



University of KwaZulu-Natal Library, Pietermaritzburg

## GUIDE TO THE LIBRARY

### Library Guide

The Pietermaritzburg Library comprises the Cecil Renaud (Main) Library, Law Library, Life Sciences Library, the Alan Paton Centre and Struggle Archives and the University Archives. Registration allows use of all libraries.

#### Where and When

**CECIL RENAUD (MAIN) LIBRARY** - situated on the Main Campus, King Edward Avenue  
☎260 5258

Open	:	<b>Term</b>	Monday-Friday	08h00-23h00
	:		Saturday	08h30-17h00
	:		Sundays during exams	08h30-17h00
	:	<b>Vacation</b>	Easter	Term time hours apply
	:		(Closed Easter Friday and Monday)	
	:		June/July	08h00-18h30
	:		September	Term time hours apply
	:		Saturday	08h30-17h00
	:		(Closed in December, January open from 09h00-12h00)	

**LAW LIBRARY** - situated at the School of Law, Golf Road  
☎260 5384

Open	:	<b>Term</b>	Monday-Friday	08h00-23h30
	:		Saturday	08h30-17h00
	:		Sundays during exams	08h30-17h00
	:	<b>Vacation</b>	Monday-Friday	08h00-16h30
	:		Saturday	closed
	:		September	Term time hours apply

**LIFE SCIENCES LIBRARY** - situated next to the Agricultural Faculty,  
3rd floor, John Bews Building, Carbis Road  
☎260 5163

Open	:	<b>Term</b>	Monday-Friday	08h00-23h00
	:		Saturday	08h30-17h00
	:		Sundays during exams	08h30-14h00
	:	<b>Vacation</b>	Monday-Friday	08h00-16h30
	:		Saturday	closed
	:		September	Term time hours apply

**A buzzer is sounded 15, 10 and 5 minutes before the libraries close**



## Renewals

Books and audio-visual material may be renewed online, or at the Issue Desk if no-one else has reserved them. Items may also be renewed by telephone:

Main Library	260 5258
Law Library	260 5384
Life Sciences Library	260 5163

## Fines on Overdue Items

Fines are charged on overdue items:

Books:	50c per item per day
Journals:	50c per item per day
Videos/DVDs:	R1.00 per item per day
Academic Reserves:	R5.00 for 1 <sup>st</sup> hour, thereafter R10 per hour

All payments over R30 will be made at Finance.

## Losses and Damage

Items that have been borrowed and lost or damaged should be reported as soon as possible. The borrower will be invoiced for the replacement cost with a minimum charge of R150.00 per item. A non-refundable R50.00 administration cost per item will be payable if material is returned after an account has been rendered. All payments over R30 will be made at Finance.

## Reserving Books

Books in the Library that are on loan or that cannot be located can be reserved by filling in a **white** reservation card. When the book is available, the person who has reserved it will be notified and should collect the book within one week.

## New Books

Every Friday new books are put on display at the Cecil Renaud (Main), Law and Life Sciences Libraries. They remain on display for one week and may not be borrowed during this period. New books can be reserved by completing a **yellow** reservation card. The previous week's new books are displayed on a separate bookshelf and are available for loan.

## Academic Reserves

Material in high demand for lectures and assignments is kept in Academic Reserves to ensure maximum access. Students may borrow material and work in the reading area. Most items may also be borrowed overnight and for weekends by using the advance booking system.

**Students** A student card for the current year is required.

**Staff** To place items on Academic Reserves, a form listing the lecturer, course name and code, and author and title details must be completed legibly and handed in at the relevant Academic Reserves Desk. This must be done well in advance of the date the item is required.

Cecil Renaud (Main) Library Academic Reserves is closed to borrowers on Saturdays in December and January.

## **Issue Desk**

The staff at the Issue Desk assist with the loan, return and reservation of material.

## **Inter-Library Loan**

Items not available in the library can be borrowed using the Inter-Library Loan service. A charge may be levied, depending on the format and the library from which the item is borrowed. This service is available to University of KwaZulu-Natal staff and students only. A fine of R4 per day is levied on overdue material.

## **Subject Librarians**

Subject Librarians are available to answer questions relating to how to find or use books, journals, databases or other sources of information. Questions relating to a specific subject should be directed to the librarian responsible for that subject, but if she/he is not available, another Subject Librarian will be able to help. Subject Librarians are available at the following times:

Monday - Friday:	Term	08h00 - 16h30
	Vacation	08h00 - 16h30
Saturday:	Cecil Renaud (Main) Library only	08h30 - 12h00

## **Catalogue**

The catalogue lists all books, journals and other materials held in all UKZN libraries and other Pietermaritzburg libraries. Most items are listed by author, title and subject. Journals are listed by title only. Online Public Access Catalogue (OPAC) terminals are available in the libraries and OPAC may also be accessed via the LAN and the Internet. Printed finding lists are available in the libraries. For help in using the catalogue, ask a Subject Librarian.

## **Photocopying**

Photocopy machines use both coins and cards. The Library does not provide change.

## **Library website**

<http://library.ukzn.ac.za>

Includes links to the Library's online subscriptions to databases and full-text journals that are available to staff and registered students.

## **Code of Conduct**

Library users must observe the Library's Code of Conduct and the Rules Applying to Computer Facilities in the Library. Copies are available in all the libraries.