



**Unisa
Libraries
@ a glance**



Define tomorrow.

UNISA 
Library &
Information Services

Visit our **Digital Collections** at:
<http://digitallibrary.unisa.ac.za/digital/>
The Unisa Library Digital Collections provide access to Unisa's unique library and notable archival materials for teaching, learning, and research for users globally.

- This invaluable resource aims to:
- promote intellectual collaboration in support of teaching, learning and digital scholarship, by offering access to the digital collections.
 - enrich Unisa's African digital resources and South African Cultural and Heritage content,
 - support Unisa's decolonial and digital scholarship agenda

The digitisation project was initially made possible through the support of the Birch Foundation and the Thabo Mbeki Foundation.

Unisa Libraries

The Unisa Library is the largest academic Library in Africa.

Unisa Libraries provide access to an extensive collection of books, audio-visual material, walk in and digital archives, electronic databases and journals. The collections at Branch Libraries are determined by the number of students registered for a module in the area and by the physical facilities at that Library.

These collections are supplemented by online collections as well as a Postal Collection available on request to all students regardless of location in the branches.

Registered library users should carry their activated library access card when entering any Unisa library.

Contact us via

library-enquiries@unisa.ac.za
+27 12 429 3133/3134



Find us on:

www.unisa.ac.za/library



Library mobile app – download from iStore or Google Play



www.facebook.com/unisalibrary



www.twitter.com/unisalibrary



www.youtube.com/watch?v=rPDMg6ptU20

YouTube



Android



iOS



Locate a Library close to you

In addition to our 24/7 online presence, Unisa is determined to reach our students wherever they may be across South Africa, and in Akaki, Ethiopia

Cape Town

+27 (0)21 936 4125/4126 | 15 Jean Simonis Street, Parow, 7500

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Durban

+27 (0)31 335 1722/23/24 | 230 Stalwart Simelane Street, Durban, 4001

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Pietermaritzburg

+27 (0)33 355 1713/14 | 1 Langalibalele Street, Pietermaritzburg, 3201

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Ekurhuleni

+27 (0)11 845 9338/9 | Cnr R51 Road and Brazil Street, Daveyton, Benoni, 1501

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Ethiopia

+251-114351357 | Ethiopia Regional Learning Centre, Debrazait Road Beklo Bet, Addis Ababa

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Science Library (Florida)

Closed until further notice.

Johannesburg

+27 (0)11 630 4531/4532/4533 | 29 Rissik Street, Johannesburg, 2000

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Nelspruit

+27 (0)13 755 2476

1st Floor, Standard Bank Building, 31 Brown Street, Nelspruit, 1201

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Polokwane

015 290 3431/3/6 | Library Building, 23A Landros Maré Street, Polokwane, 0700

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Pretoria (Muckleneuk)

+27 (0)12 429 3206 | Anton Lembede building, University of South Africa, Preller Street, Muckleneuk Ridge, Pretoria

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Rustenburg

011 – 670 9515/9523/9524/9528 | Cnr Oliver Tambo Drive and Steen Street, Forum Building, Rustenburg, 0299

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Sunnyside

+27 (0)12 441 5781/5782/5763 | Building 14, Walker Street, Sunnyside

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

East London

+27 (0) 43 709 0431/2 | 50 Church St, East London Cbd, East London, 5200

January to December: Mon - Fri: 07:45 to 16:00 | Sat: Closed

Libraries are closed on Saturdays, Sundays and public holidays. Library hours are subject to change. Visit www.unisa.ac.za (Click on Branch locator) for updated library hours.





Services and Resources

Electronic access

Collections

Recommended material

Borrowing / Requesting

Renewals / Returns

Library training

Library guides

Literature searches

Persons with disabilities

Self-service photocopying

Library tariffs

Safety

Special Membership - lib-special@unisa.ac.za

Library Awareness Events

Partner Libraries - <http://libguides.unisa.ac.za/>

Online access

Go to www.unisa.ac.za/library to:

- Search the Library catalogue
- View/download e-reserves
- View/renew library material
- Request Library material
- Access subject databases, e-journals and e-books
- Access library guides

Note:

You may not download and distribute full text material to non-Unisa students or use it for commercial purposes.

African Digital Library

The African Digital Library (ADL) is a collection of electronic books (eBooks) that can be accessed and used free-of-charge by any person living on the African continent. Individuals can access the library from any PC that is connected to the Internet in Africa. The objective of the ADL is to develop a digital library that is available free-of-charge, to residents and institutions of Africa, for academic and business use. To find out more and to register, visit: <http://www.africandl.org.za/>

Collections

Study Collections

Collections of recommended and additional reading available at Branch Libraries. Different loan periods may apply.

Open Shelf or Research Collection

The Open Shelf or Research Collection is available at the Pretoria Library. The term "open" refers to the fact that these books may be borrowed in person or requested electronically.

Reference Collections

The reference collection in a library is indicated by the letters REF in front of the classification number. The reference collection may consist of dictionaries, abstracts, directories, encyclopedias, indexes, statutes or law reports. These items may only be used in the Library.

Journal Collections

Print journals are available for use in the Library only.

press reader

You can access newspapers and magazine digitally courtesy of Unisa Library.

From the Library Catalogue>Find e-resource>A-Z list>'P'



Connect to the **Unisa Wi-Fi** using your Unisa login credentials



Download the **PressReader** app from the Apple iStore or Google Play.



Browse and download all your favourite newspaper and magazines.

You will still have access off campus for 7 days after your initial on-off campus login

Audio-Visual Collections

The audio-visual collection at Muckleneuk Library is an extensive collection of recordings of music, spoken word (in several languages), language courses, music scores, video recordings, art slides, multimedia sets, music reference works and microtext. Other Unisa libraries have a limited audio-visual collection.

