

## LIBRARY RULES AND REGULATIONS

LR 1: silence must be observed at all times

LR 2: University identification card must be shown at the entrance to the library. No person shall enter or leave the library except via authorized entrance and exit points.

LR 3: Library users are expected to be responsible for their valuables. The library shall not be held liable for any loss.

LR 4: every student should use his/her own student card to borrow books and/or book a computer. Library computers must be used for academic purposes only.

LR 5: Users are expected to check the condition of the book they intend to borrow and ensure that it is in good condition before borrowing it. Only those books that are in good condition will be loaned out.

LR 6: Stealing or attempting to steal library property is a punishable offense.

LR 7: Restrictions

LR 7.1: Mobile phones shall not be used in the library and briefcases and bags shall not be allowed in the library. Mobile phones must be switched off before entering the library and bags and briefcases must be left in the baggage area outside the library.

LR 7.2: iPod, MP3 players, Walkman's and other music players shall not be allowed in the library

LR 7.3: Order and good conduct must be observed in the library. Placing feet on desks/chairs and sleeping in the library is not allowed.

LR 7.4: Eating and drinking in the library is forbidden. No food or drink should be brought into the library.

LR 7.5: Reserving sitting space or leaving personal books/files on tables for long shall not be allowed.

LR 7.6: Writing, marking, defacing or damaging library materials/facilities is prohibited. Users who engage in any of these activities shall replace the damaged library property.

LR 7.7: Library books used in the library must be left on the tables and not re-shelved by users.

LR 7.8: Use the provided bins to dispose litter.

LR 8: Any user who wilfully damages library property will face disciplinary action by the university disciplinary committee.

LR 9: Fines for overdue books will be N\$ 1.00 per day while the use of mobiles (LR 7.1 & LR 7.2) and indiscipline shall attract a fine of N\$ 35.00.

LR 10: The librarian has the discretion to suspend any student who accumulates overdue fines/loans until all payments have been settled

## LIBRARY SERVICES

### *Lending services*

The library allows its users to borrow information resources for a specific duration dictated by the user group.

### *Renewals*

Books borrowed from the library may be renewed for a further period which is dependent on the user category. Users may renew online through the OPAC (Online Public Access Catalogue) or via circulation desk.

### **User Training**

The library educates users on how to make use of the various available information materials; print and electronic. The training is aimed at ensuring that the library user is able to optimize the use of the library resources. Training is provided to groups or on one to one basis. Contact the Library for more information or to book a session.

### **Reference & Information Services**

The reference desk assists users in general reference questions pertaining to collection and services of the library. Online reference services are available through "*contact your librarian*" on web OPAC page.

### **Interlibrary Loan & Document delivery services**

Materials (books & Journal articles) that are not available in IUM libraries may be obtained from other libraries that IUM library has collaboration with, upon request. This service is limited to the academic staff only.

### **Loan eligibility**

The library is open to all registered students, academic and non-academic staff. However, in order to loan items out, you are required to register for library membership at the library's circulation desk

PATRON CATEGORY/ USER GROUP	LOAN PERIOD	LOAN LIMIT	RENEWAL PERIOD	RENEWAL LIMIT
Lecturers	60 days	4 books	14 days	3 books
Undergraduate students	14 days	4 books	7 days	2 books
Postgraduate students	30 days	4 books	7 days	2 books
Non-academic staff	30 days	4 books	7 days	2 books

### **SERVICE HOURS**

Mon –Thur: 08h00-19h00

Fri: 08h00-17h00

Sat: 09h00 – 17h00

Sunday & Public holidays: closed

*For more information, please contact  
library@ium.edu.na*

# IUM LIBRARY GUIDE



**"Knowledge is power"**

Website: [www.ium.edu.na](http://www.ium.edu.na)



## Electronic Databases

### Academic Journals

<http://www.academicjournals.org/journals.htm>

**Subject strength:** Medical Sciences, Social Sciences, Biological Sciences, Physical Sciences, Engineering, Arts and Education, Legal Studies, Development Studies

**Africa Journals Online (AJOL)** [www.ajol.info](http://www.ajol.info) **Subject strengths:** Arts, tourism, language & literature, health, science & technology, social sciences, information science, education, psychology, finance and management and HIV/AIDS

**African Journal Archive** – [www.ajarchive.org](http://www.ajarchive.org)

This a retrospective digitization project of full-text journal articles published in Africa, in the Sciences, Social Sciences and Humanities, providing access to a multi-disciplinary, multi-country digital archive of Africa's research and cultural heritage contained in its journal literature.

**Bepress** - <http://www.bepress.com/>

Bepress is the frontier of scholarly publishing. It exists to serve academia by delivering scholarly communication and publishing services for academic institutions, empowering their communities to showcase and share their works for maximum impact.

