University of Stellenbosch Bellville Park Campus
Information Centre (USBI)

Library Training Document
2015

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http://library.sun.ac.za
http://m.library.sun.ac.za
usbi.info@usbi.sun.ac.za
021 918 4271/2/3/4

Access to Library Resources
Remote Access to Library Databases
Off-campus clients can access the electronic databases, journals, theses and books via the library website http://library.sun.ac.za. When prompted to login, use your student number for login and password as provided. Access to the library’s resources is linked to your registration. Please contact IT if you have trouble with your password: bpcict@belpark.sun.ac.za or 021 918 4247.

Finding Information

How to find books, articles etc. at Stellenbosch University Library
There are more than 1 129 907 monographs in the library. Most are available in hardcopy and more than 10 000 in e-format. The collection is accessible from the homepage at http://library.sun.ac.za. The search engine is called SUNSearch. It is a federated search engine which searches all the library’s resources (books, articles, databases etc.) simultaneously. The search result could give you a list containing books, e-books, e-articles, dissertations etc.

Searching strategy
1. Define your information need. What are you going to research?
2. Generate some keywords. You may need to find and skim an article or two to help you think of the best keywords. (Which keywords will help you to find the best resources)
3. Combine some of those keywords in a logical way (Boolean logic), in order to direct (limit) and refine your search. For example:
   - Use: "___" to keep words connected (ex. "emotional intelligence")
   - Use: and, or, not : to refine search (ex. project management and leadership)
   - Use: * to expand your keyword search (ex. environment*)
   - Use: ? if you are not sure of the correct spelling (ex. Anders?n)
   - Limit sources to “peer reviewed” articles, and date between 2005 - 2015
You have the option of doing a Basic Search or an Advanced Search depending on the complexity of your search.

Basic Search would be finding sources on “project management” in general.
**Advanced Search** would be “project management” and “project failure” and leadership.

Below is an example of a Basic Search done with the keyword project management. The left hand column provides you more options to limit your search results. You can specify that you only want to search for peer-reviewed articles, downloadable articles, dissertations or e-books. This will limit your search results to what you’ve asked for. Use **Sort by** (on the right), sorting your search results by date, relevance, title etc.

For more help in finding information please consult our subject guide **How do I find information**: This subject guide includes starting your literature search, finding information, evaluating information, communicating information, using information responsibly and referencing information. Find it on the library website by hovering over Stellenbosch University Library and Information Service (top left next to Search and WorldCat) follow the drop-down list or [http://libguides.sun.ac.za/how_do_I_do_my_assignment](http://libguides.sun.ac.za/how_do_I_do_my_assignment)

**E-databases**

A database is an electronic index to journal, articles, and books containing citations, abstracts and most often either the full text of the articles, or links to the full text.
Shortlist of important databases

Books elsewhere in South Africa
SACAT reflects the collections of libraries in Southern Africa and contains bibliographic information of books and titles of periodicals. Click on E-databases, then SACAT in the alphabetical list of databases. These books may be requested via Interlibrary Loans. Contact Ilse Morrison im1@sun.ac.za or 021 918 4272.

South African journal articles
SA-e-Publications gives full text access to more than 370 journals published in Southern Africa. It covers all subject areas. Click on E-databases, then SA-e-Publications in the alphabetical list of databases.

International journal articles
Ebscohost – Academic Search Premier provides full text for more than 4 650 journals, including full text for more than 3 900 peer-reviewed titles. Ebscohost — Business Source Premier is the industry’s most used business research database, providing full text for more than 2 300 journals, including full text for more than 1 000 peer-reviewed titles. Click on E-databases, then Ebschoist in the alphabetical list of databases.

Scopus is an extensive abstract and citation database of research literature and quality web sources. It is designed to find information in a quick, easy and comprehensive way, providing superior support of the literature research process. Click on E-databases, then Scopus in the alphabetical list of databases.

Other useful databases (Click on E-databases):
Theses and Dissertations
University Stellenbosch electronic theses repository
Almost 4 000 of the latest e-theses completed at the Stellenbosch University is available in SUNScholar. Click on E-databases, then SUNScholar in the alphabetical list of databases.

