

# BINDURA UNIVERSITY OF SCIENCE EDUCATION

## LIBRARY HANDBOOK



**2017-2018**

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## **VISION OF BUSE LIBRARY**

BUSE Library endeavor to be the core provider of resources that support the teaching, research and community service activities undertaken at BUSE.

## **MISSION OF BUSE LIBRARY**

The Library will provide current and relevant information resources and services in accordance with international library standards in fulfillment of its role to facilitate teaching, learning, research and community service activities at BUSE.

## **CORE VALUES**

- Customer care - Library staff will adhere to the tenets of the Library Service Charter in their interaction with clients.
- Competence - Library staff will hold professional qualifications and possess skills that are relevant to the execution of their duties.
- Professionalism - Library staff will display a high level of those qualities that are characteristic of trained and skilled people in the execution of their duties.
- Teamwork - Library staff will display team spirit and high levels of cooperation in service delivery to clients.

## **CONTACT US**

1. Live chat on the library webpages
2. Like us on Facebook – Bindura University of Science Education Library
3. E-mail – [library@buse.ac.zw](mailto:library@buse.ac.zw) or [buselibrary@gmail.com](mailto:buselibrary@gmail.com)
4. Follow us on twitter - @BUSELibrary
5. WhatsApp – **0772508948**
6. Skype – **Buselibrary**
7. Telephone – 0712842717/8

## 1. OVERVIEW OF THE LIBRARY

Bindura University of Science Education has one library.

### LIBRARY PERSONNEL

The Bindura University of Science Education Library have a total of 32 personnel. These personnel comprise: the Librarian, Deputy Librarian, Sub Librarian, Assistant Librarians, Technology Librarian, Chief Library Assistants, Senior Library Assistants, Library Assistants, Technical Assistants, Door Guards and Messenger/Cleaners

**Below is a list of library staff members and their contact details:**

Name	Designation	E-mail
Mrs A. Mhlanga	University Librarian	<a href="mailto:amhlanga2@buse.ac.zw">amhlanga2@buse.ac.zw</a>
Ms E. Chidyamatamba	Personal Assistant, Librarian	<a href="mailto:e.chidyamatamba@buse.ac.zw">e.chidyamatamba@buse.ac.zw</a>
Mr B. Chiparausha	Deputy Librarian	<a href="mailto:bchiparausha@buse.ac.zw">bchiparausha@buse.ac.zw</a>
Mrs J Chigwada	Sub-Librarian – Information Services	<a href="mailto:jphiri@buse.ac.zw">jphiri@buse.ac.zw</a>
Ms A. Mijeri	Senior secretary	<a href="mailto:amijeri@buse.ac.zw">amijeri@buse.ac.zw</a>
Ms A. Shumba	Faculty of Agriculture & Environmental Science Librarian	<a href="mailto:ashumba@buse.ac.zw">ashumba@buse.ac.zw</a>
Mr S. Tsekea	Faculty of Commerce Librarian	<a href="mailto:stsekea@buse.ac.zw">stsekea@buse.ac.zw</a>
Mrs S. Majojo	Faculty of Science Education Librarian	<a href="mailto:smajojo@buse.ac.zw">smajojo@buse.ac.zw</a>
Mrs F. Tsekea	Faculty of Science Librarian	<a href="mailto:fsithole@buse.ac.zw">fsithole@buse.ac.zw</a>
Mr J. Kasiroori	Technology Librarian	<a href="mailto:jkasiroori@buse.ac.zw">jkasiroori@buse.ac.zw</a>
Mr O. Topodzi	Acting Faculty of Social Sciences and Humanities Librarian	<a href="mailto:otopodzi@buse.ac.zw">otopodzi@buse.ac.zw</a>
Mr B. Musarurwa	Chief Library Assistant	<a href="mailto:bmusarurwa@buse.ac.zw">bmusarurwa@buse.ac.zw</a>
Mrs T.P. Magama	Chief Library Assistant	<a href="mailto:tmagama@buse.ac.zw">tmagama@buse.ac.zw</a>
Mr M. Jimu	Senior Library Assistant	<a href="mailto:mjimu@buse.ac.zw">mjimu@buse.ac.zw</a>
Ms T. Magureyi	Senior Library Assistant	<a href="mailto:tmagureyi@buse.ac.zw">tmagureyi@buse.ac.zw</a>
Mr W. Chikuruwo	Senior Library Assistant	<a href="mailto:wchikuruwo@buse.ac.zw">wchikuruwo@buse.ac.zw</a>
Mr G. Mafaiti	Library Assistant	<a href="mailto:gmafaiti@buse.ac.zw">gmafaiti@buse.ac.zw</a>
Mr P. Machuve	Library Assistant	<a href="mailto:pmachuve@buse.ac.zw">pmachuve@buse.ac.zw</a>
Mr S. Hurasha	Library Assistant	<a href="mailto:shurasha@buse.ac.zw">shurasha@buse.ac.zw</a>

