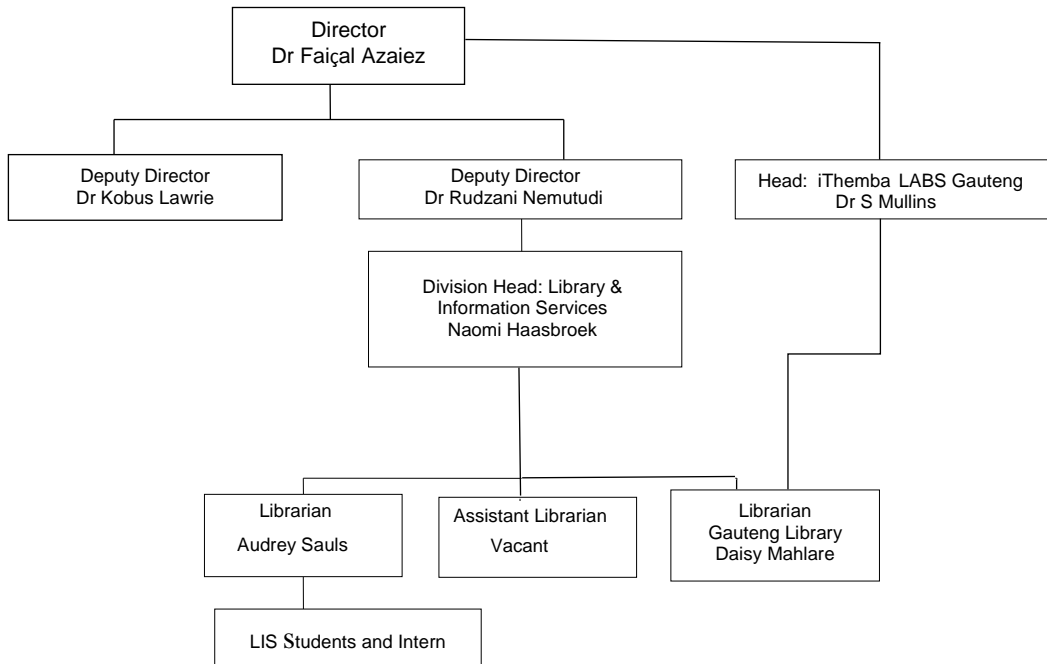




iTHEMBA LABS LIBRARY & INFORMATION SERVICES

A BASIC ORIENTATION AND USER GUIDE

LIBRARY PROFILE



CONTACT DETAILS

Naomi Haasbroek	Room 202
Tel no:	1259
E-mail:	naomi@tlabs.ac.za
Audrey Sauls	Room 201
Tel no:	1032
E-mail:	audrey@tlabs.ac.za
Assistant Librarian (Vacant)	Information Desk
Tel no:	1004
E-mail:	library@tlabs.ac.za
Information desk	1004
	library@tlabs.ac.za
Gauteng Library	moloko@tlabs.ac.za
	011 351 7003

LOCATION(S)

Main Library:	Rooms J 200 – 202 (opposite kitchen, 2 nd floor)
Library archive:	Room J 215A
Branch libraries/Reading areas:	Medical Radiation Materials Research Radionuclide Production
Gauteng Library:	Cnr Jan Smuts Ave & Empire Road, Braamfontein

OUR MISSION

- To provide a total information and research support service to the staff and users of iThemba LABS.
- To provide an *efficient, speedy* service to all users.

OPENING HOURS

The Library & Information Centre is open from Monday to Friday from 08:00 – 16:30.

After hours access to the Library & archives is controlled by means of an electronic access system. Clients may request after hours access by contacting either Audrey Sauls at extension 1032 or Naomi Haasbroek at extension 1259.

HOW TO REGISTER AS A USER/CLIENT

The following are the registration policies of the Library & Information Services (LIS):

▪ **iTHEMBA LABS STAFF**

All permanent iThemba LABS staff members are automatically entitled to use the facilities of the Library & Information Services (LIS). A registration form has to be completed and verified after which your staff number will be registered on the LIS Loan system.

▪ **OUTSIDE USERS**

Outside clients of the LIS, i.e. non-iThemba LABS staff members, have to register to gain access or to make use of the facilities for the first time. Registration can be done at the Information Desk. The following information will be required:

- Name
- Address (permanent & non-permanent)
- Contactable telephone, cell and/or fax numbers
- E-mail addresses
- ID-numbers
- Student card

Upon registration outside users will each be allocated a unique identification number.

▪ **STUDENTS/VISITING RESEARCHERS**

Students or visiting researchers also need to register. In addition to the above information, they will be required to provide the name of the iThemba LABS staff member who supervises them or whom they are collaborating with.

