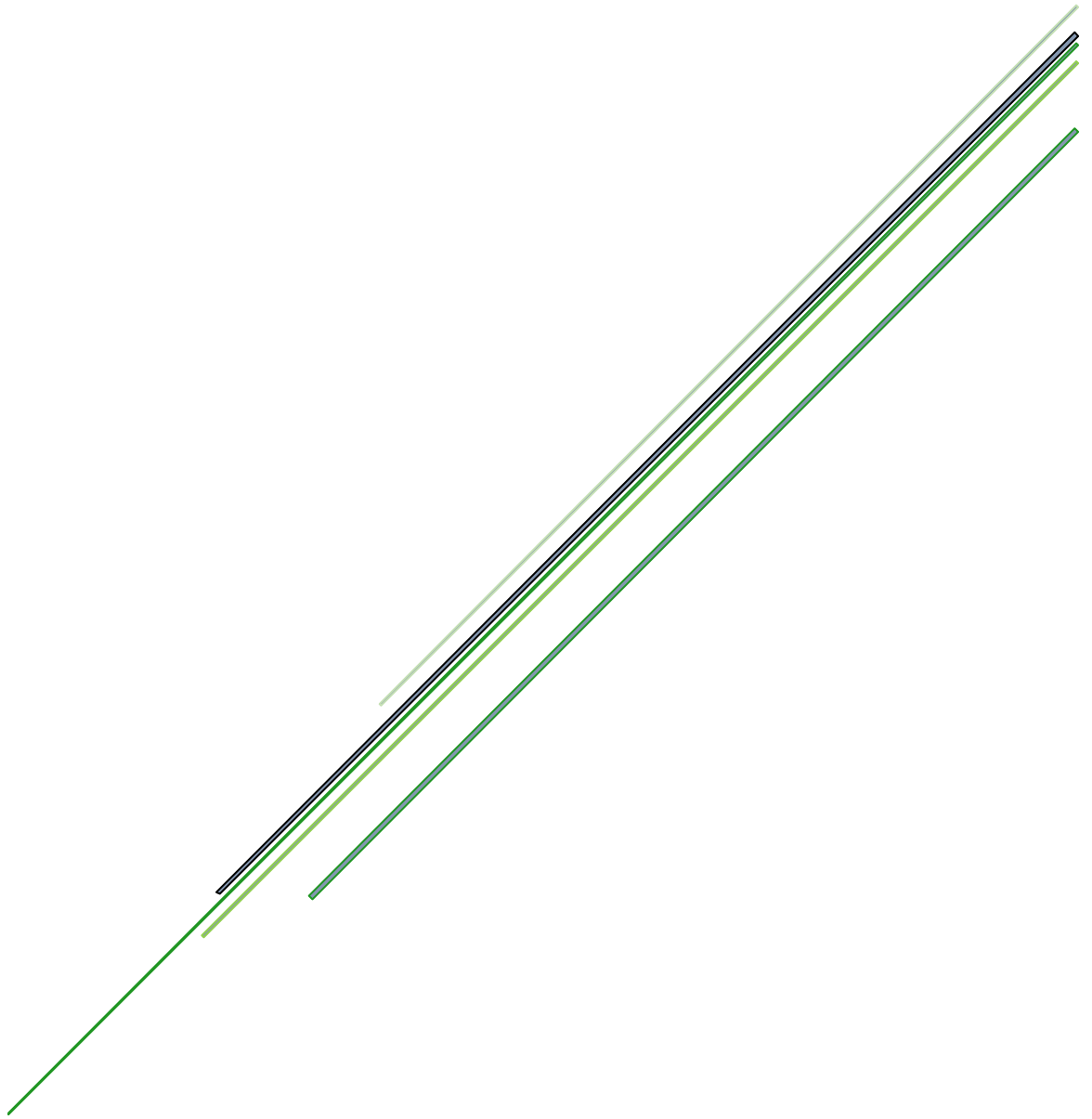


BUAN LIBRARY

Information Literacy and Instruction



Session 1: Orientation Guide



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1. Message from the Director

On behalf of BUAN Library Board, Library staff and myself, it is with great pleasure to welcome you to BUAN Library and Information Services. BUAN Library is one of the renowned academic libraries in Botswana with a wealth of information on agricultural and natural resources and other subject areas. The university main campus library is in Sebele, Gaborone is located on the western side of the university with another campus library at Lobatse, Meat Industry Training Institute (MITI).