Ms W. Mumanikwi	Library Assistant	<a href="mailto:wmumanikwi@buse.ac.zw">wmumanikwi@buse.ac.zw</a>
Mr S. Kuvarairwa	Library Assistant	<a href="mailto:skuvarairwa@buse.ac.zw">skuvarairwa@buse.ac.zw</a>
Ms V. Muruvi	Library Assistant	<a href="mailto:vmuruvi@buse.ac.zw">vmuruvi@buse.ac.zw</a>
Mr D. Shaibu	Technical Assistant	<a href="mailto:dshaibu@buse.ac.zw">dshaibu@buse.ac.zw</a>
Ms C. Sibanda	Technical Assistant	<a href="mailto:csibanda@buse.ac.zw">csibanda@buse.ac.zw</a>
Ms V. Musukuma	Technical Assistant	<a href="mailto:vmusukuma@buse.ac.zw">vmusukuma@buse.ac.zw</a>
Mr N. Mahwite	Security Guard	<a href="mailto:nmahwite@buse.ac.zw">nmahwite@buse.ac.zw</a>
Ms O. Kadema	Security Guard	<a href="mailto:okadema@buse.ac.zw">okadema@buse.ac.zw</a>
Mr T. Patsanza	Security Guard	<a href="mailto:tpatsanza@buse.ac.zw">tpatsanza@buse.ac.zw</a>
Mr E. Muvaki	Security Guard	<a href="mailto:emuvaki@buse.ac.zw">emuvaki@buse.ac.zw</a>
Mr W. Madzudzo	Messenger/Cleaner	<a href="mailto:wmadzudzo@buse.ac.zw">wmadzudzo@buse.ac.zw</a>
Mr B. Westoni	Messenger/Cleaner	<a href="mailto:bwestoni@buse.ac.zw">bwestoni@buse.ac.zw</a>

### **LIBRARY OPENING HOURS**

BUSE Library opening hours are as follows:

#### **3.1 During the Semester**

<b>Before Mid Semester Break</b>	<b>After Mid Semester Break</b>
0800hrs to 2200hrs Monday to Friday	0800hrs to 2200hrs Monday to Friday
0800hrs to 1300hrs Saturday	0800hrs to 1600hrs Saturday
The Library is closed on Sundays and public holidays	

#### **3.2 During Vacation – no block release**

0800hrs to 1630hrs Monday to Thursday
0800 to 1600hrs Friday
The Library is closed on weekends and public holidays

#### **3.3 During vacation – block release session**

0800hrs to 2200hrs Monday to Friday
0800 to 1600hrs Saturdays
The Library is closed on Sundays and public holidays

## **OBTAINING ACCESS TO THE LIBRARY**

### **4.1 BUSE Students and staff**

In order to gain access to the Libraries and their facilities, patrons should be in possession of a valid student or staff identification card and must be a registered library user.

### **4.2 External Users**

External users are allowed to use the libraries for a fee per day. External users will be asked to produce their student's identity cards from any institution of higher learning in Zimbabwe.

## **LIBRARY RULES AND REGULATIONS**

**The following are prohibited in the library:**

- **Cellular phones vibrating, ringing and answering**
- **Eating**
- **Drinking**
- **Smoking**
- **Noise**
- **Bags**

Always show your student identification card to the security detail upon entering the library. On leaving the library, you are required to produce for inspection all books and items taken out of the library

**Put your electronic gadgets on silent before entering the library - cellphones, ipads, and laptops etc.**

Reserve books may be borrowed for 24 hours. Overdue books attract a fine of dollar per hour.

**The computers are to be used for scholarly research and the following are strictly prohibited:**

1. Visits to pornographic sites
2. Playing computer games
3. Playing of music
4. Downloading of programmes
5. Installing any software

**Any user found in violation of this regulation will have their borrowing privileges suspended for the remainder of the semester during which the offence is committed.**

**Observe silence in the library**

Use of another person's IDs card to enter the library or borrow books is strictly prohibited. Anyone found in violation of this rule will be charged.

## **FINES AND PENALTIES FOR LIBRARY DEFAULTERS**

In an attempt to have the Library's collection circulate fairly among its membership and also to serve as a deterrent against hoarding books, the following fines will be charged.

### **6.1 Overdue material**

#### **6.1.1 Books on ordinary loan**

**US\$1** per day per item up to a maximum of \$30. Thereafter suspension of borrowing privileges until the fine is paid and the item is returned or replaced.

