ACCESS TO ELECTRONIC RESOURCES FROM OFF CAMPUS

To use the Libraries’ electronic resources from anywhere off campus, click on “Off campus login” on our home page, and log in using your staff or student number and your network password.

CONDUCT IN THE LIBRARIES

To ensure a pleasant study environment, please observe the Library rules, particularly the following:

- Entry to the Library is by staff, student or third party access card only.
- No cell phone calls. Cell phones must be switched to SILENT.
- No smoking or eating.
- Drinks in spill-proof containers only.
- No loud conversations
- PCs are for academic use ONLY.

PHOTOCOPIERS

Your staff/student card is used for photocopying and printing in all the Libraries. There are five photocopiers located on Levels 2, 6 & 8. The vending machine, at which to charge your card, is on Level 2, as is Campus Copy & Print, where you will find help with any photocopy problems and queries. The opening hours are:

Monday to Friday: 08:30—16:30
Saturday: 09:00—12:30.

Visitor’s cards are obtainable at the Loans Desk at R25-00, which is non-refundable. Please bring your own change as the Loans Desk cannot provide this.

LIBRARY INSTRUCTION

Librarians provide instruction in the use of the library and its resources, both to individuals and to groups. Special instruction sessions may be arranged for larger groups.

PCs AND COMPUTER LABS

There are PCs on Level 2, which are to be used for research purposes only. Please go to the computer labs to use MSOffice, Vula and e-mail.

The Wolfson Computer Laboratory is on Level 7 and has PCs for all computer-related activities. This lab is closed on Saturdays and during vacations. During these times, the HealthLab in the Learning Centre (New Anatomy Building) can be used.
**JOINING THE LIBRARY**

University staff and students are automatically members of the Library. For any other membership applications, enquire at the Loans Desk.

**BORROWING BOOKS AND OTHER MATERIAL**

Library material will only be issued on production of a valid staff/student card. You are personally responsible for material taken out on your card. It is a violation of the student code of conduct to allow someone else to use your student card.

**FINES**

- Standard loan items: R2,00 per day
- Standard loan items that have been recalled: R5,00 per day
- Short loan items: R2,00 per hour or part thereof

If you do not return overdue items after two reminders, an account will be sent for the replacement cost of the items, plus a handling charge. In addition, the accrued fines must still be paid.

**INTERLIBRARY LOANS**

Items not held in UCT Libraries may be obtained from Libraries elsewhere in South Africa or from overseas on interlibrary loan. Local requests are free of charge for UCT staff and students. International requests are charged at R125.00 per item, payable in advance. Ask at the Loans Desk for further information about these and ILL Online Requests.

**REFERENCE SERVICES**

Subject librarians are available to assist with queries during library hours or e-mail your reference query to lib-medref@uct.ac.za.

**ELECTRONIC RESOURCES, ONLINE JOURNALS AND ALEPH (UCT LIBRARIES’ CATALOGUE)**

For information, help pages, and access to the Libraries’ catalogue, plus a huge collection of electronic resources (databases, e-journals, e-books, etc.), go to our website at www.lib.uct.ac.za/medical

The databases are essential for finding journal articles. In addition, RefWorks can be accessed to store references, cite, and create bibliographies. Please ask a librarian to help you.

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**_LIBRARY HOURS**

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<tr>
<th></th>
<th>Monday to Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td><strong>Term</strong></td>
<td>08:30-22:00</td>
<td>08:30-18:00</td>
<td>08:30-12:30</td>
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<tr>
<td><strong>Vacation (mid-year and year-end)</strong></td>
<td>08:30-17:00</td>
<td>08:30-17:00</td>
<td>08:30-12:30</td>
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**WE ARE CLOSED ON SUNDAYS AND PUBLIC HOLIDAYS.**

**TELEPHONE NUMBERS**

- Circulation (Loans) 021 406 6138
- General Enquiries & Reference 021 406 6388

**About Health Sciences Library**

The Health Sciences Library, the first university medical library in South Africa, was established in 1912. The Library is situated at the Medical Campus and serves all the divisions and departments of the Health Sciences Faculty.