The mandate of the library is to support teaching, learning and research activities of the university. To achieve this mandate, the university provides relevant information resources in both print and electronic format. The library prides itself with a comprehensive collection of electronic full-text journal databases, books (print and electronic), journals (print and electronic), local newspaper collection and magazines. These collections are continuously updated to ensure relevance and authenticity.

BUAN Library is a fountain of world knowledge and information and has been declared a FAO depository. It houses comprehensive content published by FAO in both print and electronic formats. The library is meant to serve all your information needs; therefore, expect to be assisted with timely, relevant and authentic information at all times. At the library you will be assisted by friendly team of librarians who are also your subject information specialists. Their role is to serve you, so whatever your information needs, **Ask a Librarian!** Resources that are not readily available in the library will be sourced for you from other university libraries. The library is your new best friend, by dedicating more time for the library you shall overcome all your academic anxieties. **Welcome and Ask a Librarian!**

Mr. Jan Seanego

Director, Library and Information Services

2. Know your Library

BUAN has two libraries, one at Sebele Main campus and the second one at the Meat Industry Training Institute (MITI) at Lobatse. The contact details are as follows;

BUAN Library Main Campus: +267 3650360

MITI Library: +267 5330671

Email: client.service@buan.ac.bw

2.1 Library Staff

Unit	Name	Contacts
Management	Mr Jan Seanego Director, Library and Information Services	+267 3650362 (PA) +267 3650148 (Direct) Email: jseanego@buan.ac.bw
	Ms Khumo Dibeela Librarian – Client Service Faculty of Agribusiness, Education and Extension Librarian	+267 3650357 kkgari@buan.ac.bw
	Mr Andrew Sekati Librarian – Systems Faculty of Science Librarian	+267 3650259 asekati@buan.ac.bw
	Mr Tefho Kgalagadi Librarian – Technical Services Faculty of Agriculture Librarian	+267 3650358 tkgalagadi@buan.ac.bw
Client Services	Ms Lapologang Mazwiduma Assistant Librarian – Client Service Department of Agricultural Education & Agricultural Extension & Rural Development Librarian	+267 3650360/169 lmazwidu@buan.ac.bw
	Ms Lebogang Gopolang Assistant Librarian – Client Service Department of Biological Sciences & Physical and Chemical Sciences Librarian	+267 3650360/258 lseleka@buan.ac.bw

	Mr Kabelo Baeletsi Library Officer – Client Services Department of Veterinary Sciences Librarian	+267 3650360/169 kbaeletsi@buan.ac.bw
	Ms Odubegile Tshidiso Ngakaagae Library Officer – Client Services	+267 3650360/169 ongakaagae@buan.ac.bw
Systems	Ms Tshepo Maniki Assistant Librarian – Systems Faculty of Natural Resources Librarian	+267 3650346 tmaniki@buan.ac.bw
	Mr Mbako Major Library Officer – System Department of Agricultural & Applied Economics Librarian	+267 3650361 mmbako@buan.ac.bw
Special Collections	Mr Tlhalefo Metlhaleng Assistant Librarian – Special Collections Faculty of Animal and Veterinary Science Librarian	+267 3650361 tmethaleng@buan.ac.bw
	Ms Gabobofane Erika Library Officer – Special Collections	+267 3650361 gerika@buan.ac.bw
Periodicals	Ms Angel Odireng Assistant Librarian – Periodicals Department of Land & Atmospheric Resources	+267 3650257 amokube@buan.ac.bw
	Ms Kefilwe Molatliwa Library Officer – Periodicals Department of Agricultural & Bio - Systems Engineering Librarian	+267 3650257 kmolatliwa@buan.ac.bw
Acquisitions	Ms Mimmie Moses Library Officer – Acquisitions	+267 3650359 mmoses@buan.ac.bw

	Department of Wildlife & Aquatic Resources Librarian	
Cataloguing	Mr Joseph Tombale Library Officer – Cataloguing Department of Biometry and Mathematics Librarian	+267 3650274 jtombale@buan.ac.bw
	Ms Kaone Keebone Library Officer – Cataloguing Department of Food Science & Technology Librarian	+267 3650274 kkeebone@buan.ac.bw
MITI	Ms Lillian Letshabo Assistant Librarian Department of Meat Industry Training Institute Librarian	+267 5330671 lletshabo@buan.ac.bw

2.2 Library Hours

Campus libraries are closed on public holidays, any changes on the opening hours are communicated through the different library communication media.