#### **6.1.2 Reserve material**

US\$1 per hour per item up to a maximum of \$30. Thereafter suspension of borrowing privileges until the fine is paid and the item is returned or replaced.

### **6.2 Lost material**

Replacement of the item and a processing fee of **US\$5**. Library patrons with outstanding materials shall have their borrowing privileges suspended. They cannot be cleared until the item is replaced. Patrons should report missing books immediately at the Reference Desk.

### **6.3 Mutilated material**

Replacement of the item and a processing fee of **US\$5**. The library will retain a copy of the mutilated material.

### **6.4 Theft of library books**

Leaving the Library with library material that has not been legitimately checked out and being found in possession of a book that has not been properly checked out are offences that constitute theft. Such offences attract a penalty of **US\$5** and the suspension of borrowing privileges for the remainder of the semester during which the offence is committed. A repeat offence of this nature will require that the student appear before the Disciplinary Committee with a view of having more severe penalties imposed.

### **6.5 Swapping or forging ids**

**US\$1** spot fine

### **6.6 Cellphone vibrating, ringing and answering in the library**

**US\$2** spot fine

### **6.7 Making noise or disrupting other users**

**US\$1** spot fine, repeat offenders will be suspended from borrowing for one month.

### **6.8 Misuse of computers (playing games, viewing pornographic materials etc)**

**US\$2 spot fine**

## **LIBRARY RESOURCES**

In an effort to satisfy patrons' information demands and fulfilling its mandate to the university community, BUSE Library offers information in various formats. These formats are namely books (print resources), electronic resources, and compact discs.

### **7.1 Books**

BUSE Library has a collection of approximately 34,000 books. The collection mainly covers subjects from the five faculties of the University. More print resources are being acquired in order to boost sources of information accessed by the library patrons.

### **7.2 Electronic Resources**

BUSE Library subscribes to a vast number of electronic resources which include peer reviewed journals and electronic books. These resources can be accessed on and off campus. Access to past examination papers, thesis and dissertations, and the institutional repository is provided.

### **7.3 CD Collection**

The library is in the process of creating a CD collection. This collection will supplement the print resources in the library.

## **LOCATING LIBRARY RESOURCES**

In order to assist our patrons with locating and retrieving resources, the library has retrieval tools. These are the Online Public Access Catalogue (OPAC) and the Library guides.

### **8.1 Online Public Access Catalogue**

Each of the two libraries has a catalogue machine set aside for patrons to use for retrieving resources. Patrons can use either the subject, title or author surname to search for a book. If patrons fail to yield results they can ask for help at the reference desk.

### **8.2 Library Guides**

Library guides are labels displayed on shelves. These guides show patrons where to find certain subjects. They are labelled from A-Z based on the Library of Congress Classification System.

## **USING ELECTRONIC RESOURCES**

### **9.1 Accessing electronic resources**



BUSE Library strives to enhance access to all its e-resources. In order to assist students in accessing these e-resources, the library has come up with an easy to use [e-resources user guide](#).

### **9.1 On and off campus access**

The library web pages have an A-Z list of e-resources accessible on and off campus.

### **9.2 Steps to accessing e-resources**

1. Go to the BUSE home page available at <http://www.buse.ac.zw>
2. Click on the library link to be directed to the library's web page (<http://library.buse.ac.zw>).
3. Click on e-resources.
4. Click on e-journals off or on campus depending on where you are accessing the resource from.
5. The databases are arranged in alphabetical order. Select the database of your choice and click on the link. This will take you to the database's web pages.
6. If you are off campus, put the username and password to access the resources. (As given during the e-resources training session.)
7. You can start conducting your search on whatever database you are using. If you need any assistance, ask the librarian to help.

## **EVALUATING RESOURCES**

After conducting a search, you may find lots of information. You do not necessarily need to use all the information you retrieve. You need to consider whether the information you have retrieved is suitable for your information need. Evaluation is meant to assess whether information accessed meets the needs of the reader or is able to help the reader to accomplish a task s/he has. Information must be of high quality besides meeting one's needs.

This section is aimed at equipping you with some skills to evaluate information sources you would have managed to access. The following factors must be considered when evaluating information sources:

1. Relevance and scope;
2. Reliability and validity;
3. Authority;
4. Bias;
5. Currency; and,
6. Accuracy.

### **10.1 Relevance**

Relevant information is needed so as to complete a task properly, for example answering an assignment question. The following should be considered when one is assessing the relevance of an information source, be it a book, website or an article in a journal:

- Recurrence of your keyword in the abstract or the article itself;
- Depth of information;
- References- usually these are expected to complement knowledge you have already;
- Language- the language used reveals who is the intended audience of the information. The more technical or complicated the language is, then the more distant the information is from being referred to by anyone apart from those searching for detailed information on the subject.

