

**OVERVIEW OF LIBRARY AND INFORMATION SERVICES AVAILABLE**

**TO UNISA HONOURS STUDENTS**

The Unisa Library welcomes you as an Honours student. The library, with its extensive range of information resources, forms an integral part of your journey towards completing your studies successfully. The following information should assist you throughout your studies.

***1.******SIGNING ON***

* Join **myLife** and **myUnisa**

Go to <http://www.unisa.ac.za>, click on *myUnisa*, then on *Claim Unisa Login* in the navigation menu on the left. Follow the steps. The final page will display your myLife e-mail address and your initial Unisa password which is for both the myLife and myUnisa systems. Your initial Unisa password will also be sent to the cell phone number displayed on the page for safekeeping.

Watch the [**short video clip**](http://podcasts.unisa.ac.za/library/attachments/F499D73D-6B03-42CE-B061-3FA7346C6F13/6EF8773F-E925-430E-8FE2-7697F1239F5E.m4v) on how to access your myLife e-mail account and login to myUnisa:

<http://podcasts.unisa.ac.za/library/attachments/F499D73D-6B03-42CE-B061-3FA7346C6F13/6EF8773F-E925-430E-8FE2-7697F1239F5E.m4v>

**PLEASE NOTE:**

* If you are a **re-registering student**, you will not need to follow this process if your myLife and myUnisa passwords are still active.
* You will be prompted to provide your **myUnisa password** **and student number** whenever you want to access any of the library’s services or resources.
* **Problems** or queries regarding your myUnisa password, should be e-mailed to [myUnisaHelp@unisa.ac.za](mailto:myUnisaHelp@unisa.ac.za) or [MyLifeHelp@unisa.ac.za](mailto:MyLifeHelp@unisa.ac.za)

***2. BORROWING LIBRARY MATERIAL***

Honours students may borrow up to 16 books at a time. Students living in South Africa are allowed to keep their books for 42 days, unless the books are in the Study Collection. In this case, a shorter loan period is granted. Students who live outside South Africa may borrow books for up to three months. It is important to ensure that you return your books on time, in order to avoid having to pay a fine.

***3. REQUESTING AND RENEWING LIBRARY MATERIAL***

The preferred method of **requesting** a book or journal article is

* **electronically**

go to <http://oasis.unisa.ac.za> and select either *Book* (or *Article*) *Requests* (under the *My Library* tab), enter your student number and myUnisa password, fill in the details of your book or article and submit your request,

but you may also

* fax requests to +27 12 429 2925/8128 if you do not have access to the internet

For queries regarding your **book requests**, please phone +27 12 429 3210 or e-mail bib-circ@unisa.ac.za. For **journal article** queries, please phone +27 12 429 8786 or e-mail [bib-circ@unisa.ac.za](mailto:bib-circ@unisa.ac.za).

**Journal articles** are posted to you free of charge.

Remember to provide the complete reference for journal articles i.e. the author, article title, journal title, journal volume and issue number, page numbers.

The preferred method of **renewing** a book is

* **electronically**

<http://oasis.unisa.ac.za> and click on *myLibrary/Renewals/Login* (under the *My Library* tab). Sign on using your student number and myUnisa password. Select the items you want to renew. Click on *Renew selected* or *Renew all*

but you may also

* **telephone** on + 27 12 429 4164, orsend an
* **email** to[bib-circ@unisa.ac.za](mailto:bib-circ@unisa.ac.za)**.**

**NB:** You may not renew items on a waiting list or items that have already been renewed three times.

You are responsible for the cost of **returning** your books to the library. Remember to always keep proof that you have returned your books.

***4. PRESCRIBED BOOKS***

You are expected to buy your own copies of the prescribed books listed in Tutorial Letters 101. If you have any problems obtaining copies from booksellers, please contact the Prescribed Book Section at [vospresc@unisa.ac.za](mailto:vospresc@unisa.ac.za) or +27 12 429 4152.

***5. USING THE CATALOGUE***

You can search for **books** on the catalogue by author, title, keyword or subject.

* **Author**

Type the author’s last name first followed by the initial or the full name e.g. Clingman S or Clingman Stephen

* **Title**

Type as much or as little of the title as you like e.g. ***Ethics and experience: moral theory from just war to abortion*** or ***Ethics and experience***

* **Keyword**

Keywords use free language or exact phrases and can be used when you are unsure of a title. Remember that keywords can retrieve a large number of results because the whole record is searched e.g. ‘global warming’ or ‘diversity management’.