BORROWER PRIVILEGES

TYPE OF USER	TYPE OF MATERIAL	BORROWING PRIVILEGES
Permanent Staff [P]	Books	8 Weeks Renewable Permanent Loan (Annually Renewable)
Contract Staff [C]		4 Weeks Renewable*
Contract Student [CS]		4 Weeks Renewable*
Visiting Scientist [VSc]		4 Weeks Renewable*
Visiting Student [VS]		4 Weeks Renewable*

Outside User or Visitor [V]		2 Weeks Renewable*
TYPE OF MATERIAL	BORROWING PERIOD	NOTES
Books	See above	
Serials	Overnight loan**	Latest Issues
Serials	2 Weeks No Renewal	All issues except latest
Newspapers	None	
Reference	None	This includes Legislation, Standards, Internal Documents and Reports

*Books are renewable if there is no one on the waiting list

**Overnight Loans means a journal may be issued after 16:00 in the afternoon and has to be returned by 09:00 the next morning or from Friday afternoon after 16:00 until Monday morning 09:00

NB: RESPONSIBILITY FOR LIBRARY MATERIAL

All material borrowed from the library should be returned on time. Clients will be held responsible for missing materials and will be charged the replacement value of such items.

LIBRARY CATALOGUES

The online catalogue is accessible from any workstation connected to the network as well as from the dedicated workstation next to the Information Desk. (<http://infobase.tlabs.ac.za>)

COLLECTIONS

The LIS houses the following collections:

- **BOOKS**

The book collection is housed in the main LIS and is arranged according to the Universal Decimal Classification (UDC) classification system.

A summary of the main classification areas:

- 000 – Generalities, Science and Knowledge Organization
- 300 – Social sciences
- 500 – Natural Sciences. Mathematics
- 600 – Applied sciences, Medicine, Technology
- 700 – The Arts, Recreation, Entertainment, Sport
- 800 – Language, Linguistics, Literature
- 900 – Geography, Biography, History

- **THESES**

This collection is housed in the main LIS area. It is arranged alphabetically according to the authors. Abstracts are available on the database. One hard copy and one electronic copy of all completed theses have to be submitted to the library for inclusion in the collection.

- **JOURNALS**

The latest issues of all journal titles held are housed on the display shelves next to the reading area in the main LIS. The titles are arranged alphabetically. See full list of

international titles attached. Contact the library for a complete list of South African and other titles. The main library houses the latest two years, while older journals can be found in the LIS Archive. Latest issues may not be removed from the library. A number of titles are available in full-text online at <http://infobase.tlabs.ac.za> from any computer linked to the iThemba LABS networks.

- **REPORTS**

General reports and annual reports are housed in the LIS Archives according to the organisation or institution.

- **NEWSLETTERS**

Housed in the LIS Archives and arranged alphabetically according to the organisation or institution.

- **INTERNAL DOCUMENTS**

Internally produced documents, such as minutes of meetings, memos, policies, reports, technical reports.

- **REFERENCE MATERIAL**

Reference material is **only for use in the Library** and cannot be removed from the library. The Reference section is next to the Information desk and includes the following material:

Encyclopaedias; dictionaries; yearbooks; standards; loose-leaf publications (acts); directories; atlases; telephone directories; government department reports; iThemba LABS Management documents and minutes of meetings & monthly reviews.

- **NEWSPAPERS**

The following newspapers are available in the main reading area of the Library:

Die Burger
Business Day
Cape Times
Mail & Guardian
Sowetan

The newspapers may not be removed from the Library. The newspapers are housed in the main Library for one month after which they are stored for 3 months. Thereafter they will be recycled. Photocopies can be made but nothing should be cut from the newspapers.

SERVICES & PROCEDURES

The following services are provided:

- **LOANS**

All materials are to be checked out at the main information desk. *NB: Please do not remove any items from the library without checking them out first!!*

- **DOCUMENT DELIVERY**

INTERLIBRARY LOANS

Any book or article which is not available from the iThemba LABS Library, can be obtained from other libraries through the South African Interlibrary Loan System. If an item is not available in South African Libraries, it may be requested from the British Library Document Supply Centre or from other international sources. This service is free to all bona fide LIS users. Supervisors should **approve** the items requested by their staff and students. Forms are available at the information desk or the document delivery office.

Contact person: Audrey Sauls (x1032) or audrey@tlabs.ac.za

LITERATURE & SUBJECT SEARCHES

Topical or subject searches can be done on behalf of LIS clients. Staff may request regular searches to be done on their behalf on a specific subject area. Please obtain the forms at the Information Desk.

- **ORDERING OF MATERIALS**

An order form for the ordering/purchasing of books or other material is available at the Information Desk. Orders have to be approved by the relevant department or division head. Complete the form, attaching any other relevant information about the item. Hand in at the Information Desk. Queries should be directed to Naomi Haasbroek. Contact Naomi at extension 1259 or naomi@tlabs.ac.za for an update on the status of your order.

- **FAXES**

Official & private faxes are sent from the Information Desk. Place your fax in the “In-box” for sending. Once the fax has been sent, it will be returned to you via the internal mail. Staff members will be notified of any incoming faxes by e-mail. These faxes need to be collected at the Information Desk and signed for. Queries can be directed to extension 1004 or library@tlabs.ac.za.

- **PHOTOCOPYING**

There are two (2) photocopiers available to Library users. The one is in the main Library behind the Information Desk and the other in the Library Archive.

- **COMMITTEE ROOM**

The Library Committee Room can be booked for meetings. Please book at the Information Desk. Bookings & cancellations should be made well in advance. The Committee Room is equipped with a Polycom system. Please book should you wish to use the system for a video conference or Skype meeting.

