



RESEARCH SUPPORT SERVICES

Biblioteek- en Inligtingsdiens

Library and Information Service



UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

WELCOME!

Guided by the University's pursuit of research excellence and relevance, the Library and Information Service provides services to support researchers at each stage of the research lifecycle. Ensuring access to the best possible academic sources, facilitating scholarly communication and promoting research output are particular focus areas. We also strive to be your partner in academic excellence by providing conducive spaces for research and efficient service delivery by experienced staff.

In this guide you will find an overview of services offered to the research community. Also visit the Library website (<http://library.sun.ac.za>) for more detail or to download this brochure.

ACCESS TO INFORMATION SOURCES

A prominent search box on the Library homepage provides access to the Library's entire collection including a selection of subscription databases. This search facility, SUNSearch, can be used generally for locating print and e-books, journals, newspapers, e-resources, theses and dissertations, government documents and multimedia material. Online requesting is available if an item has been checked out.

For in-depth information searches, you are advised to use online indexes and subject-based databases listed on the Library website. These resources provide access to more than 120 000 e-journals which can be browsed individually or searched collectively through databases. [Library homepage > Search](#)

Also useful, is a vast collection of literature on research methodology, academic writing and dissertations available via SUNSearch as well as in electronic resources such as SAGE Research Methods Online.

[Library homepage > Search > E-databases](#)

BIBLIOMETRICS

The use of bibliometrics to support decision making about where to publish, whom to collaborate with and also to demonstrate research impact and benchmark, is a growing trend. A subject guide *Bibliometrics and citation analysis* provides information about bibliometric tools and resources to manage and measure the impact of your research. Information is provided about the h-index, *Journal Impact Factor*, *Journal Citation Reports*, citation indexes (Web of Science and Scopus) and the growing field of Altmetrics.

[Library homepage > Search > Subject guides > Bibliometrics and citation analysis](#)



BORROWING

All academic staff members are eligible to borrow 30 items for three months at a time and to renew items twice. Postgraduates may borrow 15 items for four weeks. If we do not have an item, it can be requested through the interlibrary loan service. [Library homepage > Services > Lending](#)
[Library homepage > Services > Interlibrary Loans](#)

Borrowing from tertiary institutions in the Western Cape, as well as from university libraries elsewhere in South Africa, is also possible by prior arrangement. Ask us to provide you with a referral letter to present to the library you intend to visit. [Library homepage > User guides > Postgraduates & researchers](#)

ETHICAL USE OF INFORMATION

Adhering to copyright is critical to ensure ethical use of third party information in theses, dissertations and articles. [Library homepage > How do I comply with copyright?](#)

The online guide *How do I find and use information effectively: a step-by-step guide* includes a section on using information responsibly - addressing plagiarism and correct referencing. Links are also provided to Turnitin, a plagiarism prevention service. [Library homepage > How do I? > Find information > Use responsibly](#)

In the same vein, it is important to ensure that your rights are observed when you publish your research. The Library's SUNScholar Office offers advice about author rights, publisher negotiations and Creative Commons licensing when publishing your research open access. [Library homepage > Services > Open Access > SUNScholar](#)



EXPERT ADVICE AND GUIDANCE

Ask a librarian

The virtual information service *Ask a librarian* is available on each of the Library's webpages. Simply type your question and "submit". A faculty librarian will respond to your enquiry promptly. [Library homepage](#) > [Ask a Librarian](#)

Faculty librarians

Each faculty of the University is assigned a librarian to provide subject-specific library support. Contact your faculty librarian about library orientation, information literacy instruction, collection development, scholarly publication and citation reports. Contact details are available on the Library website.

[Library homepage](#) > [About us](#) > [Contact us](#) > [Faculty librarians](#)

Guide for postgraduate students and researchers

This summary of services on the Library homepage aimed at postgraduate and researchers will help you to navigate our website and quickly find the information most relevant for your needs.

[Library homepage](#) > [User guides](#) > [Postgraduates & researchers](#)

How do I?

Online guides on the Library website answer some of the most common library-related questions. Find information on how to avoid plagiarism, find information, borrow and request books, get access from off campus, and more.

[Library homepage](#) > [How do I?](#)

Research support librarians

Located in the Research Commons, research support librarians provide support to research students and staff - connecting you with relevant services in the Library and beyond.