* **Advanced keyword**

This allows you to select the fields in which your keywords must occur e.g. a simultaneous search in the author and title fields. To access the advanced keyword search, click on *Search options* on the catalogue’s homepage and select *Advanced keyword*.

* **Subject**

Subject headings assist you to find material that focuses on a particular topic. The library uses the Library of Congress’s predetermined terms. If you do not know the correct Library of Congress Subject Heading, rather perform a keyword or title search to find at least one relevant title on your topic. Use the full display of that record to find the appropriate subject heading(s).

You can also search for **journal titles** on the catalogue but remember that this search does not give you the titles of articles. The preferred method of finding a journal title is via the ***Find e- Journals*** as set out in Section 9.

For mobile access (AirPAC) to the catalogue: <http://m.oasis.unisa.ac.za/>

For instructions please go to: <http://oasis.unisa.ac.za/screens/airpachelp_2013.pdf>

***6. LIBRARY GUIDES***

Library guides are subject resource guides compiled by librarians to guide you through the research process. To access them, go to <http://wwe.unisa.ac.za> and click on *Library* and then *Library Guides*.

***7. SUBJECT DATABASES***

The Unisa Library subscribes to many online subject databases which all registered students can access. These databases contain bibliographic references to academic, peer-reviewed journal articles in your field of study, as well as references to theses, books and chapters which are not necessarily available in the library. Many of these databases also contain full text articles which can be viewed, printed and downloaded.

Each subject database is slightly different but they all

* use Boolean logic to formulate a search strategy
* allow you to edit, refine, limit and mark your search results
* allow you to print, e-mail or save your search results
* allow you to export them to an online bibliographic manager e.g. RefWorks
* allow you to register as an individual user so that you can personalise the database
* allow you to set up author or search alerts

Most databases have **Help** links to guide you through their unique features and their search options, as well as a **new features** link which enables you to view and implement upcoming features. **Frequently Asked Questions** also provide ready answers to standard questions about the database. Often databases also provide free access to quick tutorials on aspects of searching for information and database features.

Remember that off-campus access will require your student number and myUnisa password.

You can access the databases either by using the

* **Library guides**

Go to <http://libguides.unisa.ac.za/> or click on [*Library guides*](http://libguides.unisa.ac.za/?b=g&d=a).

The library guides group together the appropriate library resources for each academic discipline so it is a good idea to use this option if you are unfamiliar with resources relevant to your research

or

* **A-Z list of electronic resources**

Go to <http://www.unisa.ac.za>, click on *Library* and then *Find e-resources.* You will get a page with *Terms and Conditions.* Click on***Accept*** and then select the tab ***A-Z***on the following page*.* This is a comprehensive alphabetical list of all the databases to which the Unisa Library subscribes.

***8. E-RESERVES***

Prescribed or recommended material listed in your Tutorial Letter 101 is available via the library’s catalogue. Go to <http://oasis.unisa.ac.za> and click on *Course code search* (under *Search options*)*.*

Alternatively, go to <http://www.unisa.ac.za>, click on *Library* and then on *Find e-reserves and Recommended books* and type in your course code.

***9. ELECTRONIC JOURNALS***

Most of the journals in the Unisa Library are available electronically. This means that you can print or download journal articles from your computer rather than requesting them from the library. You will need to install the Adobe Acrobat Reader on your computer in order to view and print full text articles.

There are two ways of finding out whether a journal is available electronically

* **via the Unisa Library e-Journal Finder**

<http://www.unisa.ac.za>, click on *Library*, *Find* e*-journals* and type in the journal title. A link will be provided if electronic access is available.

It is strongly recommended that you use this valuable resource frequently.

* **via the catalogue**

<http://oasis.unisa.ac.za>, click on *Journal titles* (under the *Search Options* tab) and type in the journal title. If access is available, a *View full text …* link will appear. Click on it to start searching.

If you do not find a full text link to your journal using either of these options, it means that the library does not have one. You should therefore request your article as outlined in Section 3 of this document.

**10. *ELECTRONIC BOOKS***

The Unisa Library has a growing collection of electronic books which can be read online. Most of them allow you to print or download sections of a book depending on the publishers’ licence agreements.