### **10.2 Reliability and Validity**

The best way to ascertain whether an information source is reliable is by checking its editorial control. If an information source goes through editorial control or peer-reviewing then its reliability is higher. Information sources that do not go through editorial control are prone to have a lot of errors such as grammar and spellings. It is, therefore, advisable to look for information that has gone through some editorial control. In this case, supposing that they are articles, those published in peer-reviewed journals would be ideal. Publishers such as Cambridge, Oxford, Taylor and Francis, Elsevier and Blackwell have their journal articles peer- reviewed by subject experts. Refereed journals have higher levels of accuracy and reliability since they seek to produce authoritative information.

### **10.3 Authority**

It is important to know who the author of a book, article or website is. In varying situations, the author could be an individual, a group or an organisation. Information sources with anonymous authors lack weight than those whose authors are known. Knowledge of who an author of an information source is also useful in determining the authenticity of the information source. The **author's biography** on the information source e.g. on the **preface** or **about the author section** is important. A website might have a section entitled **about us** or **about this site**; such information is key to determining the authoritativeness of an information source. Be wary of information sources without an author ascribed to them.

### **10.4 Objectivity**

A bias is “a predisposition or prejudice” (Pearsall & Trumble 1995). Assess whether the information source is a marketing tool, has some political motives behind or it is merely advocating for something. Therefore, when evaluating the bias of an information source, it is ideal to consider why the information was produced (whether for objective reasons or not), the depth and breadth of the information (some information is just sketchy), and the language used (some information shows lack of in-depth knowledge about the subject discipline being

dealt with). Information should be sufficient to cater for your needs. Verify whether the information is **factual**, an **opinion** or mere **propaganda**.

### 10.5 Currency

Depending on your research requirements, some researchers require up to date information. Furthermore, some information is useful regardless of publication date, for example information on a historic event. The **date of publication** can be verified on the preliminary pages of printed sources such as books and journals. It is, however, different with online information sources such as websites. Websites have got a section (usually the bottom of the web page) indicating when the website or specific web page was **last updated**. With websites, you have to be careful with the "last updated" note because in some circumstances the owners of the website simply change the update this section alone without updating the rest of the content.

### 10.6 Accuracy

To verify the accuracy an information source, the following must be considered:

- Check whether calculations, if any, were done properly and error-free;
- Check whether there are no typing and grammatical mistakes;
- Check whether the author(s) cite(s) other renowned or reputable authorities (and are cited correctly without falsehoods);
- Check whether there are others who quote the source (this can be verified using search engines such as Google);
- Check whether information was properly presented and easy to comprehend.

## CIRCULATION SERVICES

The circulation services unit of the Library is responsible for the borrowing and returning of all Library materials. Once a user is registered with the library they have the privileges of borrowing any Library material that can be loaned out.

There are various categories of resources in the Library and each category is treated differently when it comes to its circulation. You should be aware of the requirements of each category.

- Open Shelves Books – These books are available on the ordinary shelves and can be borrowed out.
- Reserve Books – These are books on demand and are very few. Normally these are kept at the Circulation Desk.
- Reference Books – These books are only for use in the Library. They are intended to be used as reference materials only e.g. Dictionaries, Encyclopaedia, Past examination papers, Dissertations etc.
- Periodicals, Serials and Year Books- In this category are newspapers, magazines, universities' prospectus, dissertations, journals etc. These cannot be borrowed but are available for use in the Library.
- Government Publications Materials – In this section are official government publications that include Budgets, Monetary Policy,

Commissions Reports, Parliamentary reports etc. These materials are only for use in the Library.

- Audio-Visual Collection- This section contains CDs, DVDs and other audio-visual materials.

### 11.1 Borrowing Books

Books can be borrowed at the circulation desk. Borrowing of books starts at 0900hours. Only a registered patron can borrow books. Patrons can borrow books if they have their ID cards. Swapping IDs is a very serious offence (Refer to the Library's Rules and Regulations).

- a) Undergraduate Conventional Students** – Can borrow a maximum of five books at a time- One from Reserve and four from Open Shelves. Open Shelves books can be borrowed for a maximum of seven days. Reserve books can be borrowed for a maximum of 24 hours.
- b) Undergraduate Block Release Students** – Can borrow a maximum of five books at a time – One from Reserve and four from Open Shelves. Open Shelves book can be borrowed for a maximum of one month. Reserve books can be borrowed for a maximum of 24 hours.
- c) Postgraduate Students** – Can borrow a maximum of six books at a time- One from Reserve and five from Open Shelves. Reserve books are borrowed for a maximum of 24 hours while Open Shelves books are borrowed for a maximum of 14 days.
- d) Lectures** – Can borrow a maximum of 5 books for a period of two months.
- e) Senior non-academic staff** – Can borrow a maximum of 5 books for a period of one month.
- f) Junior non-academic staff** – Can borrow a maximum of 3 books for a period of one month

### 11.2 Returning Books

Books can be returned any time when the Library is open. It is not an offence to send someone to return your book. Patrons are advised to constantly check the dates when they are supposed to return books. If a book is returned later than the original date, a fine will be charged (*Please refer to the current fines and penalties for late returning of books. Also note that fines are subject to change any time*).

