

---

---

## NIVEN LIBRARY USER'S GUIDE

---

---

Welcome to the Niven Library, 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 collection of books and journals of BirdLife South Africa and the Percy FitzPatrick Memorial Trust. The collection is used primarily by staff and students of the Percy FitzPatrick Institute, but is also open to all members of the University community, members of BirdLife SA, and members (including students) of other teaching and professional institutions with an interest in ornithology.

### OPENING HOURS

Term time

Monday - Friday            08.45-12:30 / 13:30-16:00

Vacation

Monday to Friday: 9h00 - 13h00

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). Staff and students of the FitzPatrick Institute do however have 24 hours access to the library.

### HOLDINGS

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 the library manager's office (B-Z)
- Newsletters are arranged alphabetically by title in boxes in the stacks in storage rooms on the first floor (Room 2.10 & 2.12)
- Compact Storage books and journals are reflected as such in the catalogue. These books are arranged alphabetically by author or editor or corporate author, and not by DDC number. 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.**

Academic staff and registered students are also able to use the electronic journals subscribed to by [UCT Libraries](#).

**The Richard K. Brooke Memorial reprint collection** is arranged alphabetically by first author in boxes in a storage room on the first floor (Room 2.10). **Please do not borrow reprints**, they can be **scanned to pdf and emailed** to your address from the scanner/photocopier in the library.

**Theses and Honours Projects** are arranged alphabetically by author in two separate sequences in the stacks. All conservation biology theses are available electronically by searching for the author's name in the library catalogue. The library is also busy digitising all the theses and honours projects – check the catalogue to see if the one you want to consult is available electronically.

## **THE NIVEN LIBRARY CATALOGUE**

The [online public access catalogue \(OPAC\)](http://nivenlib.pfp.uct.ac.za/amlibweb/) (<http://nivenlib.pfp.uct.ac.za/amlibweb/>) 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/) (<http://www.fitzpatrick.uct.ac.za/>). Navigate to the Niven Library and click on the catalogue link.

## **BORROWING PROCEDURE**

Books 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 and the Avian Demography Unit (ADU). **All journals, newsletters, reprints and Honours Projects are to be used in the Library only, users are encouraged to make a photocopy or scan if they wish to work off-site.**

**ALL** material borrowed from the Library must be issued using the self-service issue system. This requires your UCT barcoded ID card. Instructions on the use of the self-service can be found next to the keyboard of the self-service PC at the library front door. Returned material should be placed in the tray provided next to the self-service PC. The loan period is one month, after which material must be returned or renewed online. This can be done by logging on to the [online public access catalogue \(OPAC\)](#). Click on My Details and use your date of birth YYYYMMDD as your pin.

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 PFI/O entity, or using a cash code. In the latter case, the charge is R0.50 per page. 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 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](#).

## **ONLINE INFORMATION RETRIEVAL SERVICE**

Indexes and abstracts are important reference tools used in locating articles, proceedings and technical reports about research topics. Further information about these resources can be found in the [Niven Library Shelf Guide \(http://libguides.lib.uct.ac.za/c.php?g=182315\)](#). Click on the tab titled Finding Articles.

---

---

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

**Susan Mvungi**  
Library Manager  
January 2017

**Tel: +27 21 6503305 / Fax: +27 21 6503295**  
Email: [fitzlib@uct.ac.za](mailto:fitzlib@uct.ac.za)

---

---