



UNIVERSITY OF ZIMBABWE

MAIN LIBRARY



Online

LIBRARY HANDBOOK



University of Zimbabwe Library



UZLibrary



0717 888 696



www.uz.ac.zw

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1. Introduction

Welcome to the University of Zimbabwe Library Access Guide. This guide will help you understand how to access and use Library resources and services effectively.

2. Access Conditions

- The University of Zimbabwe Library is accessible to registered students or staff with a valid University of Zimbabwe ID

3. Registration for Library Account

- Library accounts are created automatically for all registered students.
- Manual registration is conducted for staff members and students whose records are omitted from the automatic registration.

4. Borrowing and Returning

To borrow books from the Library, you need to follow these steps:

- Find the required books by searching the Online Public Access Catalogue
- Retrieve the identified book from the shelf using the book call number
- Bring the required books to the Circulation Desk for assistance.
- Present a valid student or staff ID card



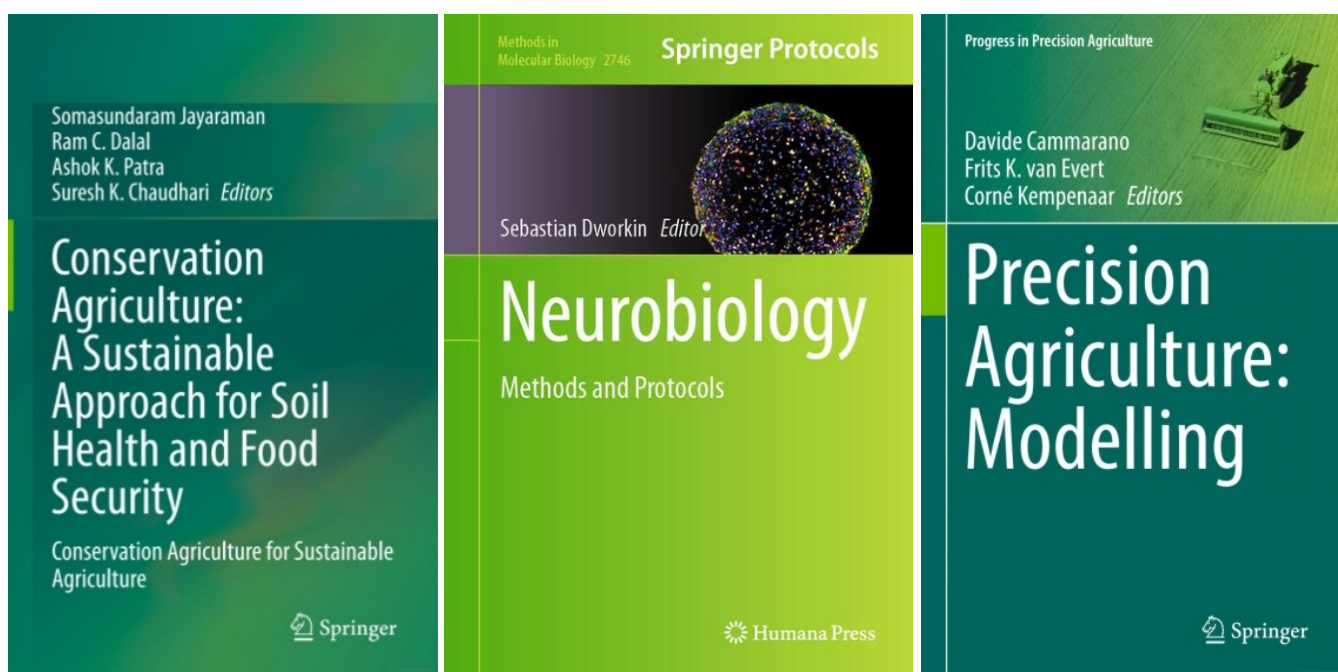
Circulation Desk: Main Library

5. Using the Online Public Access Catalogue

- The Online Public Access Catalogue (OPAC) (<http://uzlibsys.uz.ac.zw/>) is a tool used to find books from the Library.
- You can search for required books using keywords, book title, author, call number, ISBN/ISSN, or subject.
- Use the call number to locate the book on the Library shelves. The books are arranged in alphanumeric order.

