

ST AUGUSTINE COLLEGE



LIBRARY GUIDE 2017

This guide contains the information you require to get you started using the Library and will introduce you to the range of services and facilities available to you.

We aim to provide you with the resources and study environment you need to support you during the course of your studies at the College. Do take time to find your way around the building and collections to ensure you are able to take full advantage of all we have to offer.

Library staff are happy to assist you in finding books and journals, searching online resources, accessing other specialist materials or using facilities and equipment. If you have any queries, do please ask!

Membership

No items shall be issued or services supplied without valid membership of the College Library.

Internal membership

- Staff – academic, administrative, contract
- Students – enrolled on full time or part time

P.S.: Your student card is also your Library card; no library items will be issued without proof of student card.

External membership

- Subscription membership is available at the discretion of the Librarian.
- Associate membership is available to individuals associated with the activities of the College at the discretion of the Librarian.
- Reference membership is limited to the consultation of material within the library.

Library membership is renewed annually. The Librarian must be notified of any changes of address.

Library services and facilities

Information services

Library staff train and assist users in locating needed information by using the St Augustine College library catalogue, serials, databases and other sources.

Computer facilities

Limited numbers of computer work-stations are available for use for academic purposes **ONLY**. No social networking, music and games. Compliance with College IT policy is essential.

Printing and photocopy

Printing and photocopying facilities are made available at reasonable fee (currently **R2.00** A4 page). Printing and photocopying need a special account for each registered student which correspond to the student number, the fee can be pre-paid.

Users are argued to comply with relevant copyright legislation. Current legislation says: **ONLY 10% or one chapter of a book!**

Study space

The Library has individual study spaces, many of which are designated for silent study. Group discussions are **NOT** allowed in the library.

Users are expected not to leave their belongings unattended, the library does not hold responsible for any loss or damage.

The move of furniture or reserve seats is not allowed.

Loans

Borrowing and returning function of library material is conducted at the circulation desk.

Non open shelves

Reference books and periodicals are not for loan.

Open shelves loans

<u>User status</u>	<u>Number of Items</u>	<u>Loan period</u>
Staff members	30	90
Students: undergraduates	4	7
Students: post-graduates	6	30
External users	2	14

Returning items

Items are due back in the library not later than the closing time on the due date.

Overnight loans

Maximum of two items per person is permissible. These items are from Reserve Collection or Module collection and they must be returned the following working day.

Renewal

Library material may be renewed two times. Renewals may be done at the desk in person, telephonically 011 3809071/72 or by e-mail: m.khorommbi@staugustine.ac.za before the due date.

Requests

If all copies of a title are out on loan, you can place a request using Library Search. We will hold the first copy of the item to be returned and send you an email to let you know it is ready to collect

Fines

Fines are charged for overdue books at the rate of **R2.00** per day on the open shelves and **R10.00** per day on reserve shelves material respectively.

Opening hours

Teaching Term

- Monday 09:00 – 17:00
- Tuesday - Thursday 09:00 – 19:00
- Friday 09:00 – 17:00
- Saturday 09:30 – 12:30

MPhil Teaching Week

- Monday 09:00 – 17:00
- Tuesday – Thursday 09:00 – 20:00
- Friday 09:00 – 17:00
- Saturday 09:30 – 12:30

Recess

- Monday – Friday 10:00 – 17:30
- Saturday 09:30 – 12:30

LIBRARY ONLINE CATALOGUE FOR VISITORS: <http://bit.ly/2dBwa0H>
(available everywhere off-the-campus)

Library online catalogue for staff members & students: <http://bit.ly/2di6NG3>
(available only on the campus)

Conduct

- No loud talking
- No talking on the cell phones - Phones and other mobile devices must be kept on silent as any noise may disturb other library users. Calls are **NOT** permitted
- No eating; no drinking - **ONLY bottled water is allowed!**
- No smoking
- Please do not unplug Library property in order to plug in your own equipment

Please respect the rules of the space you are using so that you and your fellow Library users can make the most of the study environment.
You will be asked to leave if you disturb other users!