- **SCANNER AND LAMINATOR**

A scanner and laminator are available in the main library for official use.

▪ INFORMATION RESOURCES

- See collections.

▪ DATABASES & ONLINE ACCESS

- The LIS online database (iThemba LABS Infobase) is available at: <http://infobase.tlabs.ac.za> from any desktop on the network via your browser or directly from the Library and Information Services webpage on the iThemba LABS website or at the user workstations in the main library. Full-text online access to selected journal titles is available via the database.

Useful links:

- ISI Web of Knowledge: <http://www.webofknowledge.com>
- Elsevier ScienceDirect: <http://www.sciencedirect.com>
- SCOPUS: <http://scopus.com>
- LIS webpages: <http://www.tlabs.ac.za/public/libaccess.htm>

▪ WIFI AND WORKSTATIONS

Wifi is available in the library. Wifi Network: TLABSFguest

Username: guest **Password:** tlabsguest

Workstations and printers are also available for use.

PUBLICATIONS POLICY

The iThemba LABS Publications policy can be found at:
\\Oberon\lis\Publications Control Policy.

TRAINING

For training on how to use any of the facilities of the LIS, (including information retrieval and information literacy skills) please contact either Naomi Haasbroek or Audrey Sauls.

Induction and orientation of new staff and students are included in the general induction of new staff by HR. For induction or training for any individuals or groups, please contact Naomi or Audrey.

CONFERENCE/WORKSHOP/SYMPOSIA/EVENT ORGANISATION

The LIS staff offers management and organisation for conferences and other scientific events hosted by iThemba LABS. Contact Naomi at naomi@tlabs.ac.za for further information. Conference announcements and details can be found on the iThemba LABS website.

iTHEMBA LABS International Journal Subscriptions 2016/17

TITLE

ADVANCES IN THE PHYSICS OF PARTICLES & NUCLEI (STANDING ORDER) Print
ANNUAL REVIEW OF NUCLEAR & PARTICLE SCIENCE Print
APPLIED PHYSICS LETTERS (WITH EXTENDED BACKFILES) Print+Online
APPLIED RADIATION & ISOTOPES Print
ATOMIC DATA & NUCLEAR DATA TABLES Print
BIOLOGICAL TRACE ELEMENT RESEARCH Online only
CLINICAL JOURNAL OF ONCOLOGY NURSING Print+Online
COMPUTERS IN LIBRARIES Print
ELECTRONICS WORLD Print
EUREKA Print
EUROPEAN JOURNAL OF NUCLEAR MEDICINE & MOLECULAR IMAGING Print+Online
EUROPEAN PHYSICAL JOURNAL A Print+Online
INTERNATIONAL JOURNAL OF PALLIATIVE NURSING Print
INTERNATIONAL JOURNAL OF PIXE Print+Online
INTERNATIONAL JOURNAL OF RADIATION BIOLOGY Print+Online
INTERNATIONAL JOURNAL OF RADIATION ONCOLOGY, BIOLOGY, PHYSICS Print
JOURNAL OF APPLIED PHYSICS Print+Online
JOURNAL OF ENVIRONMENTAL RADIOACTIVITY Print
JOURNAL OF LABELLED COMPOUNDS & RADIOPHARMACEUTICALS Print
JOURNAL OF NUCLEAR MEDICINE Print+Online
JOURNAL OF NUCLEAR MEDICINE TECHNOLOGY Print+Online
JOURNAL OF PHARMACEUTICAL SCIENCE & TECHNOLOGY (PDA JOURNAL OF) Online only
JOURNAL OF PHYSICS G: NUCLEAR & PARTICLE PHYSICS Print+Online
JOURNAL OF RADIOLOGICAL PROTECTION Print+Online
JOURNAL OF THE ICRU Print
MACHINE DESIGN (Excl.PRODUCT LOCATOR) Print
MATERIALS SCIENCE & ENGINEERING: R REPORTS Print
MEDICAL DOSIMETRY Print
MEDICAL PHYSICS Print+Online
MIMS MONTHLY Print
NEW SCIENTIST (two copies) Print
NUCLEAR DATA SHEETS Print
NUCLEAR INSTRUMENTS & METHODS IN PHYSICS RESEARCH: PARTS A & B Print
NUCLEAR PHYSICS NEWS Print+Online
NUKLEARMEDIZIN Print+Online
PHYSICA MEDICA Print
PHYSICAL REVIEW C: NUCLEAR PHYSICS Print+Online
PHYSICAL REVIEW LETTERS Print+Online
PHYSICS IN MEDICINE & BIOLOGY Print+Online
PHYSICS TODAY Print+Online
RADIATION RESEARCH Print+Online
RADIOCHIMICA ACTA Print+Online
RADIOTHERAPY & ONCOLOGY Print
REVIEWS OF MODERN PHYSICS Print+Online
SCIENTIFIC AMERICAN Print
TALANTA: INTERNATIONAL JOURNAL OF ANALYTICAL CHEMISTRY Print
X-RAY SPECTROMETRY (XRS) Print