6. Access to Core Textbooks

- Core textbooks are located in the Main Library behind the Main Circulation Desk.
- You can also search for Core Textbooks through the Online Public Access Catalogue



7. Access to Library Electronic Resources

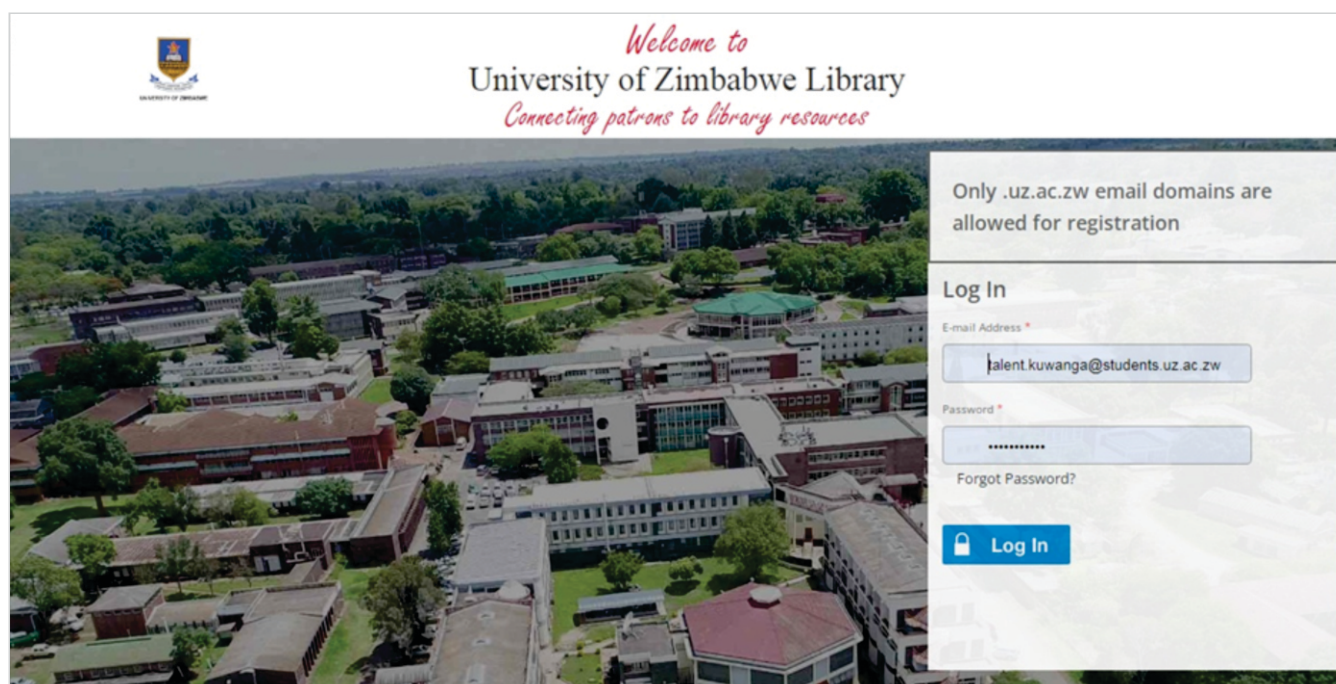
- Access to subscribed electronic resources is via the Library website.
- On the [Library web page](#), click on the menu e-Resources and a drop-down of sub-menus will appear as follows:

7.1 Campus Access:

- This link takes you to a list of electronic databases made available through subscription by the University of Zimbabwe. Databases on this page are arranged in alphabetical order from A-Z. No login procedure is required to access e-Resources on campus.
- When you select the Campus Access option, there is a sub-menu for e-books and e-journals.
- You can choose e-journals to search for articles, or e-books to search for electronic books.