**Biomed Central:** the open Access Publisher - <http://www.biomedcentral.com/>

BioMed Central is an STM (Science, Technology and Medicine) publisher of 220 open access, online, peer-reviewed journals.

**BioOne** - <http://www.bioone.org/>

Provides a unique aggregation of high-impact bioscience research journals, featuring timely content on a wide-array of today's most pressing topics, including global warming, stem cell research, ecological and biodiversity conservation plus HIV/AIDS

**Bookboon** <http://bookboon.com/>

Free online textbooks. They are downloadable. Cover topics such as economics, statistics, IT, engineering and natural science.

**Booksee** <http://en.booksee.org> Multidisciplinary e-books library

**CSIR Research Space** - <http://researchspace.csir.co.za/dspace/>  
This database provides access to some of the research outputs generated by CSIR scientists. The CSIR in South Africa is one of the leading scientific and technology research, development and implementation organizations in Africa.

**Directory of Open Access Books (DOAB)** <http://www.doabooks.org/> DOAB is a discovery service for peer reviewed books published under an Open Access license. DOAB provides a searchable index to the information about these books, with links to the full texts of the publications at the publisher's website or repository.

**Directory of Open Access Journals (DOAJ)** - <http://www.doaj.org/>

**Subject strengths:** social sciences, business and economics, health sciences, philosophy and religion, languages and literatures, arts, biology and life sciences, law, technology and engineering, general works

**EBSCOhost** <https://search.ebscohost.com/login.asp> (ask for login credentials from the library)

Includes databases like, Business Source Premier, Health source: Nursing, Regional business news and Ebsco discovery services.  
Strength: coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics and Health sciences

**Econbiz** <https://www.econbiz.de/>

EconBiz is a search portal for economics & business studies. The portal aims to support research in and teaching of economics with a central entry point for all kinds of subject-specific information and direct access to full texts.

**Eldis** - <http://www.eldis.org> Eldis aims to share the best in development, policy, practice and research. It has 26,000 full text documents free to download

**Emerald Insight** [www.emeraldinsight.com](http://www.emeraldinsight.com)

**Subjects strength:** Accounting & finance; Economics; Education; Tourism & Hospitality; Marketing; Health & Social care; HR & Organizational behavior; ICT, etc.

**FreeFullpdf** - <http://www.freefullpdf.com/> :

Subject strength: Social sciences and Humanities; Health sciences; Life sciences; Physical sciences and Engineering. There are over 80 million of free scientific publications.

**Global Ethics Network** - <http://www.globethics.net/> provides an electronic platform for ethical reflection and action

**Google scholar** - <http://scholar.google.com/> : General database (multi-disciplinary) provides a simple way to broadly search scholarly literature.

**Health organization publications** - <http://www.who.int/about/en/>

Provides statistics and reports on health (World- wide coverage). HIV/AIDS

**Highwire** **Stanford** **University** - <http://highwire.stanford.edu/lists/freeart.dtl> Free Online Full-text Articles (list limited to journals published online with the assistance of Highwire press)

**Hubmed** [www.hubmed.org](http://www.hubmed.org)

Search free full text/review on medical literature

**Information** **Research** - <http://informationr.net/ir/index.html>

It is an open access, international, peer-reviewed, scholarly journal, dedicated to making accessible the results of research across a wide range of information-related disciplines

**JSTOR** - <http://www.jstor.org/> (ask for login credentials from the library)

**Subject strengths:** Humanities and social sciences, education, linguistics, mathematics & statistics, health science, biological sciences, law, library science, psychology.

**National Academies Press (NAP)** - <http://www.nationalacademies.org/publications/>

A multidisciplinary journal that spans the biological, physical, and social sciences

**Nepal Journals Online (NepJOL)** - <http://www.nepjol.info/> NepJOL is a database of journals published in Nepal, covering the full range of academic disciplines.

**OpenDoar** - <http://www.opendoar.org/> List of world repositories archiving scholarly materials and peer reviewed journals of interdisciplinary nature.

**Organisation for Social Science Research in Eastern & Southern Africa (OSSREA)** <http://publications.ossrea.net>

Focus on social science research with public policy & practice in Eastern & Southern Africa.

**UNESCO** - <http://www.unesco.org/new/en/unesco/> The UNESCO catalogue lists over 100,000 UNESCO documents and provides access to the full text of many of these.

**United Nations Economic Commission for Africa (UNECA)** <http://www.uneca.org/publications>

UNECA's thematic areas of focus are: Macroeconomic policy; Regional integration & trade; Social development; Natural resources; Innovation & technology; Gender; Governance.

**World Bank Publications** - <http://www.worldbank.org/>

The World Bank eLibrary is the World Bank's subscription-based collection of nearly 8,000 books, reports, and journals

**World Wide Science** [www.worldwidescience.org](http://www.worldwidescience.org)

A global science gateway comprised of national and international scientific databases and portals