Contact us at +27 12 429 3093.

Visits to the Archives should be arranged in advance by phoning 012 4292560 or emailing avdwesth@unisa.ac.za.

This material may only be used in the Archives' reading room. More information about these collections is available from the Archives Section. Visits to the Archives should be arranged telephonically in advance. You can also access Unisa Digital Collections on <http://digilibrary.unisa.ac.za/digital/>



UnisaIR

The Unisa Institutional Repository (UnisaIR), is one of the top academic repositories in Africa. The UnisaIR is an open digital archive of scholarly, intellectual and research outputs of the University of South Africa. It contains and preserves theses and dissertations, research articles, conference papers, and many other digital assets.

Visit: uir.unisa.ac.za

Recommended material

Download e-reserves



E-reserves can be downloaded from the library homepage.

www.unisa.ac.za/library

Click on the link 'e-reserves and recommended books'

or <http://oasis.unisa.ac.za/search/r>

Type in your course code and select the relevant e-reserves to download

You will need the Adobe Reader to view recommended articles in PDF format

– download @ <http://get.adobe.com/reader/>.

Request recommended books

Books can be requested from the Library's catalogue

Click on 'Find e-reserves and recommended books'

Type in your course code to access your lists

Borrowing/requesting

Library material may be borrowed or requested in the following ways:

- Online via the library catalogue - <http://encore.unisa.ac.za>
Click on 'Find e-reserves and recommended books'
Type in your course code to access your lists
- In person at any Branch library (at the self-service terminals or at the lending counters).
Issue receipt must be kept with the relevant material. This receipt must be produced on request at any time during the loan period.
- Via the Library app

If the item you requested is out on loan, you will be placed on a waiting list. If the book is no longer required, please inform the library immediately. The library will notify you if an item is no longer available. No reservations will be made for prescribed books.



Note:

Students are expected to buy their own copies of the prescribed books listed in Tutorial Letter 101. If you have any problems obtaining copies from booksellers, please contact the Prescribed Book Section at:

vospresc@unisa.ac.za

How many items may I borrow at a time?

- Undergraduate: 8 items including audio-visual items
- Non-degree purposes, short-learning programmes and certificates: 4 items (no audio-visual items)
- Postgraduate: 16 items including audio-visual items
- Undergraduate music students: 12 items of which 8 may be audio-visual items
- Postgraduate music students: 20 items of which 8 may be audio-visual items

Renewals

Library material may be renewed in the following ways:

- In person at any Branch Library
- Online via the Library catalogue – <http://encore.unisa.ac.za>
- Via the Library app
- By telephone

Renewals will not be granted if there is an outstanding account on the student's loan record.

Only three (3) renewals per item are allowed.

Returns

You may return library material as follows:

- In person at any Branch Library (at the self-service drop box (excluding audio-visual material) or at the lending counters)
- In person at any of the centres or public libraries that Unisa has an agreement with - http://library.unisa.ac.za/remote/partner_libr.pdf
- By post
- By Courier (to the street address of the Branch Library)

Receipts must be kept at all times as proof of return.

See How do I return material @ <http://libguides.unisa.ac.za/request/request>



When should I return my library material?

Material should be returned on or before the due date. Failure to do so may result in a block on registration, exam results and Library privileges until the material has been received, or until the replacement cost of each item (and administrative costs) has been paid in full. Students who cancel or suspend their studies must return all library material without delay.

Late returns will incur a fine at the rate of R5 per item per day.

Damaged, lost or unreturned items will be charged at the current replacement cost.

For more information go to <http://libguides.unisa.ac.za/request/fines>



Library Training

You can book a training session on how to use the Library and its resources. See training schedules @

<http://www.unisa.ac.za/librarytraining>



Library Guides

Here you will find up to date information about Library services, subject-specific guides and much more in support of your studies and research - <http://libguides.unisa.ac.za/>



Literature Searches

This service provides a reading list on your research topic. You must submit your request well in advance on the literature search request form available on the myUnisa Library page.

For more information go to

http://libguides.unisa.ac.za/literature_review/lit_search



Services for persons with disabilities

The following services are available:

- The person accompanying a student with disabilities will not be charged entrance fees
- Guide dogs are allowed in the Library
- Extended loan period for Library material
- Conversion service for Library material
- A variety of assistive technology is available for loan
- Courier delivery service for requested material
- Special parking

For more information go to <http://libguides.unisa.ac.za/disability>



Self-Services Photocopying and Printing

Photocopying and printing is subject to the provisions of Copyright Act 98 of 1978 and the relevant library regulations. The Copyright Act states that material required for study or research purposes may be photocopied, subject to the following regulations:

- Only one copy may be made of one article or other contribution appearing in a journal issue or other collection
- Only a reasonable portion may be photocopied from other works (It is accepted that a "reasonable portion" means not more than 10% of the whole work)
- **No work may be photocopied in its entirety without prior authorisation by the copyright owner**

Library Tariffs and Payments

Clients are reminded that Unisa Libraries have a cashless policy. For the latest tariffs, visit <http://www.unisa.ac.za/library> click on "services" are on "tariffs".



Safety

Clients are urged to familiarise themselves with emergency procedures when visiting a Unisa Library. Take care of personal belongings, as Unisa cannot be held responsible for loss, theft or damage thereof. Unauthorised removal of Library material can lead to the suspension of Library membership and possible further disciplinary measures. These may include a charge of theft and cancellation of University registration.



University of South Africa Library

www.unisa.ac.za/library

Like and follow us on:



Unisa Library



@UnisaLibrary

Check out our Digital Collections at
<http://digilibrary.unisa.ac.za/digital/>

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Library &
Information Services