7.2 Off Campus Access:

- You select this option when you are away from the University of Zimbabwe campus. Databases on this page are also arranged alphabetically according to database names from A to Z.
- You need a [RemoteXs](#) account for off-campus access.

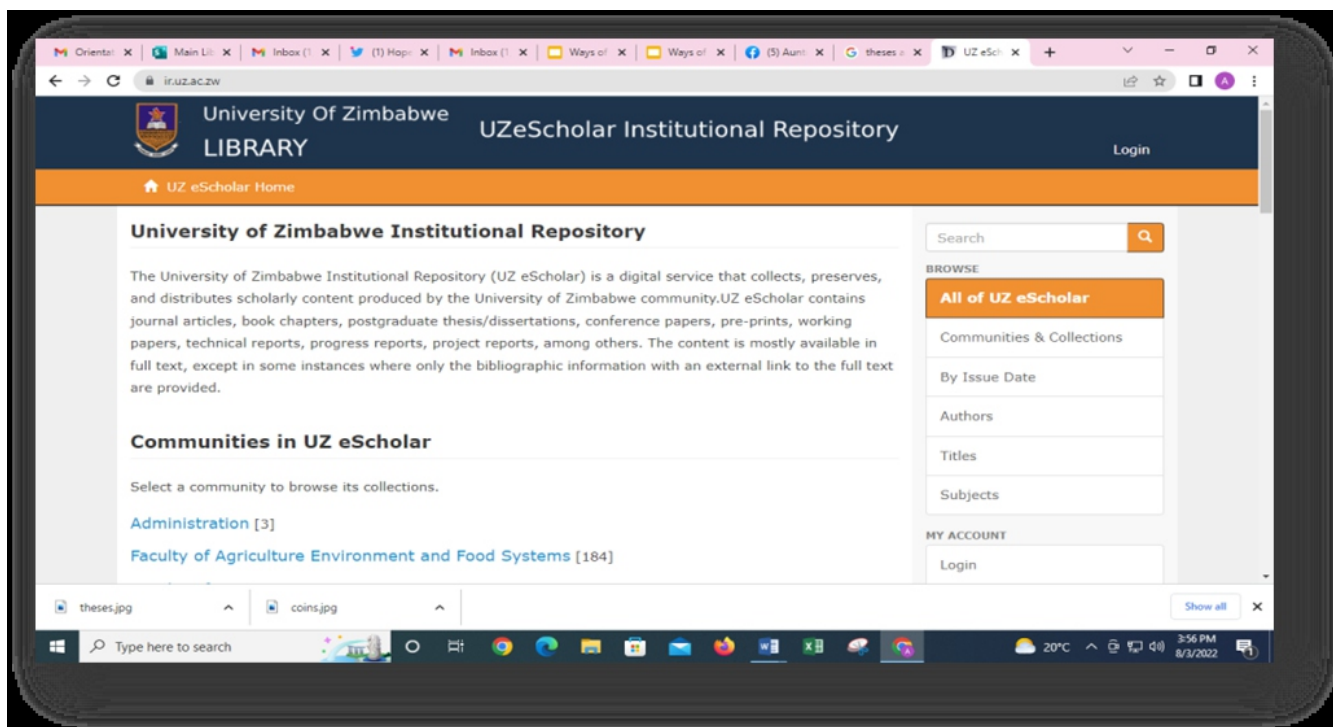


8. RemoteXs Registration

- A RemoteXs account is required for Off-Campus access to Library online resources. Registration procedures for Off-Campus are as follows:
- If you are a newly registered student, you get an institutional email from the University of Zimbabwe Department of ICT Services
- RemoteXs registration for new students is initiated by the Library through batch updates.
- You will receive an email notification from the Library that your account for RemoteXs has been created and needs activation.
- Set up a password to activate your RemoteXs account.
- If you don't receive an email notification from the Library, self-register your RemoteXs account via the link <https://uz.remotexs.co/user/register>
- Alternatively, send a request for account creation to the Library via email: library@uzlib.uz.ac.zw. Provide full name, registration number, and degree programme.
- Thereafter, you should be able to log in with your institutional email and password to access Library e-books, e-journals, and online databases from Off Campus.