Main Campus	Opening Hours
Semester (Aug – Dec Jan – May)	Mon – Thur : 0845 – 2300HRS Fri : 0845 – 1630 HRS Sat : 1015 – 1800 HRS Public Holidays: CLOSED
Winter break (May – July)	Mon – Fri : 0845 – 1630 HRS Sat & Sun : CLOSED Public Holidays: CLOSED
MITI Campus	Opening Hours
Jan – Dec	Mon – Fri : 0845 – 1630 HRS Sat & Sun : CLOSED Public Holidays: CLOSED

3. Library Navigation

3.1 Library Spaces

To strengthen learning and research activities of students and staff of the University, the library provides study spaces to complement the provision of scholarly resources and research skills development programs delivered by Library staff.

- **Study areas**

Currently, the library provides silent study spaces for individuals within the main library. There are also designated spaces for laptop use equipped with power sockets and network points for connecting to the network by cable.

- **Late night study area**

It is available to the bonafide students of BUAN and staff within the stipulated hours of operation.

- **Coming soon...**

- Training room
- Research commons
- Café
- Meeting room

4. Library Services

4.1 Borrowing

Registered library clients can borrow circulating information resources. The service is governed by **Library Use Policy and Library procedure manual**.

Borrowing entitlements

Membership group	Books	Loan period	e-access off campus	ILL	Faculty/Departmental Librarian
Undergraduates	6	30 days	Yes	Articles only	Yes
Graduates	8	60 days	Yes	Articles only	Yes
Academic staff	10	150 days	Yes	Yes	Yes
Support staff	4	30 days	Yes	Yes	No
Temporary staff (support)	4	30 days	Yes	No	No
Visiting scholars	10	60 days	Yes	Yes	Yes

Alumni	TBA	TBA	TBA	TBA	TBA
Institutional members	4	30 days	No	Yes	No
External members	2	30 days	No	No	No

4.2 Renewing Loans

After the initial borrowing period, the books may be renewed twice unless; it is requested by another user or you have reached a maximum overdue limit.

4.3 Returning Items

Borrowed items can be returned to any of the University libraries (Main campus or MITI) during operating hours.

4.4 Course Reserves

Faculty and instructors can reserve items to be availed for the students for short term loan.

Information for students

- ❖ The loan period for books on reserve is 2hours, renewable once for 1hour.
- ❖ Overnight use of course reserves is permissible when picked up before library closure (15minutes before closure); you are required to return them 30 minutes after the library circulation desk opens.
- ❖ Renewal of materials on hold is not allowed.
- ❖ Late fines for reserve materials is P1.00 per hour.

HOME

ABOUT US

SEARCH

SERVICES

CONTACT US

- Catalog
- eResources
- Off-Campus Access
- Scopus
- Course Reserves
- BUAN Institutional Repository
- Past Exam Papers & Student Projects

Under the
Search menu
select "Course
Reserves"

Keyword ▾

Search box

Search

Available in Library Collection

Quick Links

- [Advanced Search](#)
- [Course Reserve](#)
- [Recommend a Book](#)
- [Comments and Suggestions](#)
- [Library Guides](#)

