

UNIVERSITY OF PRETORIA

Dept of Library Services

General Information

Education Library

2012



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1908 - 2008

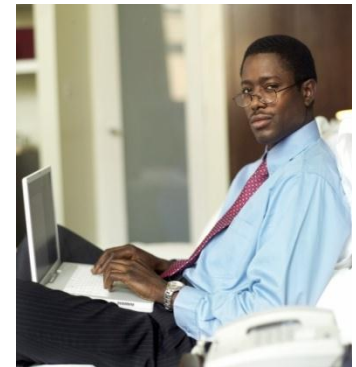


UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Denkleiers • Leading Minds • Dikgopolo tša Dihalefi

# WELCOME TO THE EDUCATION LIBRARY OF THE DEPT OF LIBRARY SERVICES!

## Overview of our products and services



# HOW TO OBTAIN ACCESS TO LIBRARY MATERIALS AND SERVICES:

- Register at Admin as a UP student
- Your particulars will be forwarded to the library within 48 hours
- You are now automatically registered at the library
- During your 1<sup>st</sup> visit bring your student card along, and we will just verify certain details
- Membership is only valid for a year



# OUR SERVICE HOURS:



Mo, Wed en Thu	07:30 - 21:00
Tue	<b>08:30</b> - 21:00
Fri	07:30 - <b>20:00</b>
Sat	08:30 - 13:00

Sundays	Closed
Public holidays	Closed
Between Christmas and New Year	Closed

During December, January and the June/July recess we close 16:00

We are also closed all the Saturdays in December

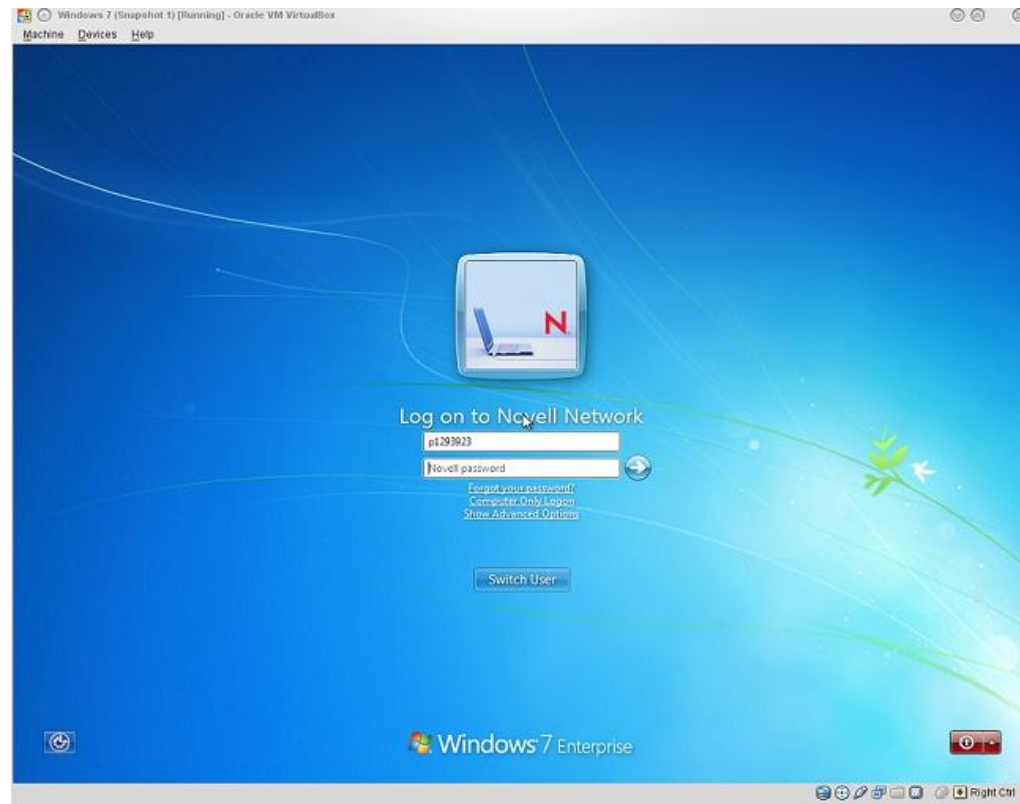


The home page of our library computers. It is your **Novell login** and enables you to work from any computer on the Groenkloof campus.