Patrons are advised to desist from returning books to the shelves. If you return a mutilated book you will be asked to replace that book with a new book. Patrons are also advised to report as soon as possible to the reference desk if they have lost a Library book. Any delay in reporting may result in the book accruing some additional charges.

## REFERENCING/CITATION GUIDELINES

Referencing is a standard way of acknowledging the information sources you have used. The information you would have used may be some facts, figures, ideas or words.

Referencing is important in that:

1. It shows respect of intellectual property;
2. It helps you (and the reader as well) to make a follow up on the source you would have consulted;
3. Where the reader refutes or doubts your facts, he or she can ascertain that with the original source of information;
4. It adds authority to what you are presenting. In other words, referencing makes your writing more persuasive; and,
5. It is an academic practice of showing gratitude to the author.

### 12.1 Citation Styles

Saunders (2003) stressed the importance of citing particularly the fact that it gives credit to authors. He also added that the citation must be consistent and complete for readers to easily follow up on cited information sources. There are several citation styles in use, below are some of them:

1. American Psychological Association (APA) style;
2. Harvard style;
3. Modern Languages Association style; and,
4. Numeric style;

Check with your faculty or department on which of these or any other style they use. In this module we are going to concentrate on the APA and Harvard styles.

### 12.2 In-text referencing

As you write, you may quote some authors. You can quote directly or paraphrase. We are going to have some example of direct quotations and paraphrasing using the APA and Harvard styles. When acknowledging an information sources within the text, you should include the following:

1. Name of **author**;
2. **Date** of publication; and,
3. **Page** number(s).

The above details would be presented as follows:

- ✓ Mangena (2010, p.56) for APA style.
- ✓ Mangena (2010:56) for Harvard style.

The other details about the information source are obtained from the end of text reference or bibliography.

## Paraphrasing

APA	Harvard
Mangena (2010, p.56) is of the opinion that agricultural policies must be developed in direct consultation with farmers....	Mangena (2010:56) is of the opinion that agricultural policies must be developed in direct consultation with farmers....

## Direct Quotations

APA	Harvard
“Agricultural policies seriously impact on farmers” performance. In view of that, policies ought to be developed with direct consultation with the farmers” Mangena (2010, p.56).	“Agricultural policies seriously impact on farmers” performance. In view of that, policies ought to be developed with direct consultation with the farmers” Mangena (2010:56).

### 12.3 End of text reference or bibliography

One thing you should bear in mind is that the in-text and end-of-text references must match; it is unacceptable to find an in-text reference missing on the end-of-text reference list and vice versa!

Here is a look at how various information sources can be cited in the bibliography.

#### Book – single author

APA Style	Harvard Style
Author. (Date). Title: subtitle. Place: Publisher. <b>Example:</b> Choto, Adrian. (1998). <i>Chimurenga story retold</i> . Bindura: Bindura Printing Press.	Author. Date. <i>Title: subtitle</i> . Place: Publisher. <b>Example:</b> CHOTO, Adrian. 1998. <i>Chimurenga story retold</i> . Bindura: Bindura Printing Press.

#### Book – multiple authors

APA Style	Harvard Style
Authors. (Date). Title: subtitle. Place: Publisher. <b>Example:</b> Garwe, B., Matora, E., Mafuwa, J.D. & Huruva, H. (2005). <i>The tenets of moral philosophy</i> . Gweru: Mutapa Press.	Authors. Date. <i>Title: subtitle</i> . Place: Publisher. <b>Example:</b> GARWE, B., MATORA, E., MAFUWA, J.D. & HURUVA, H. 2005. <i>The tenets of moral philosophy</i> . Gweru: Mutapa Press.