9. Institutional Repository

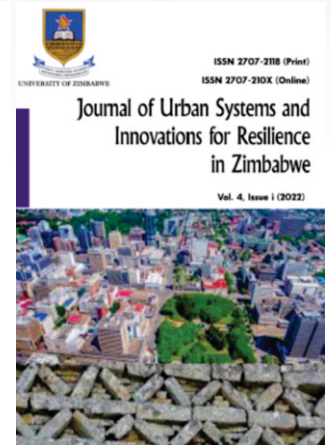
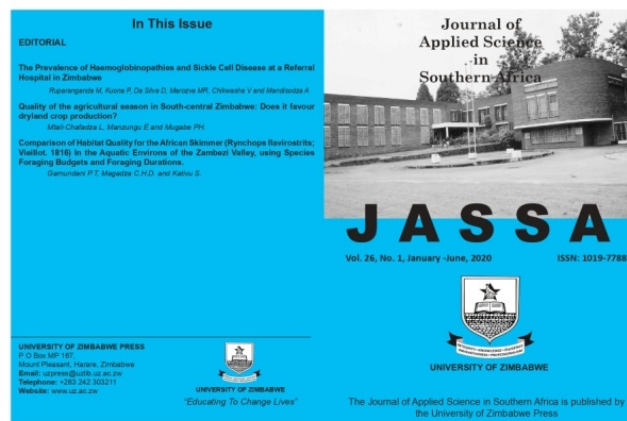
- The UZ eScholar Institutional Repository (<https://ir.uz.ac.zw/>) contains scholarly content produced by the University of Zimbabwe community.
- The repository contains journal articles, book chapters, postgraduate thesis/dissertations, conference papers, pre-prints, working papers, and technical reports, among others.



Institutional Repository

10. UZ Journals

- The University publishes several official journals which include the following:
 - ✓ Central African Journal of Medicine (CAJM) – medical and life sciences
 - ✓ Journal of Applied Sciences in Southern Africa (JASSA) – physical and applied sciences
 - ✓ Journal of Humanities (ZAMBEZIA) – humanities and social sciences
 - ✓ Journal of Urban Systems and Innovations for Resilience in Zimbabwe (JUSIRZ)
 - ✓ University of Zimbabwe Business Journal (UZBJ)
 - ✓ University of Zimbabwe Law Journal (UZLJ)
 - ✓ Zimbabwe Journal of Educational Research (ZJER)
- Visit the link <http://library.uz.ac.zw/index.php/university-publications/> for more information on the UZ Journals.



11. Reading Spaces

- Reading Spaces offer contemplative, inspirational, and serene spaces for independent learning, deep thought, and concentration.



Reading Area

12. Collaborative Learning Spaces

- State-of-the-art Collaborative Learning Spaces are available in the Main Library and they feature distinct facilities such as group study spaces, consultation rooms, and discussion rooms with comfortable seats and adjustable study desks
- Discussion rooms can be reserved online through the Library website



Collaborative Spaces: Discussion Room

13. Computing Facilities

- The Library provides computer workstations to support access to electronic resources and computer related activities. Computer facilities available include:
- Personal Computers located in the Main Hall
- Research Commons located in the 3rd floor
- Undergraduate 24-Hour Study Facility located in the basement of the Library
- Postgraduate 24-Hour Study Facility located in the Library basement.
- Postgraduate Computer Laboratory in the 2nd floor
- Laboratory for underprivileged students near the Library Lounge



**Laboratory
for
Underprivileged
Students**

14. **Bring Your Own Devices Spaces (BYOD)**

- The BYOD Space is located in the Special Collections Area and it provides learners with the flexibility to use their portable and handheld devices to access learning and research materials.