You have to activate your Novell login in the computer Lab (room 1-77) in the All Purpose (Aldoel) Building.

You **HAVE** to change your password the 1<sup>st</sup> time you log on. The new password must have at least 8 digits, and cannot be re-used again.

Use this Novell login and password every time on a Groenkloof campus or library computer.



# OUR EDUCATION LIBRARY'S WEB PAGE - Your 24-hour one stop access to everything!

<http://www.library.up.ac.za/edu/>

Save it as a favourite!

The screenshot shows a Windows Internet Explorer browser window displaying the website for the Department of Library Services at the University of Pretoria. The address bar, which is circled in red, contains the URL <http://www.library.up.ac.za/edu/>. The browser's title bar reads "Department of Library Services - Education".

The website header features the University of Pretoria logo and name in three languages: "UNIVERSITEIT VAN PRETORIA", "UNIVERSITY OF PRETORIA", and "YUNIBESITHI YA PRETORIA". It also includes a language selector for "English" and "Afrikaans", and a search bar. The main heading is "Department of Library Services".

Below the header is a navigation menu with the following items: "Library Home", "About the Library", "Libraries / Units / Collections", "E-Resources", "Journals", "Catalogue", and "Contact".

The main content area is titled "Education Library" and includes a welcome message: "Welcome to the Education Library, located on the Groenkloof Campus!". A "What's new?" section contains two announcements:

- The Education Library will close at 14:45 on 21 January due to fumigation of the building. The library will reopen again on 22 January at 7:30. We apologize for the inconvenience.
- Training sessions: 15-19 February 2010 - Click Here for more info!

On the right side, there is a "Search" section with a "Catalogue Keyword Search" input field and a "Google Scholar" link. A "BOOKMARK" button is also visible.

The browser's status bar at the bottom shows the current page URL as <http://0-scholar.google.co.za/innopac.up.ac.za/> and the page zoom level as 100%.

# Your Library has gone MOBILE!



Visit the mobile site at:

<http://www.library.up.ac.za/mobi/>

Library mobile catalogue:

<http://mobiexplore.up.ac.za>

# **PARTNERSHIPS – WHAT YOU CAN EXPECT FROM US**

- **Library staff to be polite and helpful**
- **Library staff to be able to offer support and advice on how to access materials and information**
- **A timely response to all enquiries**
- **Access to a range of print and electronic materials relevant to your field of study, also from your home computer**
- **Our website to be accurate and up to date**
- **A clean and neat study environment**
- **The opportunity to comment on our services**