### Book – no author

APA Style	Harvard Style
Title: subtitle. (Date). Place: Publisher. <b>Example:</b> History of the town of Bindura. (2011). Harare: Fast Publishing.	<i>Title. Date. Place: Publisher.</i> <b>Example:</b> <i>History of the town of Bindura. 2011. Harare: Fast Publishing.</i>

### Book – chapter from a book with different contributors

APA Style	Harvard Style
Authors. (Date). Title: subtitle of the chapter. In Editors of book (eds.), Title of book. (Page number). Place: Publisher <b>Example:</b> Hammond, A. (2009). Peace-building at village level. In R. Michaels & P. Moyo (Eds.), <i>Peace-building in Southern Africa</i> (p. 17-36). Hillsdale, NJ: Erlbaum.	Authors. Date. Title: subtitle of the chapter. (In Editors of book (eds.), <i>Title of book</i> . Place: Publisher. Page references.) <b>Example:</b> HAMMOND, A. 2009. Peace-building at village level. ( <i>In Michaels I. &amp; Moyo, P. (eds.), Peace-building in Southern Africa. Hillsdale, NJ: Erlbaum. p. 17-36.</i> )

### Book – edition other than the first

APA Style	Harvard Style
Authors. Date. Title: subtitle. Edition. Place: Publisher. <b>Example:</b> Hart, C. (2011). <i>Artistic impressions: The works of selected artists in Zimbabwe</i> (2nd ed.). Bulawayo: Press Club.	Authors. Date. <i>Title: subtitle</i> . Edition. Place: Publisher. <b>Example:</b> HART, C. 2011. <i>Artistic impressions: The works of selected artists in Zimbabwe</i> . 2nd ed. Bulawayo: Press Club

### Book – editors (or compilers)

APA Style	Harvard Style
Authors. Date. Title: subtitle. Place: Publisher <b>Example:</b> Hove, T., & Thames, G., (Eds.). (2008). <i>Small scale agriculture in the lowveld</i> . Masvingo: Great Zimbabwe University.	Authors. Date. <i>Title: subtitle</i> . Place: Publisher. <b>Example:</b> HOVE, T. & THAMES, G. (eds). 2008. <i>Small scale agriculture in the lowveld</i> . Masvingo: Great Zimbabwe University.

### Article from a journal that has a volume number and issue number

APA Style	Harvard Style
Author. Date. Title of article. Title of journal, volume of journal, (number of issue), page reference, date of issue. <b>Example:</b> Tsuru, D., & Pasteur, H. (2011). The human factor. <i>Journal of Management</i>	Author. Date. Title of article. <i>Title of journal</i> , volume of journal (number of issue):page reference, date of issue. <b>Example:</b> TSURO, D., & PASTEUR, H. 2011. The human factor. <i>Journal of Management</i>

and Culture, 5, (3), 70-86.	<i>and Culture</i> , 5(3): 70-86
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### Article from a magazine

APA Style	Harvard Style
Author. Date. Title of article. Title of journal, volume or number of issue, page reference. <b>Example:</b> Gutu, M. (2004, May 3). Count down to a new era. <i>Seasons</i> , 175, 183-188.	Author. Date. Title of article. <i>Title of journal</i> , volume or number of issue: page reference. <b>Example:</b> GUTU, M. 2004. Count down to a new era. <i>Seasons</i> , 175:183-188, May 3.

### Article from a newspaper whose author (reporter) is known

APA Style	Harvard Style
Author. Date. Title of article. Title of newspaper, page reference, Month and day. <b>Example:</b> Edwards, D. (2000, April 1). Cultivating a culture of conserving nature. <i>Nature Unlimited</i> , p.3.	Author. Date. Title of article. <i>Title of newspaper</i> : page reference, Month and day. <b>Example:</b> EDWARDS, D. 2000. Cultivating a culture of conserving nature. <i>Nature Unlimited</i> : 3, April 1.

### Article from a newspaper whose author (reporter) is not known (anonymous)

APA Style	Harvard Style
Title of article. Date. Title of newspaper, page reference, Month and day. <b>Example:</b> New ways of water harvesting unveiled. (2011, March 16). <i>The Daily Tribune</i> , p. 2.	Title of article. Date. <i>Title of newspaper</i> : page reference, Month and day. <b>Example:</b> New ways of water harvesting unveiled. 2011. <i>The Daily Tribune</i> : 2. March 16.

### Brochures

APA Style	Harvard Style
Name of organisation that produced the brochure. (Date). Title of brochure (edition) [Material type]. Author. <b>Example:</b> Bindura University of Science Education. (2010). Report writing guidelines. [Brochure]. Gwata AR,: Author.	Name of organisation that produced the brochure. Date. <i>Title of brochure</i> . edition. [Brochure]. Author. <b>Example:</b> Bindura University of Science Education. 2010. <i>Report writing guidelines</i> . [Brochure]. Gwata, AR: Author.

