

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.
- The 24/7 Learning Centre is a quiet and safe study space open to all registered UWC students. The entrance is to the right when facing the library building.

The Knowledge Commons (KC) (Level 6)

- You can book one of the 90 computers via the Library website.
- You can also book a discussion room for group work, printers.

Booking Library Computers

- Reserve a PC via the Library website lib.uwc.ac.za or simply scan the QR code using your smartphone.
- Maximum of 2 hours use per session.



PRINTING

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.
- 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 use these computers

TRAINING

Feeling swamped with all this info?

No worries—the Library's got your back with year-round training sessions. And it's not just about library basics; we've got:

- **Digital Skills:** Learn to navigate online apps and tools with ease.
- **Research Skills:** Get the hang of finding and managing info using uKwazi and various databases.
- **Referencing and Research Software:** Master the art of citing sources and using research tools.

Ready to jump in? Scan the QR code to check out our training calendar, or head over to lib.uwc.ac.za, click on the training calendar link, and sign up for upcoming sessions.



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

UWC LIBRARY VACATION HOURS

Main Library & Branch Libraries:

Monday to Friday: 08h20 – 16h30
Saturday: Closed



UNIVERSITY of the WESTERN CAPE
LIBRARY SERVICES

Private Bag x17 Bellville, 7535
Phone: (021) 959 2946 / 2209
Email: library@uwc.ac.za

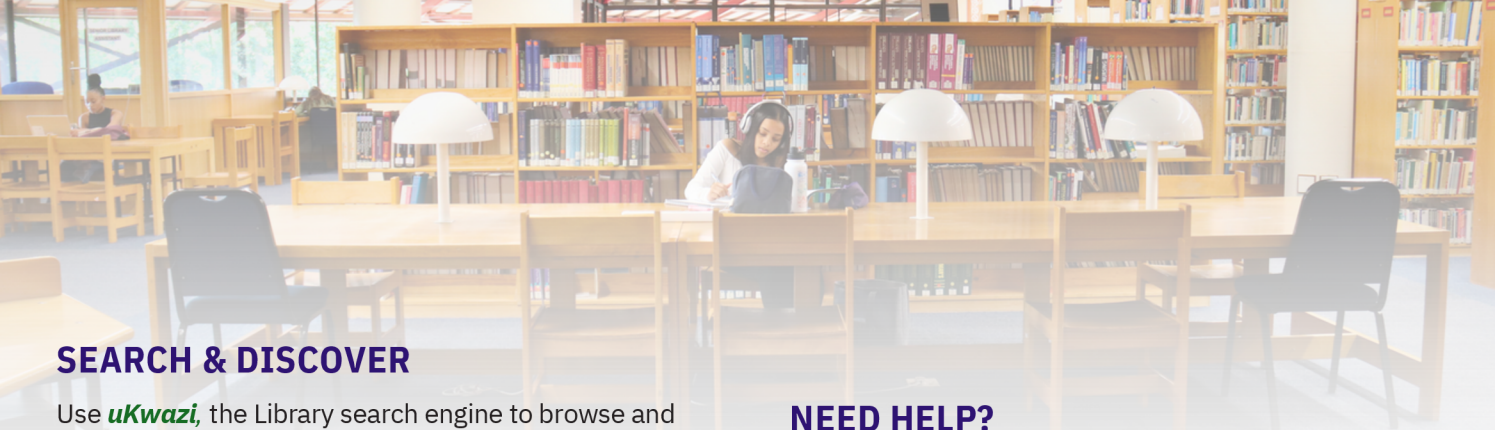


UWC LIBRARY
empowering through knowledge

University of the
Western Cape
Library

Your Library Guide





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 UWC Staff and Students. When using the Library's electronic resources off-campus, provide your username and password. These are the same credentials you use for: iKamva or Wi-Fi connectivity.

Access Problems?

- Contact the ICS Helpdesk on 021 959 2000 or the servicedesk@uwc.ac.za if you experience problems logging on.
- You may reset your password yourself by following the instructions on 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
- No eating or drinking in the Library
- Ensure phones are switched to silent
- 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.
- **Frequently Asked Questions:** Post your questions to the **Help / FAQs** page on the library website.

Make an appointment with your Faculty Librarian

- Click on the **About Us** link on the Library website for **Faculty Librarian** contact details

DIFFERENTLY-ABLED STUDENTS

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

To access this facility please contact The Office for Students with Disabilities (OSWD)

Tel: 021 959 3586
email: vdaniels@uwc.ac.za

CIRCULATION DESK

Welcome to the Library! Our Circulation Desk is your go-to spot for borrowing and returning books.

To get started, please bring your student card to the staff during your first visit so we make sure you are registered in our system.

This ensures a smooth experience for all your future library needs.

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

- Books that have been borrowed from the open shelves, on the levels, may be renewed twice.
- Renewals are only allowed 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 books and recommended readings are available in this section
- These books may be borrowed for 1 hour only
- After 2pm, Monday to Thursday and 12pm on Fridays, books may be
- borrowed overnight
- Maximum of 2 items may be borrowed

Lost Material

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

Enquiries:

Circulation Desk: 021 959 2946 / library@uwc.ac.za