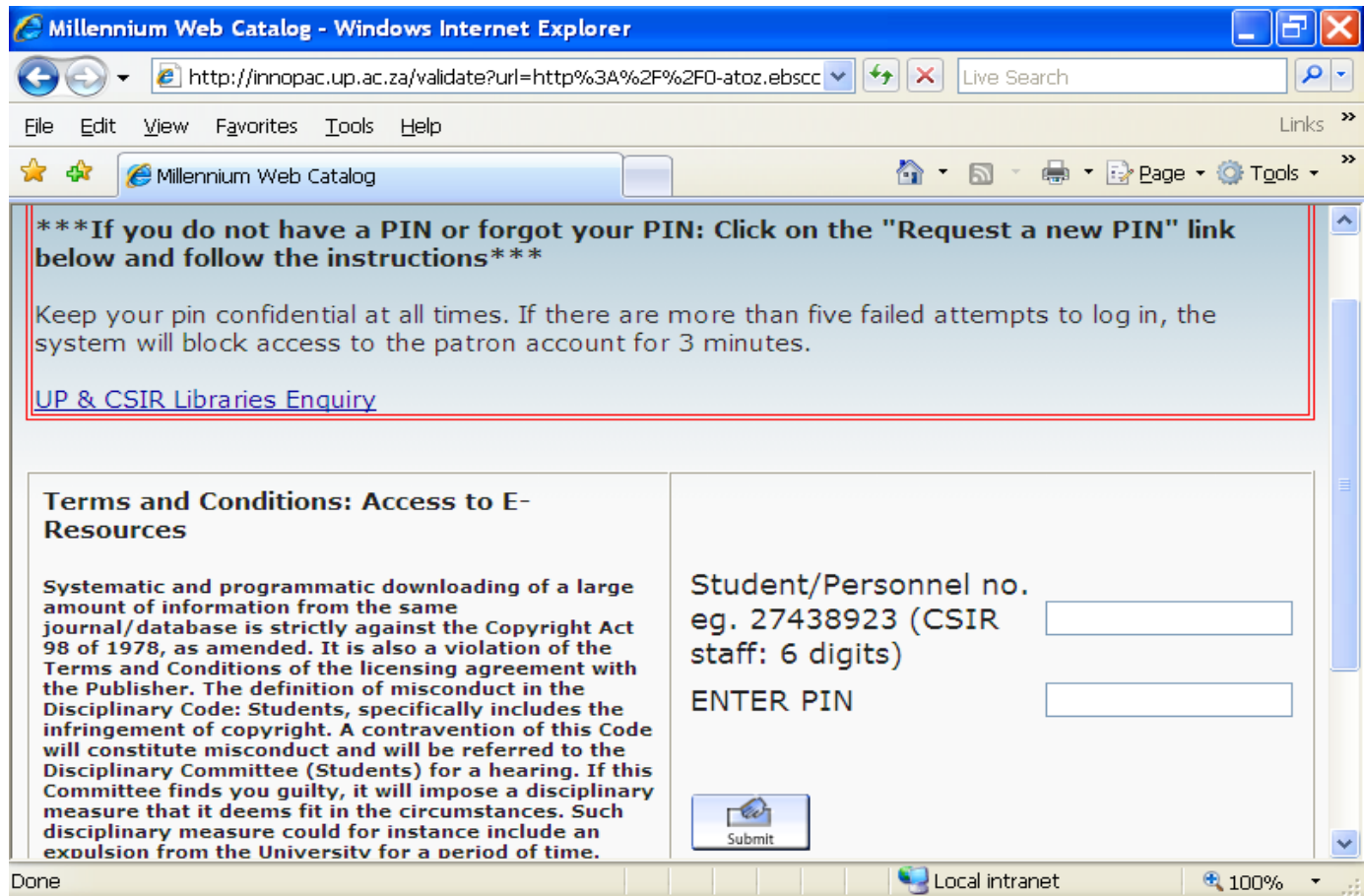
# WHAT WE EXPECT FROM YOU

- **Be computer literate**
- **Treat staff and other library users with due respect and consideration**
- **Be familiar with the library regulations and agree to apply them**
- **Identify yourself with your student card at all times**
- **Adhere to copyright regulations**
- **Accept full responsibility for any material issued to your student number, and to handle library materials with care**
- **Inform us of relevant library material not available in the Library**
- **Never leave possessions and valuables unattended**
- **Refrain from eating and drinking in the Library in accordance with regulations, and place rubbish in the bins provided**
- **Keep noise levels down**



# Verification Page (copyright purposes):

To register your PIN, type in your student number without an “s” or “u” preceding the number, and leave the PIN window open. Enter



Millennium Web Catalog - Windows Internet Explorer

http://innopac.up.ac.za/validate?url=http%3A%2F%2F0-atoz.ebscc Live Search

File Edit View Favorites Tools Help

Millennium Web Catalog

**\*\*\*If you do not have a PIN or forgot your PIN: Click on the "Request a new PIN" link below and follow the instructions\*\*\***

Keep your pin confidential at all times. If there are more than five failed attempts to log in, the system will block access to the patron account for 3 minutes.