### Conference proceedings

APA Style	Harvard Style
Author. (Date). Title of paper. Title of	Author. Date. Title of paper. <i>Title of</i>



published document, Place and date of conference, page reference(s), Place (of publication): Publisher. <b>Example:</b> Sithole, Nevermore. (2008). University libraries in a changing playing field. Proceedings of the Inaugural E-learning Conference of the Africa University, Mutare, 23-24 February 2008, pp. 45-54. Mutare: Africa University.	<i>published document</i> , Place and date of conference, page reference(s), Place (of publication): Publisher. <b>Example:</b> Sithole, Nevermore. 2008. University libraries in a changing playing field. <i>Proceedings of the Inaugural E-learning Conference of the Africa University</i> , Mutare, 23-24 February 2008, pp. 45-54. Mutare: Africa University
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### Correspondence

APA Style	Harvard Style
Author of the letter. Date. Description of the type of correspondence, Date of correspondence. [Note of location of the original document] <b>Example:</b> Hamandishe, Y. (2009). Letter to the Librarian of Bindura University, 16 November. [Original copy in records of the Librarian of Bindura University.]	Author of the letter. Date. Description of the type of correspondence, Date of correspondence. [Note of location of the original document] <b>Example:</b> HAMANDISHE, Y. 2009. Letter to the Librarian of Bindura University, 16 November. [Original copy in records of the Librarian of Bindura University.]

### Course notes

APA Style	Harvard Style
Author. (Date). Title: sub-title. Place: Name of Institution. [Indicate that these are course notes] <b>Example:</b> Nare, S. (2004). Object-oriented programming. Bulawayo: Bulawayo Polytechnic. [Course notes.]	Author. Date. <i>Title: sub-title</i> . Place: Name of Institution. [Indicate that these are course notes] <b>Example:</b> NARE, S. 2004. <i>Object-oriented programming</i> . Bulawayo Polytechnic. [Course notes.]

### Database abstract

APA Style	Harvard Style
Author. (Date). Title of article in the journal. <u>Title of journal</u> , volume (number of issue): page reference. [name of database and reference number of abstract] <b>Example:</b> Kayera, Z. (2011). Mushroom harvesting in Marondera. <u>SAJEST</u> , 3(2):34-45. [Abstract in the ERIC database, ref. no. 89561234.]	Author. Date. Title of article in the journal. Title of journal, volume (number of issue): page reference. [name of database and reference number of abstract] <b>Example:</b> KAYERA, Z. 2011. Mushroom harvesting in Marondera. <u>SAJEST</u> , 3(2):34-45. [Abstract in the ERIC database, ref. no. 89561234.]

## Dictionary

APA Style	Harvard Style
Title: subtitle. Edition. (Date). Place: Publisher. <b>Example:</b> Shorter Oxford dictionary. (9th ed.) 1993. Oxford: OUP.	<i>Title: subtitle.</i> Edition. Date. Place: Publisher. <b>Example:</b> <i>Shorter Oxford dictionary.</i> 9th ed. 1993. Oxford: OUP.

### Encyclopaedia – author indicated

APA Style	Harvard Style
Author. Date. Title article. Title of encyclopedia, volume of encyclopedia, page reference. <b>Example:</b> Masauso, X. (2010). Rock rabbit. BUSE encyclopaedia of wild animals, 17:152-177.	Author. Date. Title article. <i>Title of encyclopaedia</i> , volume of encyclopaedia, page reference. <b>Example:</b> MASAUSO, X. 2010. Rock rabbit. <i>BUSE encyclopaedia of wild animals</i> , 17:152-177.

## Theses and dissertations

APA Style	Harvard Style
Author. Date. Title of article. Title: subtitle. Place: Academic institution. Degree. [Format if other than print] <b>Example:</b> a) Chipa, O. (2010). The effectiveness of talkshows in promoting HIV and AIDS awareness amongst young adults. Bindura: BUSE. B Sc-Counselling. [CD-ROM]. b) Jari, D. M. (2010). Undergraduate students' attitudes towards electronic information services. Unpublished master's thesis, University of Zimbabwe, Harare, Zimbabwe.	Author. Date. Title of article. <i>Title: subtitle.</i> Place: Academic institution. Degree. [format if other than print] <b>Example:</b> a) Chipa, O. 2010. <i>The effectiveness of talkshows in promoting HIV and AIDS awareness amongst young adults.</i> Bindura: BUSE. (B Sc-Counselling). [CD-ROM]. b) Jari, D. M. 2010. <i>Undergraduate students' attitudes towards electronic information services.</i> Harare, Zimbabwe. University of Zimbabwe. (MSc-thesis.)

## Video

APA Style	Harvard Style
Title: subtitle. Date. Place: Publisher. [format]. <b>Example:</b> a) The road to freedom. (1981). Harare: New Ziana. [Video recording] b) Home sweet home. (2011). Producer, Cole Mudiwa; director, Asa George.	<i>Title: subtitle.</i> Date. Place: Publisher. [format] <b>Example:</b> a) <i>The road to freedom.</i> 1981. Harare: New Ziana. [Video recording] b) <i>home sweet home.</i> 2011. Producer, Cole Mudiwa; director, Asa George.

