

UNIVERSITY OF BOTSWANA

LIBRARY SERVICES



SERVICES FOR GRADUATE STUDENTS

INTRODUCTION

Welcome to the University of Botswana Library (UBL). UBL is committed to providing access to information resources that support programmes offered by the University. In addition to the general services provided by the library to the University community, the following services are targeted at the graduate students.

ACCESS TO LIBRARY RESOURCES

UB Library operates library services at four locations. The main library being at the main campus and then branch libraries at the Faculty of Engineering and Technology (FET), Centre for Continuing Education (CCE) North – Francistown and at the HOORC in Maun. Books can be borrowed or returned at any of these branches.

Operational hours for the main and FET libraries - see Library Guide No. 2.

GENERAL REGULATION

General library regulations apply to all customers regardless of status and are contained in the University of Botswana Calendar under Regulations and Rules of the Library.

RESEARCH ASSISTANCE

Library services include expert research assistance, provided by subject librarians on finding information and literature as well as providing bibliographic instructions. Subject Librarians are available in all disciplines to provide specialised reference services as well as general consultation. Students are advised to contact the relevant subject librarian at the early stages of their studies. Name of the subject librarians in various subject are available from the UB library website at: <http://www.ub.bw/library/library/main.htm>.

ELECTRONIC RESOURCES

Information Communication Technologies available in the University Library includes Web-based academic full-text journals to be found on the library WEB page, specialized academic indexing and abstracting databases on CD-ROMs; audiovisual aids and the online catalogue (<http://medupe.ub.bw>) which is accessible both on campus and through the campus network. Remote access from off-campus to the catalogue is also available at <http://168.167.8.18>.

COMPUTING FACILITIES

Graduate students have access to internet, Microsoft office (word-processing, spreadsheet, PowerPoint, etc). Internet access is for research and other work needed to complete assignments.

BOTSWANA DOCUMENTATION AND SPECIAL COLLECTIONS (BDSC)

The BDSC is a special collections area housing rare books, theses and dissertations and archives on Botswana. Also includes legal deposit materials. For other rules, see *Library Guide No. 2*.

BORROWING LIBRARY MATERIALS

Graduate students can borrow up to 15 items per month. Students must present a valid student ID card in order to check out books. Reference books, journals and magazines may not be checked out. Audio-visual materials, such as videocassettes, may be checked out for one week. Reserve materials may be used in the library for two hours, or may be checked out half an hour before closing and returned at 0900 hours the following day. Books may be renewed if not wanted by another borrower.

Borrowers are responsible for all materials signed out in their names. Do not lend your card to anyone else.

INTER-LIBRARY LOAN (ILL)

Items that are not available in the UBL can be obtained from other libraries in the region or overseas. These services are available free to graduate students; however any fees charged by the lending library will be passed on to the student such as for over dues.

RESERVES

Materials placed on reserve are available at the circulation desk. Please ask for materials by professor's name and title. Selected materials are available through electronic reserve on our web site.

HOLDS AND RECALLS

If a book you want is checked out to another borrower, we can hold it for you when it comes back, or recall it from the borrower if they have had it for more than two weeks.

PhD LOCKABLE STUDY CARRELS

The library has thirteen study rooms available for students of the University of Botswana registered for PhD programme of this university. Students apply for study carrels. Application forms are available from the Customer Services Librarian. These are allocated to students through a ballot for an academic year. Payment of P100 per year is charged for use. These carrels can only be used by students to whom they have been assigned.

1. GRADUATE and MASTERS STUDENT STUDY CARRELS

The library has ten open study carrels on each subject floor for individual use. These are allocated through a raffle at the beginning of each year.

2. AUDIO-VISUAL MATERIALS/MULTIMEDIA

Videocassettes, CDS and other multimedia may be used in the library or signed out.

NB: Additional library services to graduate students in distance learning programmes

✂ Current Awareness and Postal Service

Since distance learners do not have access to UBL library, a postal service is available to them. Books and periodical articles may be posted to them. Students in distance learning programmes are provided with periodical articles for research purposes free of charge.

CONTACT INFORMATION

Please forward all comments to:

Circulation Supervisor,
University of Botswana Library
Private Bag UB 00390
Gaborone

TELEPHONE

3552304 (Customer Service)
355 5226 Senior Librarian (Extension Services)
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