[UP & CSIR Libraries Enquiry](#)

<p><b>Terms and Conditions: Access to E-Resources</b></p> <p>Systematic and programmatic downloading of a large amount of information from the same journal/database is strictly against the Copyright Act 98 of 1978, as amended. It is also a violation of the Terms and Conditions of the licensing agreement with the Publisher. The definition of misconduct in the Disciplinary Code: Students, specifically includes the infringement of copyright. A contravention of this Code will constitute misconduct and will be referred to the Disciplinary Committee (Students) for a hearing. If this Committee finds you guilty, it will impose a disciplinary measure that it deems fit in the circumstances. Such disciplinary measure could for instance include an expulsion from the University for a period of time.</p>	<p>Student/Personnel no. eg. 27438923 (CSIR staff: 6 digits)</p> <p>ENTER PIN</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="button" value="Submit"/></p>
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Done Local intranet 100%

# Verification Page (contnd)

- On the following screen, enter a PIN number of your choice and confirm the same PIN again. Submit.
- **SUGGESTION: Choose the same PIN as your Xerox one!**
- You have now registered your PIN, which you have to use every time this verification page pops up
- Should you encounter any problems, please inquire at our lending counter:  
Tel. 012 420 5536



# BOOKS



- Use our library's online catalogue on our web site to find books in the Groenkloof and /or all UP's libraries
- Postgraduate students may borrow up to 15 books for one month
- Books can be renewed if not reserved by another client. You can renew your books online, telephonically or in person
- Please note that a fine is applicable if books are returned late. All library services will be suspended till the full amount has been settled
- Reference books are not allowed out
- Books in other UP and SA libraries may be requested on interloan

# How to renew your books online: go to *My Library Record*

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://www.library.up.ac.za/edu/>. The page content is organized into several sections:

- Collections:** at 7:30. We apologize for the inconvenience
- Interlinking:** [Training sessions: 15-19 February 2010 - Click Here for more info!](#)
- Projects:** [Favourite Fictionlog!](#)
- Referencing Guidelines:** [EduNews Blog can now also be read on cell phones. Go to <http://edulibup.mofuse.mobi/> to read more!](#)
- Research Support:**
- Training:**
- Useful Links:**
- Library Facebook:** [Blogs, Wikis, Facebook, Flickr](#)
- Education Databases:**
- Faculty of Education:**

On the right side, there is a **Google Scholar Search** box and a **Quick Links** section with the following items:

- Teaching Support
- Research Support
- Assignment Support
- Copyright
- Plagiarism
- Referencing Techniques
- Training

Below the Quick Links is the **My Library Space** section, where the **My Library Record** link is circled in red. Other links in this section include:

- Ask / Chat to a Librarian
- Interlinking Info - Requests
- StudentWeb
- IntraUP

At the bottom of the page, there is a **Contact Information** section:

<b>Physical Address</b>	<b>Tel:</b> +27 12 420 5536
Education Library	<b>Fax:</b> +27 12 420 5650
Media Building	

The browser's status bar at the bottom shows "Done, but with errors on page." and "Unknown Zone (Mixed)" with a 100% zoom level.

# JOURNALS



- More than 95% of our journals are only available online, and the full text of articles can be found by searching our electronic databases and e-journals
- We do, however, have a very limited number of paper journals available. These may not be borrowed, but can be photocopied
- Articles from journals that we do not subscribe to, can be requested on interloan from other libraries. They are sent by e-mail to you (full text articles available to UP students can not be requested on interloan)



# Finding information:

nothing wrong with Google, but try our scholarly databases to obtain references on topics – the results are all academic and more focused!

The screenshot shows a Windows Internet Explorer browser window displaying the website for the Department of Library Services - Education. The address bar shows the URL <http://www.library.up.ac.za/edu/>. The page content includes a navigation menu on the left, a main content area with a welcome message and news items, and a right sidebar with search and quick links sections.

**Education Library**

- Edu Library Home
- About Us
- Contact your Information Specialist
- Staff
- Collections
- Interlending
- Projects
- Referencing Guidelines
- Research Support
- Training
- Useful Links
- Library Facebook
- Blogs, Wikis, Facebook, Flickr
- Education Databases**
- Faculty of Education

**Library Home >> Faculty Libraries >> Education**

**Welcome to the Education Library, located on the Groenkloof Campus!**

**What's new?**

- The Education Library will close at 14:45 on 21 January due to fumigation of the building. The library will reopen again on 22 January at 7:30. We apologize for the inconvenience
- Training sessions: 15-19 February 2010 - [Click Here](#) for more info!
- Favourite Fictionlog!
- EduNews Blog can now also be read on cell phones. Go to <http://edulibup.mofuse.mobi/> to read more!