Highlights

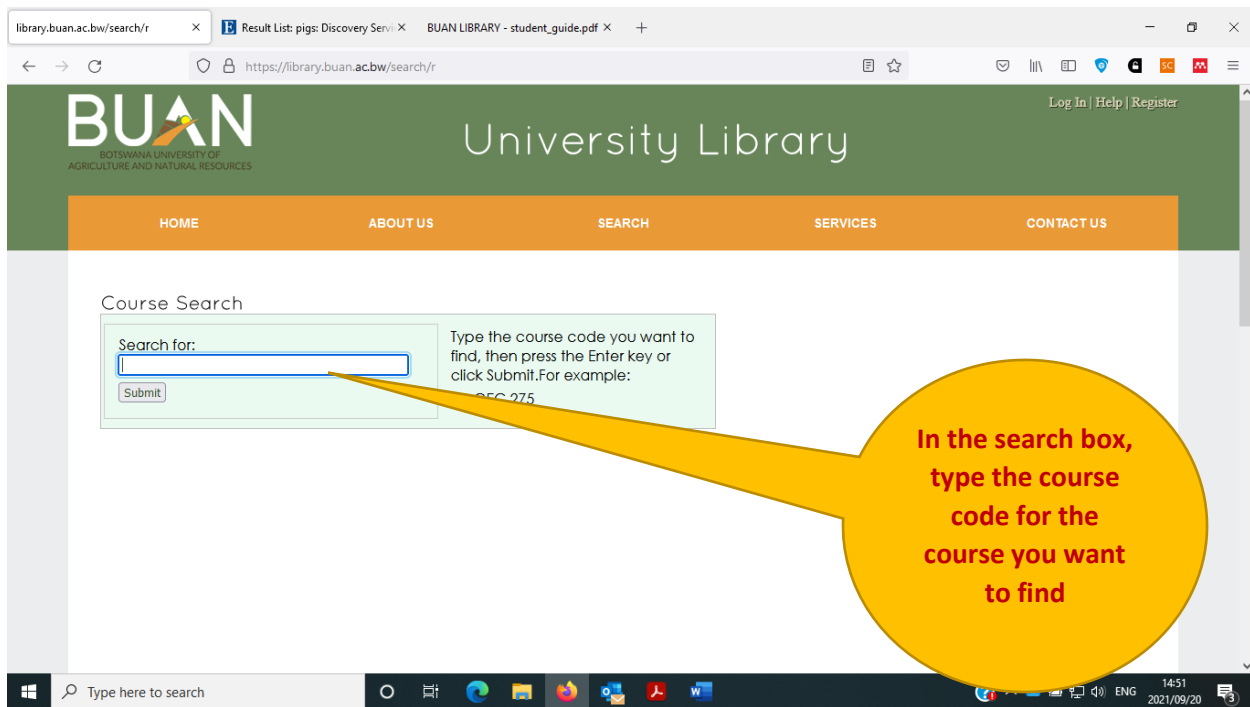


Special Collection

The BUAN Library Special Collections consists of printed and audio-visual materials. The special collections unit is responsible for the planning and establishing of the BUAN Library digital scholarship services. For more information visit the Special Collections in BUAN library.

Main Library





4.5 Recall

Items may be recalled for reserve; priority is given to academic staff. The borrower would be requested to return the book sooner than the original due date, a 7 days notice would be given.

4.6 Fines and Penalties

Overdue materials will attract fines as follows;

Ordinary loan	P0.50 per day
Reserve materials	P1.00 per hour

Lost or damaged library materials would be paid at the current replacement value of the book plus 25% handling charges. The library will not accept recovered materials that have already been paid for by the member. However, if it is in the interest of the library to have such materials; the member will be refunded for the material excluding handling charges.

All library fines are paid at the university cash office and proof of payment should be presented to the library circulation desk. Appropriate action would be taken against defaulters.

4.7 Inter Library Loan (ILL)

The service enables the library to borrow physical materials and obtain scans of articles or book chapters from other libraries and universities within the Sabinet network. ILL is open to bonafide students of BUAN and staff. Requests are made by completing the ILL request form.

4.8 Reference Services

Assistance on the use of the library and the different library products is offered through this service. Virtual reference assistance is offered through social media platforms, users may consult their faculty or departmental librarians.

4.9 Current Awareness Service

Through this service, librarians assist users to find the latest information on their areas of expertise or interest.

The library **databases** allow users to configure search or journal alerts. These alerts save valuable research time and can be set up to provide automatic e-mail notification whenever new search results become available. You can consult your librarian for further assistance (faculty & dept. librarians).

4.10 Reprographics

The library has card operated photocopying machines for copying and scanning. Cards are purchased at the University Cash Office and obtained at the library circulation desk; proof of payment is a requisite. The cost of a card is P10.00 and minimum recharge amount is P5.00. An A4 copy costs P0.40 and A3 copy costs P0.80. **Intellectual Property and Copyright legislation must be observed when photocopying.**

4.11 Information Literacy and Instruction

Librarians aim to integrate library instruction seamlessly into the course plans. Through collaboration with Faculty the library intends to create the best and most effective instruction sessions possible.

The sessions begin with library orientation for all new library users to familiarise them with the physical layout, available resources and how to use information retrieval tools. Upon completion of the first session, they are offered advanced training focusing on information literacy, library resources, research methods, and advanced tools. The sessions are available one to one or in groups.

4.12 Research Support

This is a service provided by the Faculty and Departmental Librarians with the aim of assisting library clientele with research and writing skills. Detailed information on the service is available through **library guides**.