[Library homepage](#) > [Carnegie Research Commons](#) > [Meet the staff](#)

SUBJECT GUIDES

Faculty librarians compile guides of recommended, authoritative resources (books, reference materials, journals, databases, websites, etc.) that provide a useful starting point for finding relevant subject information sources. Additionally, a number of subject guides provide in-depth information on specific topics such as bibliometrics and where to publish your research. A substantial number of guides also contain training material and step-by-step information.

[Library homepage](#) > [Search](#) > [Subject guides](#)

LIBRARY FACILITIES AND UTILITIES

Computer printouts and scanning

All printers are connected to the SafeCom printing system. Requested printouts may be collected at any SafeCom printer on campus provided sufficient printing credits are available on your student or personnel card. Several SafeCom units throughout the libraries allow scanning.

Desktop computers, laptops and tablets

Connectivity and electronic access to Library resources is a significant priority. Numerous desktop computers are available throughout all the libraries. Additionally, laptops and tablets may be borrowed at any of the branch libraries and at the Learning and Research Commons in the JS Gericke Library.

Earphones

Earphones are available for loan in the Learning and Research Commons in the JS Gericke Library.

Internet

Free access is provided to all subscription resources and/or to resources on the Library website (among others, e-databases and e-journals). General websites such as Google are not available free of charge and requires opening an NXInetkey to gain access.

Off-campus electronic access

All resources and services on the Library website are available from off campus. You will need to sign in with your SU username and network password to access subscription services such as databases and electronic journals. Further details can be found on the “Obtain off-campus access” page on the Library website.

[Library homepage](#) > [How do I?](#) > [Obtain off-campus access](#)

Photocopying

Facilities are provided at the Smart Service Solutions / RMS photocopying facility in the JS Gericke Library or at the lending desks of the branch libraries. Staff and student cards must be used for photocopying.

Video conferencing

Collaboration and scholarly interaction is encouraged by means of a free-of-charge video conferencing facility in the Research Commons.

[Library homepage](#) > [Services](#) > [Carnegie Research Commons](#) > [Video conferencing facility](#)

Wireless internet access

Laptops, smartphones and tablets of all University staff and students need to be certified by the Information Technology Division before wireless connection to the University network can be granted.

[Library homepage](#) > [How do I?](#) > [Obtain wireless access](#)

NETWORKING AND COLLABORATION

Collaboration is an increasingly important feature of modern science. Use our Polycom video conferencing system in the Research Commons to engage with peers and research partners. Also make sure that you are signed up with a research network to increase your visibility and to keep up to date with what your peers are doing. Find suggestions for social networking sites on the guide for postgraduates and researchers on the Library website.

[Library homepage](#) > [User guides](#) > [Postgraduates & researchers](#)



PUBLICATION SUPPORT

Advice on where to publish

Making the “right” choice in terms of where to publish can increase readership and citations, diminish publication lag and ensure that your publication is eligible for government subsidy. Ask us about identifying accredited journals, using journal metrics to evaluate journals, unique author identification and about open access options for publishing. [Library homepage](#) > [About us](#) > [News](#) > [Events](#) > [Training Programme – Postgraduates](#) > [Making important decisions about publishing](#)

ISBN, ISSN and eISSN

The Library issues ISBNs on behalf of the National Library. Get in touch with the Lending Section and provide the title, author and date of publication of the monograph you wish to publish. ISSNs are issued directly by the National Library of South Africa. e-ISSNs are applied for by the SUNScholar Office.

SUNConferences

This open access system, hosted by the Library, allows electronic management and publication of conference proceedings. It is designed to reduce the time and energy devoted to the clerical and managerial tasks associated with managing a conference while improving editorial processes. The ultimate aim is to improve the scholarly and public quality of conference publishing.

[Library homepage](#) > [Open Access](#) > [SUNConferences](#)

SUNJournals

Editors interested in publishing open access journals are invited to use the Library’s open access journal publishing platform, SUNJournals. Along with the hosting of journals, support and training are provided for, among others, setting up the system, long-term preservation and making back-ups. Assistance is also provided in terms of Digital Object Identification (DOI), eISSN and registration with search engines. [Library homepage](#) > [Open Access](#) > [SUNJournals](#)



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SUNScholar

The Library hosts and manages the University's institutional repository for preserving and disseminating its scholarly material including unpublished material, theses and dissertations. It is intended to capture, store and preserve research output and make it available to global research communities via the Internet. The increased visibility it affords research products is regarded as a significant benefit of SUNScholar. Instructions for uploading theses, dissertations and other research material are available on the Library website.