**Blogs & Wiki's**

- EduNews Blog - [Click here!](#)
- Blog for Undergraduate Education Students - [Click Here!](#)
- Bibliography of resources on research: for students and supervisors - [Click Here!](#)

**Quick Guide to Abridged Harvard Reference Method - [Click here!](#)**

**Search**

Catalogue Keyword Search

Google Scholar Search

**Quick Links**

- Teaching Support
- Research Support
- Assignment Support
- Copyright
- Plagiarism
- Referencing Techniques
- Training

Done, but with errors on page.

# INTERLENDING:

a free service to request books and articles online from other libraries in SA or internationally

Department of Library Services - Education - Windows Internet Explorer

http://www.library.up.ac.za/edu/

File Edit View Favorites Tools Help

Department of Library Services - Education

YUNIBESITHI YA PRETORIA

Department of Library Services

Library Home About the Library Libraries / Units / Collections E-Resources Journals Catalogue Contact

Library Home >> Faculty Libraries >> Education

**Education Library**

Edu Library Home  
About Us  
Contact your Information Specialist  
Staff  
Collections  
**Interlending**  
Projects  
Referencing Guidelines  
Research Support

**Welcome to the Education Library, located on the Groenkloof Campus!**

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BOOKMARK

**Search**

Catalogue Keyword Search

Google Scholar Search

**Quick Links**

Teaching

Done, but with errors on page.

Unknown Zone (Mixed) 100%

# **SA POLICY DOCUMENTS**

**usually available on the Internet only**

**DEPT OF EDUCATION (DoE): <http://www.education.gov.za/>**

**RESOURCES: SA HIGHER EDUCATION: <http://africa.msu.edu/SAHE/>**

**SA GOVERNMENT INFORMATION (DAILY UPDATES):**  
**<http://www.info.gov.za/new/index.html>**

**SA GOVERNMENT INFORMATION: DOCUMENTS ON EDUCATION:**  
**<http://www.info.gov.za/documents/subjectdocs/subject/education.htm>**

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA):**  
**<http://www.saqa.org.za/>**

**WCED INDEX OF LEGISLATION ON EDUCATION:**  
**[http://wced.wcape.gov.za/documents/legislative\\_acts/legislative\\_index.html](http://wced.wcape.gov.za/documents/legislative_acts/legislative_index.html)**



# EVALUATING INTERNET RESOURCES

Consult this presentation on our web page:

<http://www.library.up.ac.za/edu/Evaluatinginternetsources.pdf>



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

# EDUBLOG

for education news, full text downloads of certain documents, SA education statistics, etc.

Department of Library Services - Education - Windows Internet Explorer  
http://www.library.up.ac.za/edu/

File Edit View Favorites Tools Help

Department of Library Services - Educ... Feeds (1) Read Mail Print Page Safety Tools Help Research Home

Library Home >> Faculty Libraries >> Education

### Education Library

Edu Library Home  
About Us  
Contact your Information Specialist  
Staff  
Collections  
Interlending  
Projects  
Referencing Guidelines  
Research Support  
Training  
Useful Links

- Undergraduate Blog
- Edu Newsblog**
- Library Facebook

More Web 2.0 tools

Education Databases

Faculty of Education

Chat with the Webmaster  
Offline  
Green indicates that the webmaster is available for web inquiries

### Welcome to the Education Library, located on the Groenkloof Campus!

#### What's new?

- New! **UPEXplore Plus** Research Portal
- Blog for Undergraduate Students [Click Here!](#)
- Refworks Tutorial!
- Quick Guide to Abridged Harvard Reference Method - [Click here!](#)
- Kitsgids tot Verkorte Harvard Verwysingsmetode - [Kliek hier!](#)
- Tips on How to Evaluate Internet Resources (pdf Slides).
- Orientation to the Education Library
- Research Support Part 1: Boolean Logic & Database Searching
- Research Support Part 2: Finding Full Text, Interlending & Refworks

