
NIVEN LIBRARY USER'S GUIDE

Welcome to the Niven Library, South Africa's most comprehensive collection of ornithological sources. The Niven Library is a reference library established, funded and managed by the Percy FitzPatrick Institute, which includes the archival collection of books and journals of BirdLife South Africa. Used primarily by staff and students of the Percy FitzPatrick Institute, the Library is also open to all members of the University community, members of BirdLife SA, and members (including students) of other teaching and professional institutions.

OPENING HOURS

Monday - Friday 08:30-12:30 / 13:30-16:30

The library is closed for tea at 10:30-10:45 and 15:00-15:15 approximately. The Library is closed during normal opening hours if the Librarian is out for any reason, and a notice to this effect is put up on the window of the librarian's office (Look through the door).

HOLDINGS

The Niven Library houses material belonging to the Percy FitzPatrick Institute, the Zoology Department, the Animal Demography Unit, BirdLife SA and UCT Libraries. Most of the material is on open access and is organised in the following way:

Books

All books are arranged according to the Dewey Decimal Classification (DDC) system and include:

- Reference books (for use in the Library only)
- General books
- Rare and valuable books in the Locked Cupboard
- Proceedings (interfiled with the General Books)
- Large Books

Periodicals

- Journals are arranged alphabetically by title in the Library reading room(A-B) and corridor behind librarian's office (B-Z)
- Newsletters are arranged alphabetically by title in boxes in the stacks down the corridor behind librarian's office
- Compact Storage books and journals are reflected as such in the catalogue. Books are arranged alphabetically by author or editor or corporate author, journals are arranged alphabetically by title.

Current issues of core journals and other current periodicals are displayed in the Library.

All journals and newsletters are to be used in the Library only.

The Richard K. Brooke Memorial reprint collection is arranged alphabetically by first author in boxes in the stacks down the corridor behind librarian's office.

Theses and Honours Projects are arranged alphabetically by author in two separate sequences in the stacks.

THE NIVEN LIBRARY CATALOGUE

The online public access catalogue (OPAC) includes records of all monographs, reprints, journals and newsletters in the Library. Access to the catalogue is available on the FitzPatrick Institute Webpage <http://www.fitzpatrick.uct.ac.za/>. Navigate to the Niven Library and click on the catalogue link. Print-outs of the journals and the newsletters held in the Niven Library are available as a pdfs on the Niven Library Webpage.

BORROWING PROCEDURE

Monographs and theses (except material on reference shelves) may be borrowed from the Niven Library by MSc and PhD students and staff members of the Percy FitzPatrick Institute, Zoology Department and the Avian Demography Unit (ADU). **All journals, newsletters and reprints are to be used in the Library only, users are encouraged to make a photocopy or scan if they wish to work off-site.**

Loan slips must be completed for any material borrowed from the Library; completed loan slips must be placed in the box provided, and returned material in the tray provided inside the Library door. The loan period is one month, after which material must be returned or renewed.

New staff and students wishing to borrow from the Niven Library must register as borrowers with the Librarian.

NB! No borrowed Library materials may be removed from the Percy FitzPatrick Institute (e.g. taken home, on field trips), as material on loan should be available at short notice if the librarian has to recall the item for another user.

PHOTOCOPY/SCANNING FACILITIES

Anyone wishing to photocopy Library material may make use of the photocopying facilities in the Library. Photocopying can either be done using a code against a UCT entity, or using a cash code. In the latter case, the charge is R0.40 per page. Cash photocopying is available for copying Library material only. Personal photocopying codes are issued to staff and students wishing to charge photocopying to an entity. Application forms for a photocopier code are available from the Librarian or Anthea Links at x3297.

Scanning may be done using the general user code 19735# that is restricted to scanning only. Scanned files are saved as a pdf and can be mailed to your e-mail address. Further instructions are available on the information sheet to the left of the photocopier. This saves paper provided you do not print out the pdf!

INTERLIBRARY LOANS

Publications not available in the Niven Library or UCT Library may be obtained from other national and international institutions using the SA Interlending System. Please register as an interlibrary loan user with the Interlibrary Loans Department at UCT Library. Once you have registered requests can be made online using a link on the UCT Library Webpage. <http://www.library.uct.ac.za/>

ONLINE INFORMATION RETRIEVAL SERVICE

Indexes and abstracts are important reference tools used in locating articles, proceedings and technical reports about certain topics. The ESL (Engineering and Science Library) offers several electronic databases via their web site: www.lib.uct.ac.za/esl/

Please do not hesitate to ask if you need any assistance in obtaining information.

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