Remember that not all the books you will need for your research are available electronically. Many of them are print copies and these have to be requested from the main library in Pretoria.

***11. INTERLIBRARY LOAN SERVICE***

Honours students are entitled to an interlibrary loan service if they need journal articles that are not available in the Unisa Library.

For queries relating to interlibrary loans, please phone +27 12 429 2942.

***12. UNISA LIBRARY APP***

Download the app from Google Play, I-Store or access and download this app at <http://www.libanywhere.com/m/917>.

***13. USING THE CATALOGUE***

You can search for **books** on the catalogue by author, title, keyword or subject.

* **Author**

Type the author’s last name first followed by the initial or the full name e.g. Clingman S or Clingman Stephen

* **Title**

Type as much or as little of the title as you like e.g. ***Ethics and experience: moral theory from just war to abortion*** or ***Ethics and experience***

* **Keyword**

Keywords use free language or exact phrases and can be used when you are unsure of a title. Remember that keywords can retrieve a large number of results because the whole record is searched e.g. ‘global warming’ or ‘diversity management’.

* **Advanced keyword**

This allows you to select the fields in which your keywords must occur e.g. a simultaneous search in the author and title fields. To access the advanced keyword search, click on *Search options* on the catalogue’s homepage and select *Advanced keyword*.

* **Subject**

Subject headings assist you to find material that focuses on a particular topic. The library uses the Library of Congress’s predetermined terms. If you do not know the correct Library of Congress Subject Heading, rather perform a keyword or title search to find at least one relevant title on your topic. Use the full display of that record to find the appropriate subject heading(s).

You may also search for **journal titles** on the catalogue but remember that this search does not give you the titles of articles. The preferred method of finding a journal title is via the **e-Journal Finder** as set out in Section 10.

For mobile access (AirPAC): <http://m.oasis.unisa.ac.za/>

For instructions please go to: <http://oasis.unisa.ac.za/screens/airpachelp_2013.pdf>

***14. REQUESTING A LITERATURE SEARCH***

The Branch Librarians at each Unisa regional centre offer general training in the use of the library’s catalogue and keyword searches.

If you require further assistance, you may also submit an electronic request for a literature search on your topic to the Information Search Librarians Team via the Library’s homepage

This online [request service](http://libguides.unisa.ac.za/request/postgrad) is delivered by the Information Search Librarians Team to all Unisa students. A literature search is a selected **reading list** on a **research topic.**

We would like to recommend that you use **Internet Explorer** as your browser**.**

**How to request a literature search from the Information Search Librarians Team:**

1. Go to **Microsoft Office 365** at[**http://portal.office.com**](http://portal.office.com/)and sign in with your **myLife email address** and **myUnisa password.**
2. Open [**myUnisa**](https://www.unisa.ac.za/sites/myunisa/default/)and log in using your **myLife email address** and **myUnisa password**.
3. Click on **myModules >** then click on **Sites >** then click on **Library >** then click on **Literature Search Request Form**.
4. Complete the form and click on **Submit** once
5. Check your **myLife mailbox** for the acknowledgement email.

Read more at <http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Request-a-literature-search>.

**Please note:**

* We are using a new system for literature search requests. The new system does not assign reference numbers. Check your **mailbox** for the acknowledgement email after submitting your request.
* This form is used only to request a literature search and not to request books for loan or copies of articles, etc.
* It is important to submit your **request well in advance of your deadline** because we receive a large volume of requests. Requests will be attended to on a first-come, first-served basis
* If you are eager to get started immediately, you might like to do a **quick and easy search via the** [**Encore**](http://encore.unisa.ac.za/)discovery tool.

You may request a literature search using the MSWord copy of the request [**form**](http://www.unisa.ac.za/static/corporate_web/Content/Library/Documents/Literature%20Search%20form.doc) **ONLY** if you do not have access to the Web request form via myUnisa.

***15. REFERENCE TECHNIQUES***

It is very important to find out which reference technique and bibliographic style your department prefers and to use them consistently throughout your dissertation. The most commonly used are the Harvard, the American Psychological Association (APA) and the Modern Languages Association (MLA) styles.

Please contact your Personal Librarian for examples.