#### Contact Information

<b>Physical Address</b>	<b>Tel:</b> +27 12 420 5536
Education Library Media Building Groenkloof Campus C/o George Storrar & Leyds Streets University of Pretoria Pretoria, South Africa	<b>Fax:</b> +27 12 420 5650

**Directions:** [View Map](#)  
[View Google Earth Map](#)  
GPS coordinates to main entrance:  
S 25° 46' 10" E 28° 12' 34"

**Postal Address**  
Education Library  
Department of Library Services

**Faculty Library Manager**  
Mr Johann van Wyk  
Tel.: +27 12 420 5651

Other staff

### Search

Catalogue Keyword Search

Google Scholar Search

### Quick Links

- Teaching Support
- Research Support
- Assignment Support
- Copyright
- Plagiarism
- Referencing Techniques
- Training

### My Library Space

- Ask / Chat to a Librarian
- My Library Record
- Interlending Info - Requests
- StudentWeb
- IntraUP

Library Intranet (Staff Only)

# EDUBLOG

(Documents and SA education statistics are under Education Documents)

The screenshot shows the Education Library Blog website in Internet Explorer. The browser title is "Education Library Blog @ University of Pretoria - Windows Internet Explorer" and the address bar shows "http://edulibpretoria.wordpress.com/". The navigation menu includes "Home", "About", "Education Documents", "Permission", and "Web 2.0". A red arrow points from the text "(Documents and SA education statistics are under Education Documents)" to the "Education Documents" menu item.

**EDUCATION LIBRARY BLOG @ UNIVERSITY OF PRETORIA**

Entries RSS | Comments RSS

**Education Library**

**Library Website**  
<http://www.library.up.ac.za/edu/>

**Library Facebook**  
facebook

Name:  
UP Education Library

**Library Catalogue**  
Keyword Search

**2010 in review**  
Posted on 3 January, 2011 by Johann van Wyk

The stats helper monkeys at WordPress.com mulled over how this blog did in 2010, and here's a high level summary of its overall blog health:

The *Blog-Health-o-Meter™* reads This blog is on fire!

**Crunchy numbers**

The average container ship can carry about 4,500 containers. This blog was viewed about 18,000 times in 2010. If each view were a shipping container, your blog would have filled about 4 fully loaded ships.

In 2010, there were 41 new posts, growing the total archive of this blog to 156 posts. There were 4 pictures uploaded, taking up a total of 1mb.

**Schooled in violence**  
Kids exposed to crime, abuse, assault

**January 2011**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[Nov](#)

**Google Translator:**  
translate page in:

[Arabic](#) [Chinese](#) [Dutch](#) [French](#) [German](#) [Greek](#) [Italian](#) [Portuguese](#) [Japanese](#) [Korean](#) [Russian](#) [Spanish](#) [\(About\)](#)

SHARE

**Twitter Updates**

Internet | Protected Mode: On

03:15 PM  
2011/01/10

# REFERENCING



**Different styles of referencing techniques with different rules exist worldwide. At UP not all the faculties or departments use the same style. The Faculty of Education uses either the Harvard or the APA style – check with your supervisor which style to use.**





- **You commit plagiarism when you present someone else's ideas – published or unpublished – as if they were your own.**
- **Plagiarism is a serious offence which can lead to suspension from the university, criminal charges and civil claims**



# TUKSMOBI



What is TUKSMobi? It is an e-wallet specifically designed for the UP student of today.

UP is moving towards implementing TUKSMobi for all shopping transactions on campus, including photocopying.

For more information, and to register and activate your account, visit the TUKSMobi web site: <http://www.tuksmobi.co.za/>

You could also contact the Xerox Copy Shop for more information on photocopying.



# Your information specialist can do the following for you:

- Train you in the use of:
  - Academic databases and e-Journals
  - Our catalogue
  - Interlending
  - RefWorks (a reference tool)
- Give advice on information searches and keywords when needed.
- **PLEASE REMEMBER: Phone or e-mail in advance to make an appointment and avoid disappointment!**

