

FACILITIES

Learning Spaces

- ◇ The Library has open learning spaces for discussions and quiet study areas. Find the spot that suits you best, but make sure you respect the library rules.
- ◇ There is also a **24/7 Learning Centre** that offers a quiet and safe study space open to all registered UWC students

The Knowledge Commons (KC) (level 6)

- ◇ 90 networked computers which can be booked via the Library website
- ◇ Discussion rooms for group work
- ◇ Access to nearby networked printers

Booking Library Computers

- ◇ Reserve a PC at <https://mypcbooking.uwc.ac.za/cire/SignIn.aspx> or via the Library website lib.uwc.ac.za
- ◇ Maximum of 120 minutes use per session.

Printing, Photocopying and Scanning

- ◇ The Library provides printing, photocopying and scanning services. With colour printers and photocopiers located at designated areas.
- ◇ Use your network username and password as your credentials when printing, photocopying or scanning.

Contact details

Tel: 021 9592932/9497 Email: kclibrary@uwc.ac.za

PRINTING

Printing and Photocopying in the Library

- ◇ Load credit onto your student printing account at the Kiosk in the Library Foyer.
- ◇ For queries and assistance, go to the CBA photocopying and printing office in the right hand corner of the Library Foyer.

Express Print and Go Kiosks

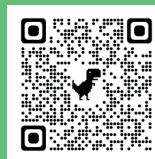
- ◇ For quick printing use the Print and Go Kiosks in the Library Foyer and in the Reading Room on Level 5 to print assignments or lecture notes; to book computer time; to access email; or to check the location of books in the Library.
- ◇ You have 10 minutes to accomplish quick tasks.

TRAINING

Feeling a bit overwhelmed by all this information?

- ◇ Don't worry, the Library has training sessions all year round, and not just on how to use the library, but also on:
 - Digital skills to get you up to speed using online applications and tools;
 - Research skills to support you in finding and managing information on the library information discovery tool, uKwazi, and different databases;
 - Referencing and research software skills.
- ◇ Book a spot on one of our regular training sessions.

By scanning the QR code, this will take you to the training calendar page OR simply visit the library webpage lib.uwc.ac.za and click on the training calendar where you can register for upcoming training opportunities.



UWC LIBRARY HOURS

Main Library:

Monday to Thursday: 08h20 – 23h55
Friday: 08h20 – 20h00
Saturday: 09h00 – 13h00

Branch Libraries:

Dentistry:

Monday – Friday: 08h20 – 16h30

Community & Health Sciences:

Monday – Friday: 08h20 – 16h30

Enquiries:

021 959 2946



UNIVERSITY of the WESTERN CAPE
LIBRARY SERVICES

Private Bag x17 Bellville, 7535
Phone (021) 959-2209
Fax (021) 959-2659

01/23



UNIVERSITY OF
THE WESTERN
CAPE LIBRARY

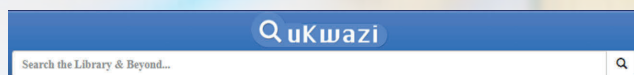
Your Library
Guide

<http://lib.uwc.ac.za>



SEARCH & DISCOVER

- ◇ Use **uKwazi**, the Library search engine to browse and access information materials & readings for your courses. Access **uKwazi** at lib.uwc.ac.za



OFF-CAMPUS ACCESS TO THE LIBRARY'S ELECTRONIC RESOURCES

- ◇ Available to authorised UWC users
- ◇ When using the Library's electronic resources off-campus, provide your username and password. These are the same credentials you use for the following UWC platforms: iKamva LMS; ICS Wi-Fi connectivity; Staff Intranet.

Access Problems?

- ◇ Contact the ICS Helpdesk on 021 959 2000 or the servicedesk@uwc.ac.za if you experience authentication problems.
- ◇ Alternatively, you may reset your password yourself by following the instructions on the page at mypassword.uwc.ac.za

For assistance with any other access problems, contact your Faculty Librarian or the Electronic Resources Librarian, Anne Moon at 021 959 3016/ amoon@uwc.ac.za

WHILE VISITING

- ◇ Take care not to leave your valuables unattended
- ◇ Refrain from eating or drinking in the Library
- ◇ Ensure phones are switched to silent; no calls may be made or received.
- ◇ Please observe all library rules: **Available on the Library website.**

NEED HELP?

From quick questions to in-depth research assistance

- ◇ **In Person**
Please visit the staff at the Circulations Desk on level 5.
- ◇ **Online**
 - **Ask A Librarian:** Post your query directly to this instant messaging service on the Library website (lib.uwc.ac.za) and chat online with a librarian during library hours.
 - **Lib Answers:** Post your questions to the Help page on the library website.
- ◇ **By Appointment with a Faculty Librarian**
Click on the **About Us** link on the Library website for contact details.

SPECIAL NEEDS

- ◇ A space dedicated to students with mobility, visual impairment or different learning needs
- ◇ Located on level 5
- ◇ 14 workstations equipped with zoom capability
- ◇ Wheelchair friendly desks
- ◇ Screen magnification, electronic format
- ◇ Staff assistance with queries, computer-related or other
- ◇ Printing facilities
- ◇ Photocopying

The Office for Students with Disabilities (OSWD)

Contact details

Tel: 021-959 3586

email: vdaniels@uwc.ac.za

CIRCULATION DESK

Books are issued and returned at this desk

Remember to:

Present your student card to the staff when making your first visit to the Library to ensure that you have been registered on the library database system.

How many books may be borrowed:

Open Shelves

- ◇ Undergraduates: 10 items for 2 weeks
- ◇ Postgraduates: 15 items for 4 weeks
- ◇ Senior Postgraduates (Masters & Doctoral students): 20 books for 4 weeks
- ◇ Staff: 30 items for 6 weeks



Book renewal

- ◇ Items that have been borrowed from the open book shelves may be renewed twice.
- ◇ Renewals are allowed only if the item is not overdue or not in demand.



Fines

- ◇ R1.00 per day per item for most overdue items
- ◇ R5.00 per hour per item for overdue Shortloan items



Short Loans

- ◇ Prescribed texts, recommended readings are available in this section
- ◇ Books may be used for 1 hour only
- ◇ Books may be borrowed overnight from 2pm during the week and 12pm on Fridays
- ◇ Maximum of 2 items may be borrowed



Lost Material

You will be charged the replacement cost of the item plus an additional handling charge.



Contact details:

Circulation Desk: 021 959 2946