Bring Your Own Device Space

15. **Wireless Access**

- Wireless network access is also available in the Library to enhance accessibility of research and learning material using personal devices such as laptops, smartphones and tablets.

16. **Special Needs Learning Facilities**

- Special Needs Learning Facilities are essential for fostering inclusive delivery of Education 5.0
- Learners with special needs have access to an array of Assistive Technologies comprising a screen reading software tool called Job Access with Speech (JAWS); electronic magnifiers, OCR Scanning equipment, Braille embosser and portable book readers/recorders and flexible workstations accessible from the Main and Disability Support Services Libraries.

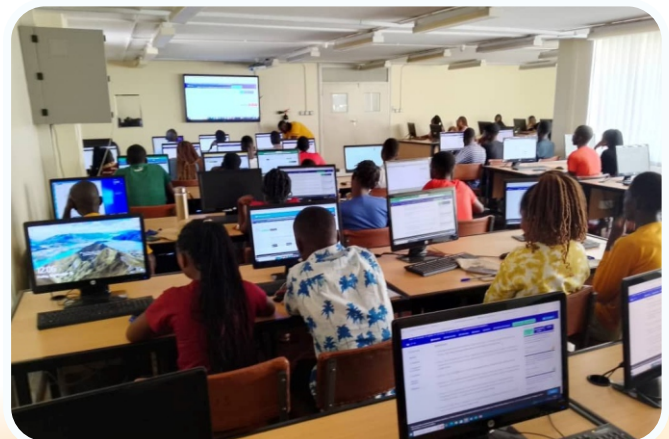


Assistive Technologies



17. Information and Digital Skills Training

- The Library delivers the University-wide Module on Information and Digital Skills (IDS) to equip students with 21st-century research and technological skills pertinent to the Heritage-based Education 5.0 Philosophy.
- All first-year undergraduate students are expected to register for the IDS Module through eMhare.



18. Help and Support

- If you need further help accessing and using Library resources, contact the Library staff or assistance via email library@uzlib.uz.ac.zw
- The Library's Subject Information Specialists assigned to each of University of Zimbabwe Faculty are always available to help you with your research needs.
- See below the contact details of the Subject Information Specialist for each Faculty:



Information Desk - Main Library

Faculty	Contact Person	Email
Agriculture Environment and Food Systems	Mrs Oripa Sandra Moyosvi	sgorondondo@uzlib.uz.ac.zw
Arts and Humanities	Mr Aston Mushowani	amushowani@uzlib.uz.ac.zw
Business Management Sciences and Economics	Ms Precious Mwatsiya	pmwatsiya@uzlib.uz.ac.zw
Computer Engineering Informatics and Communications	Ms Precious Mwatsiya	pmwatsiya@uzlib.uz.ac.zw
Education	Ms Abigail Mazhude	amazhude@uzlib.uz.ac.zw
Engineering and the Built Environment	Mrs Regina Zidya	rzidya@uzlib.uz.ac.zw
Law	Mr Gilbert Chichewo	gchichewo@uzlib.uz.ac.zw
Medicine and Health Sciences	Mr Assurance Siphon Ndhlovu	asndhlovu@uzlib.uz.ac.zw
Science	Mrs Regina Zidya	rzidya@uzlib.uz.ac.zw
Social and Behavioural Sciences	Ms Thombizodwa Sibanda	tsibanda@uzlib.uz.ac.zw
Veterinary Science	Ms Maria Chinzou	mchinzou@uzlib.uz.ac.zw



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Educating To Change Lives



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