4.13 BUAN Research Series

The Series brings information professionals and researchers together with postgraduate (PG) students to explore topics related to research and academic success. The series aims to attract all PG students across disciplines and runs as per the **Series Schedule**.

4.14 Multimedia

❖ Internet & Wi-Fi

The library has unlimited Wireless hotspots throughout the Library, enabling laptop users to access the internet and the university network.

❖ Computer workstations

The library has networked PC workstations for students and researchers to use for academic and research purposes and provide access to Library online resources, the internet, and a wide range software. Due to limited number of available computers in the library, users are requested to make bookings in order to use them.

5. Virtual Library

The library portal is a gateway to all the library resources and it can be accessed at <http://library.buan.ac.bw> . You can also interact with the library through the library Facebook page at <https://www.facebook.com/buanlibrary>

5.1 Library catalogue

BUAN Libraries house an array of collection in different formats. The library catalogue aids in locating such collections. It allows for searching by the author, title, keyword, call number or subject.

5.2 Searching the library catalogue

The screenshot displays the BUAN University Library website. At the top left is the BUAN logo (Botswana University of Agriculture and Natural Resources). At the top right are links for 'Log In | Help | Register'. A navigation bar contains 'HOME', 'ABOUT US', 'SEARCH', 'SERVICES', and 'CONTACT US'. The 'SEARCH' menu is open, listing options: 'Catalog', 'eResources', 'Off-Campus Access', 'Scopus', 'Course Reserves', 'BUAN Institutional Repository', and 'Past Exam Papers & Student Projects'. A search box with a 'Search' button is visible. A yellow callout bubble points to the 'Catalog' option with the text: 'Under the search menu, select 'CATALOG''. Below the navigation bar are three sections: 'Quick Links' (with links for Advanced Search, Course Reserve, Recommend a Book, Comments and Suggestions, and Library Guides), 'Highlights' (featuring a stack of books titled 'Digital Collection Qualitative Research'), and 'Main Library' (with a photo of the library building and a WhatsApp icon). A URL bar at the bottom left shows 'https://library.buan.ac.bw'.

The screenshot shows the BUAN University Library search interface. The header includes the BUAN logo and the text "University Library". A navigation bar contains links for HOME, ABOUT US, SEARCH, SERVICES, and CONTACT US. The search area features a text input field with the placeholder "Type the search term you want to find." and a "Submit" button. A dropdown menu is open, showing options: Keyword, Title, Author, and Subject. A yellow callout bubble points to the dropdown menu with the text: "Search either by 'TITLE, AUTHOR, SUBJECT or KEYWORD'".

The screenshot shows the search results page for the query "pig production". The header and navigation bar are identical to the previous screenshot. The search results section displays "26 results found. Sorted by relevance | date | title". There are buttons for "Start Over", "Modify Search", and "Another Search". Below the search bar, there are buttons for "Save Marked Records" and "Save All On Page". The results are listed under the heading "ADVANCED BOOLEAN (1-26 of 26)". The first result is: "1 Pig production problems : John Gadd's guide to their solutions / John Gadd. Gadd, John. Nottingham : Nottingham University Press, 2003." The second result is: "2 Pig production: Biological principles and applications/ John McGlone & Wilson, Peter." A yellow callout bubble points to the search results with the text: "Search results".

The screenshot shows a search results page for the keyword 'fodder'. The search results are sorted by relevance. A table highlights the first result's details:

LOCATION	CALL #	STATUS
General Collection	636.08551 FOD	AVAILABLE

Callouts from yellow ovals point to the 'Location', 'Call Number', and 'Status' columns of this table.

5.3 EBSCO Discovery Search

The feature allows for a single search experience to all library databases, including the library catalogue.

The screenshot shows the BUAN University Library homepage. A search dialog box is open, displaying the search criteria and options:

Keyword Search

Available in Library Collection Full Text Peer Reviewed (Scholarly) Only

A yellow callout bubble points to the search dialog box with the text: "Use the dialogue box to search ALL library holdings, can also search for ARTICLES, BOOKS or GOOGLE SCHOLAR".

