



University of KwaZulu-Natal Library, Howard College

ENGINEERING RESOURCES

Library guide

Library Director: Mrs. Joyce Myeza

<http://library.ukzn.ac.za>

Where...

The UKZN libraries have a large collection of engineering and technology information in:

- Technical books
- eBooks
- Standards
- Theses and Dissertations
- Encyclopedia
- Print journals
- Electronic journals
- Databases

They can be found in the EGM Malherbe library (Howard College campus); Architecture Library (Shepstone Building, HC) and Life Sciences Library (Pietermaritzburg Campus). The electronic resources are easily accessible from the library website using any computer on campus and also from computers off-campus.

What can you borrow...

As an undergraduate student you can borrow 6 books for a 2 weeks loan period. You can also borrow journals and audio visual materials. When you are in final year (4th year), you can borrow 15 books for a three weeks loan period and as postgraduate students can borrow 20 books for six weeks loan period. The **Issue Desk** is where you loan and return books. Your student card is also your library card. Contact the Issue Desk at the EGM library on Tel: 031- 2602322/3.

WorldCat...

Our online catalog, which is called WorldCat, allows you to search for all books, journals reports, theses, videos, DVDs, CDs and other materials in the UKZN Libraries. WorldCat is on the library website **<http://library.ukzn.ac.za>**

When you search WorldCat, be sure to write down the location or shelf number. This will enable you to find materials on the library shelves. The shelf number appear on the spines of books and journals. Books and other library materials which are in libraries at other UKZN campuses can be requested on Interlibrary loan. The Interlibrary loans Department can arrange this for you. WorldCat provides limited information about each journal and does not list all articles published. To find out about articles in journals you need to use Database.

Electronic database...

These are available from the library website and allows you to search for specific journal articles or locate articles on particular subject. Many of these databases link you to the full text of the article. Useful databases for Engineering are ScienceDirect, Academic Search Complete Emerald ...

Computers...

A limited number of computers are available in the libraries. Laptop users in the library have access to Wifi and power sockets. You can also access our online resources from home by using the UKZN VPN Client. You will find and download the UKZN VPN Client on the off-campus link on the library website under electronic resources on the top navigation bar.

Photocopying and Printing...

A networked copying service is available which allows you to use your student card to photocopy. You will need to follow these steps.

Step 1: Load money on your student card by using the virtual cash acceptor. Insert your student card, the data strip facing the top right hand side. Check for a response and then remove your card. Insert coins/notes into cash acceptor. Please note: NO CHANGE will be given. To exit after loading your money press the hash key (#).

Step 2: to make copies using the swipe-card system, first swipe your student card from top to bottom on the swipe-card apparatus. The data strip must face the bottom left hand side. Use the photocopier to make your copies. To exit select the arrow key on the swipe-card system at the bottom right hand corner.

It is very important that you are logged-off from all other photocopiers/printers/PC etc. elsewhere in the LANs, as the network will allow access to only one device at a time. Pressing "FINISH" logs you off the network.

Reference Collection...

Each library has a reference collection which contains useful encyclopedias, dictionaries, handbooks, yearbooks, and other helpful resources in technology and engineering.

In the EG Malherbe library the reference collection is on the ground floor near the entrance of the library. Reference books have an **R** before the shelf number to show that they are part of this collection. They must be consulted in the library and cannot be borrowed.

Books and journals...

Engineering and technology books and journals can be found specifically at these **shelf numbers**:

500-509	General Science	625	Roads Engineering
510-519	Mathematics	626	Port and harbour Engineering
530-539	Physics	627	Water Resources Engineering

540-549	Chemistry	628	Environmental Engineering
550-559	Geology	629	Transport technology
600-609	General Technology	630-639	Agriculture
620	General Engineering	660-669	Chemical Engineering
621	Electrical/Electronic Engineering	670-689	Manufacturing
622	Mining Engineering	690-699	Buildings
624	Civil Engineering		

Note: Sometimes related books and journals may be at a different shelf number.

Books on Demand...

Some of the material you need, e.g. prescribed books may be placed on reserve by your lecturers. These books can be borrowed for short periods of 1-2 hours only and must be used in the library.

Journals...

Libraries subscribe to thousands of journals in print and electronic. The print journals and their shelf numbers can be found by looking in WorldCat, and the e-journals can be accessed via the e-journal's list on the library webpage.

Group Study Rooms and Study Carrels...

There are 3 group study rooms in the main library which can be booked for group work and discussion. Booking must be made with the cashier at the issue desk in the ground floor.

The Research Commons...

Situated on the ground floor of the main library, the Research Commons offers Masters and Doctoral students a place to study and do their research. It provides computers, software and a librarian to provide assistance during office hours.

The Writing Place...

This facility is situated on the first floor of the library and provides support for academic writing. The writing

Engineering Subject Librarian...

Subject Librarian is available specifically to advice and help engineering students. You can contact her for assistance. She is located in the office in ground floor of the E G Malherbe Library.

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Subject: Chemical Engineering, Mechanical Engineering, Civil Engineering, Land Surveying, Property Development, Electrical Electronic and Computer Engineering, Geography.