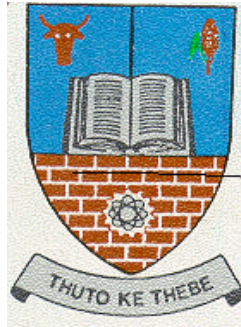


# UNIVERSITY OF BOTSWANA LIBRARY SERVICES



## LIBRARY GUIDE NO. 1

### INTRODUCTION TO THE LIBRARY

#### INTRODUCTION

The University of Botswana Library is a Learning Resource Center (LRC) providing an integrated learning environment where traditional library services and electronic information resources are easily accessible.

The primary mission of the library is to provide total support for student-centered learning, teaching and research in a technologically advanced environment.

#### FACILITIES AND SERVICES OF THE LIBRARY

This library has five floors and a mezzanine. The following facilities and services are located on the respective floors.

- ✍ Information resources which includes: books, periodicals, pamphlets and microforms (microfiche and microfilm)
- ✍ Integrated workstations and Online Catalogue on dedicated terminals
- ✍ Reader space for individual and group study; i.e. quiet reading areas, seminar rooms and individual open and closed study carrels (for use by graduate and PhD students). The open reading areas are available on a "first come, first served" basis and may not be booked
- ✍ Seminar rooms are available upon booking with respective floor coordinators .
- ✍ Subject Librarians provide specialized research support for learning, teaching and research. Each faculty has a team responsible for a cluster of subjects.
- ✍ An IT enabled lecture theatre that accommodates 150 patrons is available strictly on a booking system and at a cost. It may be used for workshops or public lectures, and is available to members of the University community for academic purposes only.

## FLOOR PLANS

### Lower ground Floor

- ✍ Botswana Documentation and Special Collections (BDSC). BDSC contains Botswana documents, archival materials, grey literature, images and thesis on Botswana and Africa

### Ground floor

- ✍ **Customer services section**
- ✍ **Security check point**
- ✍ **Newspapers / Fiction Collection**
- ✍ **Internet Cafe**
- ✍ **Circulation Desk**
- ✍ **Reference / Enquiries desk**
- ✍ **Course Reserve / Short loan collection**
- ✍ **Multimedia**
  - Videocassettes, audiocassettes, CD ROMs and diskettes
- ✍ **Inter-Library Loans (ILL)**
  - Lecturers and Post-graduate students may request materials needed for research not available in UB library
- ✍ **Cashier's counter**
  - Payment for overdue fines and purchase of photocopying cards including photocopying cards go to this desk
- ✍ **General Reference** collection and University calendars

### Upper ground floor

#### ***Science and Engineering resources***

- ✍ Computer Science, Mathematics, Pure Sciences etc.
- ✍ 3 seminar rooms and 13 open carrels
- ✍ Technical Services section
  - Ordering and processing of all new library resource

### Mezzanine floor

All current journals are located on this floor

### First floor

#### ***Business and Social Sciences resources***

- ✍ Psychology, Sociology, Economics, Accounting etc
- ✍ Law section
- ✍ 5 seminar rooms and 14 open carrels

### Second floor

#### ***Humanities resources***

- ✍ Theology, Media studies, Languages, Literature, History, etc
- ✍ 3 seminar rooms and 14 open carrels

### Third floor

#### ***Education resources***

- ✍ Adult education, Home Economics Physical education, etc
- ✍ 3 seminar rooms and 9 open carrels

We kindly request all customers to conform to the following guidelines so that the LRC provides a conducive environment to learning:

- ✍ Maintain silence in the Library.
- ✍ Ensure all library materials are issued out to you before leaving the library.
- ✍ Handle Library materials and other equipment with care to ensure longevity.
- ✍ Avoid posting notices inside or outside the library without prior arrangement.
- ✍ Keep this Library clean at all times.
- ✍ Kindly refer to **LIBRARY GUIDE 2** for detailed **LIBRARY RULES AND REGULATIONS**.

## **CONTACT INFORMATION**

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