The screenshot shows a search results page for the keyword 'pigs'. The search results are as follows:

Search Results: 1 - 20 of 1,369,855

1. **Pigs/ David H. Holness.**
 By: Holness, David H. London : Macmillan in co-operation with the Technical Centre for Agricultural and Rural Co-operation, 1991. ix, 150p. Language: Undetermined, Database: BUAN Library Catalog
 Book
 Check OCLC ILL Retrieve Catalog Item Request this item through interlibrary loan

Location	Call No.	Status
Main Library - General	636.4 HOL	View Catalog Record

 Show More (4)

2. **Knowledge, perceptions and effects of Ebola virus disease outbreak on the pig value chain in the agro-pastoralist district of Luwero, Central Uganda.**
 (English) ; Abstract available. By: Birungi D; Tumwine G; Kato CD; Ssekamatte T; Ocaido M; Majallja S. BMC Infectious diseases [BMC Infect Dis], ISSN: 1471-2334, 2021 Jul 09, Vol. 21 (1), pp. 669. Publisher: BioMed Central; PMID: 34243704, Database: MEDLINE with Full Text PubMed
 Academic Journal
 Subjects: Uganda; Food Supply economics; Hemorrhagic Fever, Ebola economics; Hemorrhagic Fever, Ebola epidemiology; Swine; Adult: 19-44 years; All Adult: 19+ years; Female; Male

Callouts in the image point to the search results for 'Pigs/ David H. Holness.' and 'Knowledge, perceptions and effects of Ebola virus disease outbreak on the pig value chain in the agro-pastoralist district of Luwero, Central Uganda.'

5.4 My Loan Record

The feature allows you to keep track of your library account and allows you to renew borrowed materials online.

The screenshot shows the BUAN Library website home page. The navigation menu includes:

- Quick Links
 - Advanced Search
 - Course Reserve
 - Recommend a Book
 - Comments and Suggestions
 - Library Guides
- My Space
 - My Library Account
 - Renew Loaned Items
 - Off-Campus Access
 - Ask A Librarian
 - E-Learning (Moodle)
- Highlights
 - Special Collection
 - Institutional Repository
- Library Hours

Mon, 20. Sept 2021
02:36:20 p.m.

A callout points to the 'My Library Account' link in the 'My Space' section.

To log in type your names under NAME and STUDENT ID # under barcode

Patron particulars

6. Library Collections

BUAN library has both print and electronic collections as well as audio visual collections to support the teaching, learning and research activities of the university.

6.1 General Collections

These are books kept in open shelves of the library which can be borrowed using the university identification card which is also used as library card.

6.2 Reference Collections

These include dictionaries (subject specific as well as general), encyclopaedias and year books used as reference. These are for use within the library and they cannot be checked out.

6.3 Print Periodicals Collections

These are materials which are periodically published in separate parts in regular intervals. They are also referred to as serials. BUAN library has these as part of the collection and they can be used for reference purposes within the library. The library also allows for overnight use of print journals; users can contact the librarian on duty at the circulation desk for further assistance on the service. In addition to journals, the library also has magazines and local newspapers for leisure reading.

6.4 Reserve Collections

The collect comprises of course recommended text that are put on reserve by members of the faculty. These are housed within the Circulation Desk. To request for the title, you need to consult the library staff at the circulation desk. They can be utilised for 2hours within the library, items that are not returned on time attract overdue fines (P1.00 per hour).

6.5 Special Collections

The university special collections comprise of SADC publications, FAO publications, Botswana collections (materials published about Botswana), theses and dissertations. These are for use within the library.

6.6 Audio Visual (A/V) Collections

AV materials are available for short loans through the course facilitators. The library has a designated PC workstation for viewing of AV collection. For further inquiry on this service contact the library Customer Service staff.

6.7 Electronic Collections

These consists of;

- ❖ **Electronic books** which can be accessed through the ProQuest platform offering a multidisciplinary access to electronic books.
- ❖ **Electronic journals** which the library subscribes to through; Sabinet, ScienceDirect, ProQuest, Research4Life and EbscoHost.
- ❖ **Past exam papers and students' projects:** these can be accessed through <https://tlatlana.buan.ac.bw:8080/>
- ❖ **Research and faculty guides:** these are developed by faculty and departmental libraries to support research in specific topics or disciplines.

7. Library Rules and Regulations

Library patrons should adhere to the library code of conduct whose main tenets are presented below:

- ❖ Clients must always observe silence while in the library
- ❖ Cellphones and other distracting devices should be muted/switched off in the library
- ❖ Stealing and mutilation of library materials is a serious offence
- ❖ Eating, drinking and smoking is not allowed in the library
- ❖ Study carrels should not be reserved
- ❖ Bags are not allowed in the library
- ❖ Clients leave their personal property in the library at their own risk
- ❖ All items going in and outside the library will go through security checks