

## PHOTOCOPIERS

Your staff/student card is used for photocopying and printing in all the Libraries. The photocopiers are located on Levels 2, 6 & 7. Photocopy credits can be loaded online. The Campus Copy & Print office is located on Level 2, 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.

## 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.

## 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.

# Health Sciences Library Information Guide



**Health Sciences Library  
Anzio Road,  
Observatory, Cape Town  
www.medical.lib.uct.ac.za  
Tel : 021 406 6138**

2015/06/17



## 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.

## LIBRARY HOURS

	Monday to Thursday	Friday	Saturday
<b>Term</b>	08:30-22:00	08:30-18:00	08:30-12:30
<b>Vacation</b> <i>(mid-year and year-end)</i>	08:30-17:00	08:30-17:00	08:30-12:30

***We are closed on Sundays and Public Holidays.***

## TELEPHONE NUMBERS

General Enquiries and Circulation (Loans)

021 406 6138

E-Resources, Catalogue and Reference

Enquiries

021 406 6388

## 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.

## LOAN ALLOCATIONS

### Undergraduate Students

- 6 standard loan items for a period of two weeks (2 renewals allowed)
- 3 short loan items
- No journal issues

### Postgraduate Students

- 12 standard loan items for a period of two weeks (2 renewals allowed)
- 3 short loan items
- 6 journals for overnight (unbound) or 3 days (bound)

## SHORT LOANS

Short loan items are available for 1-hour or 2-hour loan during the day. From 15h00, material is issued on overnight loan, to be returned by 09h30 the following morning. On Fridays, items may be taken out for the weekend from 15h00; they are due back the following Monday by 09h30. Short loan items may be reserved—*these are not booked online*, but manually in the book, therefore they may only be booked with the item in hand. ***You may book one short loan item per day, the same item once per week and only one week in advance.***

## 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 R150.00 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](mailto: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.medical.lib.uct.ac.za](http://www.medical.lib.uct.ac.za)

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