Bindura: GIG Films. 1 DVD (VHS) (129 mins). [Video recording]	Bindura GIG Films. 1 DVD (120 mins). [Video recording]
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## Internet

APA Style	Harvard Style
<p>Author. (Date - last updated). Title of website. [Electronic document]. URL (Internet address). Date you accessed the site.</p> <p><b>Example:</b> Kapuya, G. (2010). ILS training in colleges. [WWW document]. URL <a href="http://www.ils.ac.zw">http://www.ils.ac.zw</a>. 30 May 2011.</p>	<p>Author. Date (last updated). <i>Title of website</i>. [Online]. Available: URL (Internet address). [Date you accessed the site].</p> <p><b>Example:</b> KAPUYA, G. 2010. <i>ILS training in colleges</i>. [Online]. Available: <a href="http://www.ils.ac.zw">http://www.ils.ac.zw</a>. [30 May 2011].</p>

## Interview

APA Style	Harvard Style
<p>Name of person interviewed. (Date). Description of interview with day, month and year. [format]</p> <p><b>Example:</b> a) Foya, E. (2009). Interview with the author on 6 May 2009. Harare. [Cassette recording in possession of author] b) T. Mangoma (personal communication. April 5, 2011).</p>	<p>Name of person interviewed. Date. Description of interview with day, month and year. [format]</p> <p><b>Example:</b> a) FOYA, E. 2009. Interview with the author on 6 May 2009. Harare. [Cassette recording in possession of author] b) MANGOMA, T. 2011. [Personal communication]. April 5 2011.</p>

## Television broadcast

APA Style	Harvard Style
<p>Name of producer. (Title of producer). (Date). Title programme. Place: Broadcast service. Month and day.</p> <p><b>Example:</b> Chiriseri, H. (Executive Producer). (2006, June 4). Sunday edition. Harare: Zimbabwe Television.</p>	<p>Name of producer. (Title of producer). Date. Title programme. Place: Broadcast service. Month and day.</p> <p><b>Example:</b> <i>Sunday edition</i>. 2006. Harare: Zimbabwe Television. June 4.</p>

## **LIBRARY SERVICES**

### **13.1 Electronic resources training**

The Library offers electronic resources training to all its patrons. This is done in an effort to equip users with the required skills to locate and retrieve information electronically. E-resources training is done by Faculty Librarians. The library holds e-resources workshops at least twice a year. Faculty representatives, Lecturers and students can arrange for e-resources training with their Faculty Librarians.

### **13.2 Inter Library Loan (ILL)**

- Interlibrary loan service is a resource sharing service whereby a patron of one library can borrow books that are owned by another library.
- Patrons make requests with their local library, which, acting as an intermediary, identifies owners of the desired item, places the request, receives the item, makes it available to the user, and arranges for its return.
- The lending library sets the due date and overdue fees of the material borrowed.

#### **13.2.1 How to access the ILL facility**

1. See the Reference Librarian, who will fill in the request form for the required resource.
2. The owning library responds by sending the requested material to the borrowing library or supplies a reason why it cannot meet the request.

### **13.3 Research Assistance**

All Faculty Librarians are available by appointment to assist both staff and students with in depth research questions. To schedule an appointment please call or e-mail your Faculty Librarian as listed in the personnel section in this handbook.

## **GETTING ACCESS TO COMPUTERS**

In order to gain access to library computers, users should be registered members of the library. They should also be registered in the computer booking system. All library users are allowed a maximum of 60 minutes per day on the computers.

## **REPROGRAPHY SERVICES**

### **15.1 Photocopying**

The Library offers photocopying services for a fee. Please enquire at the reference desk for more information.

## **15.2 Binding**

The Library offers spiral binding services for a fee. Please enquire at the PA's office for more information.

### **EXTENSION SERVICES**

The Library provides materials and services outside the library's regular service centres. Library extension services include offering Library materials and services to the following:

#### **16.1 Affiliate Colleges**

The Library also allows affiliate colleges to borrow a maximum of 10 books for a period of one month.

#### **16.2 Training of school librarians and affiliate colleges librarians–**

The Library also provides basic training to school librarians and affiliate college librarians on how to start and manage a basic school or college library.

#### **16.3 External users/ Approved readers**

Unregistered users who are not Bindura University students or staff can use Library resources upon payment of a fee.

### **REFERENCES**

Pearsall, J & Trumble, B (1995) The Oxford reference dictionary, Oxford University Press, Oxford.