



**University of Venda**  
*Creating Future Leaders*

# Library Brochure

[www.univen.ac.za/library](http://www.univen.ac.za/library)



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# About Us

## VISION

To be a dynamic, user-focused information service provider that caters to teaching, learning, and research within the fields of study that are responsive to the needs of rural and regional development in Southern Africa.

## THE INFORMATION HUB OF THE UNIVERSITY OF VENDA

The library has more than 154,884 printed books, 36,860 e-books, 5,796 e-series, 16,040 research documents, and 2,134 articles and theses in the UNIIVEN Institutional Repository, as well as access to National and International electronic information resources to meet the teaching, study, and research needs of students and staff. It also provides past examination question papers that are available online. Univen Library comprises the following sections: Circulation, Law Library, Periodicals, Reference Services, Special Collections, Information Commons, and ICT Services. Cataloguing, acquisitions

## 1. MyLibrary! App

The Univen Library offers a mobile application for Android and iOS devices, allowing students and staff to easily access library services on the go. The Library App can be used to:

- Search the library catalogue.
- Scan the ISBNs of external books to access their titles via the library.
- Place and cancel holds on Items.
- Renew checked-out items.
- View or renew your borrowed items.
- View your accumulated fines.

## 2. Main Issue Section

The section provides services to all students and staff. The loan items period is as follows:

User Category	Items	Loan Days
Undergraduates	3	7
Postgraduates	6	30
Academic staff	20	90
Administrative staff	10	30
Service staff	6	30

Upon request, the loan period can be extended for an additional equivalent period. Renewals maybe done telephonically.

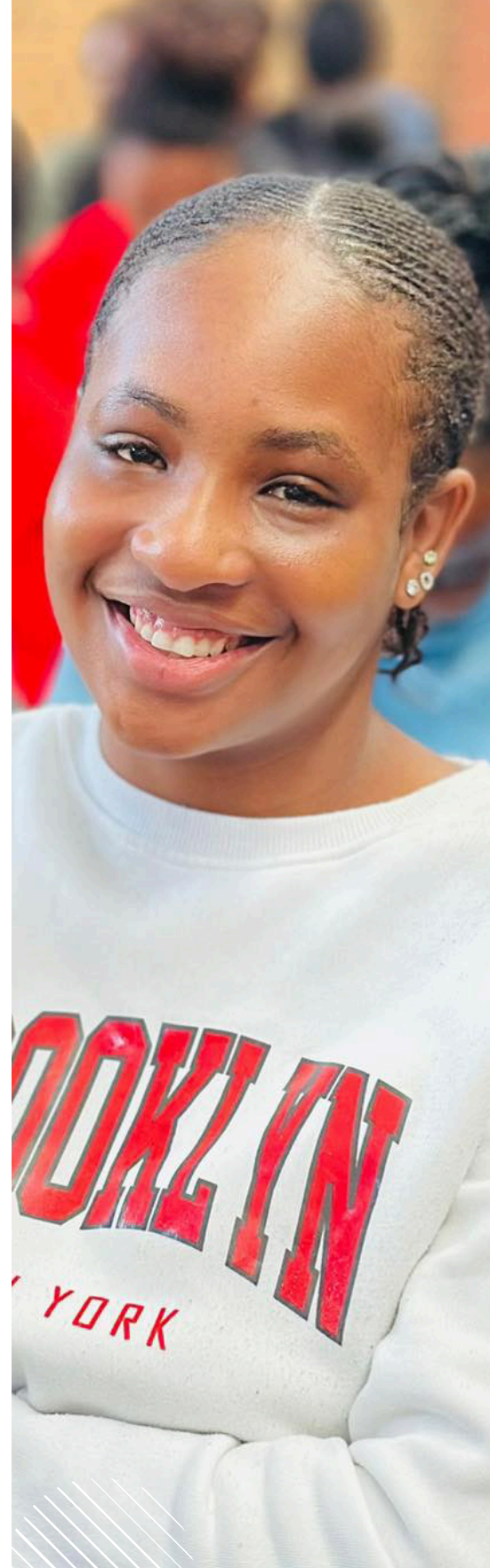
**Contact: 015 962 8140/8282.**

**A late return fine of R8 per book per day applies to overdue books from the open shelves.**

## 3. Reserve Section

This section keeps prescribed books that are in high demand and theses and dissertations. All users may borrow one item at a time. The loan period is two hours per item which may be extended for another two hours. An overnight loan applies from 21:00 on Mondays to Thursdays, from 19:00 on Fridays, and from 13:00 on Saturdays. Items must be returned at 09:00 on the following working day.

**A late return fine of R10 per book per hour in excess of two hours applies.**



## 4. Inter-library Loan Service

This service assists staff, Masters and PhD students to obtain books and journal articles which are not available in the Univen Library. This service is available for free.

**Contact:**

015 962 8724/8559/8558

**E-mail:**

mashudu.ntshauba@univen.ac.za

pascalis.tlakula@univen.ac.za



## 5. Special Collections Service

This service offers access to material on Venda, rare books, material about Univen and the Eskia Mphahlele collection. Material may only be used in the Special Collections Section.