[Library homepage](#) > [Search](#) > [SUNScholar](#)

Open Access Publication Fund

Researchers who wish to publish in accredited open access journals may apply to the Open Access Publication Fund. The Fund is aimed at subsidising author fees for publishing in open access journals and to cover costs of making commercially published articles "open access". The Library's membership agreements with open access publishers provide further possibilities for subsidised publishing.

[Library homepage](#) > [Services](#) > [Open Access](#) > [Open Access Publication Fund](#)

Open Access publishing

Open Access benefits readers by providing inexpensive access to scholarly material, and authors, by providing global exposure and more opportunity to be cited. The SUNScholar Office will be happy to offer advice and more information. Also find useful links on the Library's website under Open Access.

[Library homepage](#) > [Services](#) > [Open Access](#)

REFERENCING

Keeping track of your sources can be challenging. The Library supports RefWorks and Mendeley, programmes that allow you to create a personal database of references, to cite and generate a bibliography. [Library homepage](#) > [How do I?](#) > [Manage my references](#)

The online guide *How do I find, access and use information effectively: a step-by-step guide* provides useful information about referencing and where to find sources on reference styles. [Library homepage](#) > [How do I?](#) > [Reference](#)

RESEARCH COMMONS

The Research Commons brings together people, technology, and information resources to enhance research activity. Individual workspaces alternate with discussion areas and a comfortable area is provided for relaxation and networking. Professional and peer assistance is at hand to provide researcher-orientated services in unity with other support services. Utilities include: video conferencing, laptops, iPads, digital recorder, earphones, lockers, reference material, leisure reading and a coffee dispenser.

[Library homepage](#) > [Services](#) > [Research Commons](#)

Images

Literature

Music

Research



IMAGES



LITERATURE



MUSIC



RESEARCH

RESEARCH PERFORMANCE MANAGEMENT

Specialised tools such as SciVal Spotlight and SciVal Experts are available to support strategic research management. Based on the Scopus citation database, this suite of tools collectively allows analysis and visualisation of publication trends, citation and collaboration patterns and the creation of researcher profiles.

Library homepage > Quick links > Research Management Tools

RESEARCH TOOLS AND APPLICATIONS

Learn about useful ways and software solutions such as Dropbox, SkyDrive, 1Password and alerting services to increase your productivity on the guide for postgraduate students and researchers.

Library homepage > User guides > Postgraduates & researchers

SPECIAL COLLECTIONS

A substantial collection of manuscripts, maps, rare books, musical scores, recordings, films, prints, photos and architectural drawings is housed in the Library's Special Collection Division (Africana, Manuscripts and Rare Books) and the Documentation Centre of the Music Library (DOMUS).

Library homepage > About us > Collections > Special Collections

Library homepage > About us > Collections > DOMUS

Digital collections of the Library's unique material with significant historical and high research value are made available through SUNDigital Collections. Digitisation of 'new' collections will continue steadily to ensure that perpetual access, and increased use, of precious heritage material are provided in addition to opening up new research opportunities.

Library homepage > About us > Collections > Digital collections

STAKEHOLDER PARTNERSHIPS

Recognising that research support is spread over various divisions at the University, we engage in partnerships and liaison with other support units to provide seamless access to institutional support. When applicable, librarians will connect you with relevant support services such as those provided by the Language Centre, Postgraduate and International Office, Centre for Statistical Consultation and Division for Research Development to meet your information needs. A list of support services is included in the online guide for postgraduate students and researchers.

[Library homepage](#) > [User guides](#) > [Postgraduates & researchers](#)

TRAINING & WORKSHOPS

A varied training programme is presented throughout the year to assist you in making optimal use of the Library's information sources and discovery tools as well as to enhance research productivity. Booking is facilitated by the online calendar on the Library homepage. Training notes are published online for the convenience of distance and online users. Among the topics are:

- Finding books and articles using SUNSearch
- Improving your literature search strategy
- Using Google optimally
- Copyright for theses and dissertations
- Publishing strategy – choosing the right journal
- Increased citation through Open Access publication
- A comparison of free, open source reference managers
- Finding government statistics
- Using Sage Research Methods Online (SRMO)
- Creating alerts to stay up to date
- Finding full text easily
- Refworks
- Sharing and storing large files
- Submitting research output to SUNScholar
- Citation analysis and journal metrics

[Library homepage](#) > [About us](#) > [News](#) > [Events](#) > [Training programme - postgraduates](#)

CONTACT US

[Library homepage](#) > [About us](#) > [Contact us](#)

- General contact details
- Management
- Library sections
- Faculty librarians



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