South African National ETD (e-theses & dissertations) Portal
This database lists current and completed South African dissertations mostly in fulltext. Click on E-databases, then South African National ETD (e-theses & dissertations) Portal in the alphabetical list of databases.

Nexus
Details of current and completed theses and dissertations produced in South Africa are accessible at this site run by the South African National Research Foundation (NRF) in collaboration with the Committee of Higher Education Librarians of South Africa (CHELSA). It is not fulltext. Click on E-databases, then Nexus in the alphabetical list of databases.
Login:  zsu1
Password:  zsu

How to Access specific e-Journals
The University of Stellenbosch Library Service subscribes to more than 51 106 e-journals. The E-journals are available on the Library homepage.

- Click on E-Journals in the drop-down menu
- Search by typing the name of the journal in the Search box
- Then click on the link under the title of the journal to get access
- You can either read a specific issue, or search within the journal on your topic
- Remember to download the PDF version of the article

Selected List of E-Journals

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<th>South African Journals</th>
<th>International Journals</th>
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<td>Academy of Management Journal</td>
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Journal Articles

Journal articles can be sourced via SUNSEARCH (our search engine), or through the more than 100 E-databases the library subscribe to. A journal is a collection of articles usually written by scholars in an academic or professional field.

Managing your references

- There is a useful e-book called Make sense of referencing - The Harvard, APA and Vancouver methods and the footnote system. Published by the Stellenbosch University Language Centre. This e-book is available on library webpage. Do a basic search on the title.

- Reference management software tools

  Refworks – is a web-based bibliography and database manager that allows you to create your own personal database by importing references from text files or online databases and other various sources. You can use these references in writing papers and automatically format the paper and the bibliography in seconds. Find Refworks under E-databases or the libguide for Refworks http://libguides.sun.ac.za/refworks

  Mendeley – is a free reference manager and academic social network. Make your own fully searchable library in seconds, cite as you write and read and annotate your PDFs on any device. Find more information about Mendeley on our libguide: http://libguides.sun.ac.za/mendeley

Subject Guides

Subject guides provide help for doing research in a specific discipline or on a specific topic.
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<th>For specific subjects</th>
<th>For research</th>
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<td>Management coaching</td>
<td>Bibliometrics and citation analysis</td>
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<td>Project management</td>
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**General Library Info**

**My Library Account**
My Library Account (top right) enables you to view list of loans and due dates, history of books borrowed and perform library services such as renewing or reserving a book or cancelling a request.

- From the library home page, click My Library Account
- Sign in with your campus username and password

**WorldCat (sign in)**
Create an account on WorldCat (top right) by completing the registration. This will enable you to:

- **Create a profile**
  - Build and maintain public and private lists of books, videos and other items owned by libraries
  - Add your rating and reviews of items

NB. This account is not linked to your university username and password. You can supply your own username and password for the WorldCat (sign in).

**Library Hours**

**USBI (Bellville Park Campus Information Centre)**

- **During Term:** Mondays to Friday 8:00 to 18:00
  Saturdays 9:00 to 14:00
- **Vacation Hours:** Mondays to Fridays from 8:00 - 16:30
- **Jun/Jul & Dec/Jan** Saturdays : closed

**JS Gericke Library (Main campus)**
During Term: Mondays to Thursdays from 8:00 - 22:00
Fridays from 8:00 - 17:30
Saturdays from 10:00 - 16:30

Vacation Hours: Mondays to Friday from 8:00 - 17:30
Jun/Jul & Dec/Jan Saturdays from 10:00 - 13:00

Contact:
Ilse Morrison 021 918 4272  im1@sun.ac.za (Interlibrary loans & Document delivery)
Alna Marais 021 918 4273  am7@sun.ac.za (Interlibrary loans & Document delivery)
Lizanne Botha 021 918 4274  lmb2@sun.ac.za (Circulation & Library assistance)
Judy Williams 021 918 4271  judyw@sun.ac.za (Library training & Research assistance)
Henriëtte Swart 021 918 4270  hs7@sun.ac.za (Manager & Library trainer)

Please make an appointment for individual training.

Please remember to load printing credits every year: www.sun.ac.za/useradm