## 6. Law Library

The law library section is available to students doing law courses. Users may borrow one item at a time for a period of two hours. Overnight and weekend rules, as well as fine rules, apply as per the reserve section above.

**Contact:**

015 962 8733

**E-mail:**

faith.marwala@univen.ac.za

**Appointment:**

<https://univen.libcal.com/appointments>



## 7. Disabled Students Unit (DSU)

A special study room for disabled students is available on the ground floor, equipped with specialized equipment. DSU Students are advised to book computers online at Create Booking or by using the booking computers provided at the DSU room. Computers are dedicated to academic activities ONLY.

## 9. A-Z Databases

The library access to online databases, journals, books, Magazines, Newspapers, theses and dissertations, reports, research tools, learning tools, and other electronic resources

## 10. Photocopying & Printing services

Photocopies can be made at a fee of 70c per copy. Students make use of their student cards to make copies. Copying is done within the regulations laid down by the Copyright Act of 1978.

## 8. Reference Services

Reference services include assistance in searches and training on the use of library resources. Queries can be addressed to dedicated Information Librarians. Students are advised to book online for a physical or online Reference Services appointment and training. Services offered include information searches and training (group and 1-on-1) on use of databases.

### Contact:

015 962

8544/8271/8549/8551/8656/9367/8733

### E-mail:

annah.matodzi@univen.ac.za





## 11. Library Study Area

The study area is located on the first floor and the Reserve Section on the ground floor. The Reserve Section study area is open 24/7 and is accessible from the outside on the eastern side of the library when the library is closed.

## 12. Study Cubicles

Study cubicles are available for Masters and PhD students as well as staff members. Eligible students and staff members are advised to book online.

**Contact:**

015 962 8411/8537/8558

**E-mail:**

pascalis.tlakula@univen.ac.za

## 13. Learning Commons

- **Computing Services**

Computers are available for all registered students on the ground floor, first floor, Law Library, and Reserve Section. Computers are also provided for DSU-registered students in the DSU room. Students should book computers online or via the Booking PCs located on the ground floor and in the DSU room for DSU-registered students. All student computers are strictly for academic use ONLY.

- **Laptop Area**

A dedicated laptop area with Wi-Fi connection is allocated on the ground floor for all students. Students are expected to bring along their own laptops.

- **Group Workrooms**

Group workrooms are only available for group discussions by all registered students. Students are advised to book online before the discussion and to check in and out at the Learning Commons Desk.

**Contact:**

015 962 8423/8461/8554

**E-mail:**

msindo.mahlangu@univen.ac.za

**Appointment:** <https://univen.libcal.com/appointments/LibraryUserServices>

## 14. Training and Events

The library provides scheduled training sessions on accessing and using its services, tools, and facilities. Students can view and register for upcoming training, workshops, seminars, and other events online.

## 15. Help!

**Ask Us** – you can find quick answers to common questions about the University of Venda Library, from book loans and e-resources to research support and account help. You can browse questions and answers by topic or use the provided search option .

**Live Chat and Ticket** – you can instantly and easily get help for any issues you may have by interacting with our chatbot or chatting in live (in real-time) with our library support team, or by opening a support ticket online. QR

**LibGuides** – you can access our easy-to-follow guides on how to access resources, use databases, and navigate our services. LibGuides will assist you in quickly finding the information you need for your studies, assignments and projects.



Bookings			
<p><b>Book PC!</b></p>	<p><b>Book Group Workrooms!</b></p>	<p><b>Appointments!</b></p>	<p><b>View PC Availability!</b></p>

Services		
<p><b>One Stop Search</b></p>	<p><b>Previous Question Papers!</b></p>	<p><b>Training &amp; Events!</b></p>
<p><b>MyLibrary!</b></p>	<p><b>Library Databases!</b></p>	<p><b>Library Catalogue!</b></p>

Help!			
<p><b>Ask Us!</b></p>	<p><b>Library Chat</b></p>	<p><b>Submit Ticket!</b></p>	<p><b>Library Guides</b></p>

Help!	
<p><b>MyLibrary! Help!</b></p>	<p><b>Databases Help!</b></p>

Univen Library Hours				
Academic Terms		Exam Terms		Vacation
Monday - Thursday	08:30 - 22:00	Monday – Friday	08:30 - 00:00	Monday - Friday 08:30 - 16:45
Friday	08:30 - 20:00	Saturday	08:30 - 17:00	Saturday Closed
Saturday	08:30 - 14:00	Sunday	08:30 - 17:00	
The library is closed on all Sundays and on public holidays, except during exams.				

**NOTE: No eating, drinking, smoking, littering, loud talking, or the use of a cell phone is permitted in the library.**

# Connect With Us



univen.ac.za



University Of Venda



@univenofficial



UniversityOfVenda

**The University of Venda offers programmes  
in the following faculties:**

Faculty of Health Sciences

Faculty of Humanities, Social Sciences and Education

Faculty of Management, Commerce and Law

Faculty of Science, Engineering and Agriculture



UNIVEN Printing Section  
015 962 8345