers or remotely off campus, once a library PASSWORD has been created
- Electronic journals – access via library computers or remotely off campus once a library PASSWORD has been created
- Electronic UJ theses and dissertations in UJContent, the UJ institutional repository.

Please ask assistance from a librarian if you have difficulty creating a PASSWORD or if you have forgotten your PASSWORD.

Library Rules
You are required to respect the following 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.

Campus Libraries and Contact Details

Auckland Park Kingsway Campus Library
- General Information Desk
  Tel: 011 559 2171
- Circulation (Lending Desk)
  Tel: 011 559 2165

Auckland Park Bunting Road Campus Library
- Circulation (Lending Desk)
  Tel: 011 559 1376

Doornfontein Campus Library
- Circulation (Lending Desk)
  Tel: 011 559 6752

Soweto Campus Library
- Circulation (Lending Desk)
  Tel: 011 559 5666

Faculty of Art Design and Architecture (FADA) Library
- Circulation (Lending Desk)
  Tel: 011 559 1700

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https://twitter.com/UJLibrary
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www.uj.ac.za/library
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http://ugo.uj.ac.za