

## 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](http://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](mailto: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

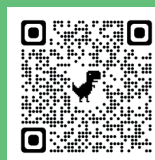
- ◇ For quick printing use the Print and Go Kiosks in the Library Foyer and in the Reading Room on Level 5 to print assignments or lecture notes; to book computer time; to access email; or to check the location of books in the Library.
- ◇ You have 10 minutes to accomplish quick tasks.

## 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](http://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
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#### Community & Health Sciences:

Monday – Friday:	08h20 – 16h30
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### Enquiries:

021 959 2946



UNIVERSITY of the WESTERN CAPE  
LIBRARY SERVICES

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

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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](http://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](mailto: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](http://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](mailto: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](http://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](mailto: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