IT
@ your library

The Knowledge Commons (KC) (level6)
- 113 networked computers which can be booked via the Library website
- Discussion rooms for group work
- Access to nearby networked printers

Booking Library Computers
- Reserve a PC via the Library website
  http://lib.uwc.ac.za
- Maximum of 120 minutes use each day per student.

Printing
- Request your printing pin at the CBA office situated in Library foyer on level 5.
- Load credits at the CBA office. These credits can be used for photocopying and printing in the Library

Contact details
Mr. Duane Bowers
Tel: 021 9592932/9497
Email: kclibrary@uwc.ac.za

NEW STUDENT ORIENTATION
@ your library

Scan the QR Code to download the online booklet straight to your cell

Printing
@ your library

- Printing and Photocopying in the Library
- Use your card as a credit card for your photocopier and printing jobs in the Library
- Load credit onto your student card at the CBA Photocopier Office in the right hand corner of the Library Foyer
- New students should obtain a printing PIN from this office

Express Print and Go Kiosks
- Use the Print and Go Kiosks in the Library Foyer and in the Reading Room on Level 5 to print an assignment or lecture notes, to book computer time, to access email, or to check the location of books in the Library.
- You have 15 minutes to accomplish quick tasks.
- Five colour printers are available in the Library.

UWC LIBRARY HOURS
@ your library

Main Library:
Monday, Tuesday and Thursday: 08h20 – 24h00
Wednesday: 09h20 – 24h00
Friday: 08h20 – 20h00
Saturday: 09h00 – 17h00

Branch Libraries:
Dentistry:
Monday – Friday: 08h00 – 16h30

Enquiries: 021 959 2946
Reference desk: 021 959 9397

Private Bag x17 Bellville, 7535
Phone: (021) 959-2209
Fax: (021) 959-2659
12/17
OFF-CAMPUS ACCESS TO THE LIBRARY’S ELECTRONIC RESOURCES

• available to authorised UWC users
• when using the Library’s electronic resources off-campus, provide your username and password
• Your username is your student number and your password is your date in the format yyyymmdd

Access Problems?
• Contact the ICS Helpdesk on 021 959 2000 or the servicedesk@uwc.ac.za if you experience authentication problems.
• Alternatively, you may reset your password yourself by following the instructions on the page at https://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
• Refrain from eating or drinking in the Library
• Ensure phones are switched to silent; no calls may be made or received in silent study areas
• Please observe all library rules: Available in the online booklet

KNOWLEDGE

@ your library

• Use uKwazi the Library search engine to browse and access information materials & readings for your courses. Access uKwazi at http://lib.uwc.ac.za

NEED HELP?

@ your library

From quick questions to in-depth research assistance

• **In Person**
  ~ Come to one of our Reference Desks (level 5 or level 10) for help
  ~ Level 5: in the Atrium – Tel: 021- 959 9397
  ~ Level 10: Study Area - Tel: 021 – 959 2903

• **Online**
  ~ Chatra: Post your query directly to this instant messaging service on the Library website (www.lib.uwc.ac.za) and chat online with a librarian during library hours.
  ~ Lib Answers: Pose your question on the Lib Answers site. Here you will find Frequently Asked Questions (FAQs). Find the answer without needing to contact library staff.

• **By Appointment with a Faculty Librarian**
  See online booklet for contact details

CIRCULATION DESK

Books are issued and returned at this desk

Remember to:
Present your student card to the staff when making your first visit to the Library to ensure that you have been registered on our database system.

How many books may be borrowed from the open shelves?
• Undergraduates: 4 items for 2 weeks
• Postgraduates: 10 items for 4 weeks
• Staff: 30 items for 6 weeks

Book renewal
• Items that have been borrowed from the open book shelves may be renewed twice.
• Renewals are allowed only 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 Section
• Prescribed texts, recommended readings are available in this section
• Books may be used for 1 hour only
• Books may be borrowed overnight from 2pm during the week and 12pm on Fridays
• Maximum of 2 items may be borrowed
• DVDs and CDRoms obtainable from this section may be viewed on level 5

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

Contact details:
Circulation Desk: 021 959 2946

FACILITIES
@ your library

**The Differently Abled Support Unit (DASU)**
• A space dedicated to students with mobility, visual impairment or different learning needs
• Located on level 5
• 14 workstations equipped with zoom capability
• Wheelchair friendly desks
• Screen magnification, electronic format
• Staff assistance with queries, computer-related or other
• Printing facilities
• Photocopying

**Differently Abled Students Association (DASA)**

Contact details
Tel: 021-959 3586
email: eabrahams@uwc.ac.za