***16. MANAGING YOUR REFERENCES***

Many software tools are available to help students and researchers collate and manage citations and references, eg RefWorks, Mendeley, Endnote and Zotero. The University subscribes to RefWorks and Mendeley.

* RefWorksis a web-based bibliographic citation manager that allows you to collect, save and organize bibliographic citations for journal articles, books, web sites and other sources that you have found during your research. With it you can create correctly-formatted bibliographies in your preferred style. This service is available free of charge to all Unisa students and staff and is accessible both on and off campus. To use the software, you will need to create an account.

To access RefWorks: <https://refworks.proquest.com>, or via Find E-Resources > A to Z list.

RefWorks Libguide for help and support: <https://proquest.libguides.com/refworks>

* Mendeley is a free reference manager and academic social network that can help you organize your research, collaborate with others online, and discover the latest research:
* Automatically generate bibliographies
* Collaborate easily with other researchers online
* Easily import papers from other research software
* Find relevant papers based on what you're reading
* Access your papers from anywhere online
* Read papers on the go, with our [iOS](https://itunes.apple.com/gb/app/mendeley/id380669300?mt=8) and [Android](http://ad.apps.fm/Cr3jKemhGjRBCiU_eqpAkF5KLoEjTszcQMJsV6-2VnHFDLXitVHB6BlL95nuoNYfX8CxpiCxdTjfi4OpH9y6n46iLdHl5WKEV3fO27sNrgXgKa6qwntjpeYiK76thXyT) apps

To access Mendeley: [www.mendeley.com](http://www.mendeley.com) , or via Find E-Resources > A to Z list.

Getting Started with Mendeley video: <https://mendeley.com/guides/videos>

Mendeley Guides: [https://mendeley.com/guides](https://mendeley.com/guides%20)

***17. PERSONAL LIBRARIAN SERVICE***

If you intend visiting the campus, you are welcome to contact the Personal Librarian for your subject who will show you how to use the library’s resources for your research. This includes subject specific assistance in the use of the library’s catalogue and appropriate subject databases, and how to find electronic full text items.

A list of Personal Librarians and their departments can be accessed at <https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support/Personal-librarians>

***18. LIBRARY SERVICES FOR STUDENTS WITH A DISABILITY***

A list of library services and equipment is available at <http://libguides.unisa.ac.za/disability>.

For additional information, please contact [lib-disability@unisa.ac.za](mailto:lib-disability@unisa.ac.za).

***19****.* ***TURNITIN***

**What is Turnitin?**

Turnitin is a web-based teaching tool used for students to *prevent plagiarism* by checking for originality. The Turnitin website can be found at:  [www.turnitin.com](http://www.turnitin.com/)

**Access to Turnitin**

To gain access to Turnitin, you need the following:

* A working myLife account (e.g. [12345678@mylife.unisa.ac.za](mailto:12345678@mylife.unisa.ac.za)), where the number “12345678” is your student number. Go to <https://myunisa.ac.za/portal> to set up your myLife email account.
* Access to the Internet.
* To be registered for a specific module.

All postgraduate students (including Honours) can submit their work directly to Turnitin. Students automatically have access to Turnitin once their respective supervisors/lecturers are registered.

**Queries regarding Turnitin**

All queries regarding the use of Turnitin can be emailed to [Turnitin@unisa.ac.za](mailto:Turnitin@unisa.ac.za)

***20*.** ***USEFUL LINKS***

* For general library enquiries: [library-enquiries@unisa.ac.za](mailto:library-enquiries@unisa.ac.za) or +27 12 429 3133/3134
* Ask a Librarian library guide: <http://libguides.unisa.ac.za/ask>
* Guidelines for workstation settings: <http://oasis.unisa.ac.za/> (available under the *Library Links* tab)
* MyUnisa website: <https://my.unisa.ac.za>
* Library catalogue: <http://oasis.unisa.ac.za>
* Adobe Acrobat Reader: <http://www.adobe.com>
* Plagiarism brochure: <http://www.unisa.ac.za/plagarism>
* Research Skills tutorial: <http://libguides.unisa.ac.za/Research_Skills>
* Unisa Branch Libraries: <https://www.unisa.ac.za/sites/corporate/default/Library/Branch-locator>
* Specific contact details for student assistance and service: <https://www.unisa.ac.za/sites/corporate/default/Contact-us/Student-enquiries>

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January 2020