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.

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**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.

**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.

**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

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.