

Catholic University of Zimbabwe



Finding Information Resources

Library Handbook  
CUZ Library

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## Library Services

The Catholic University of Zimbabwe gives you access to the following services:

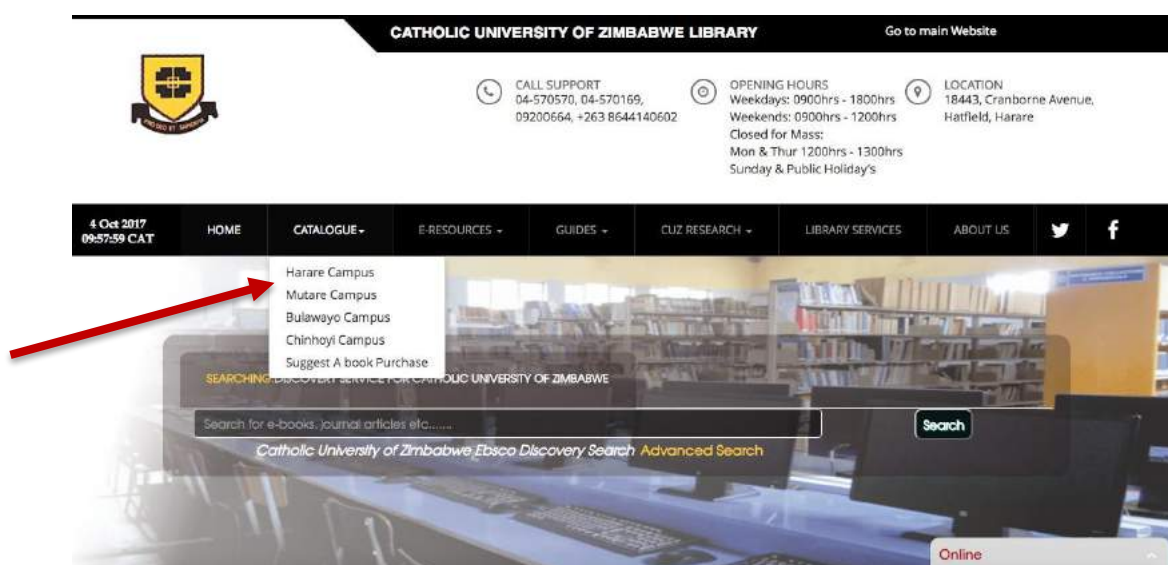
- OPAC (Web based Public Access Catalogue)
- E-Resources (E-books and E-Journals)
- Circulation of Print Resources
- Reference Services
- Printing/Photocopying and Binding

## Finding Print Based Information Resources

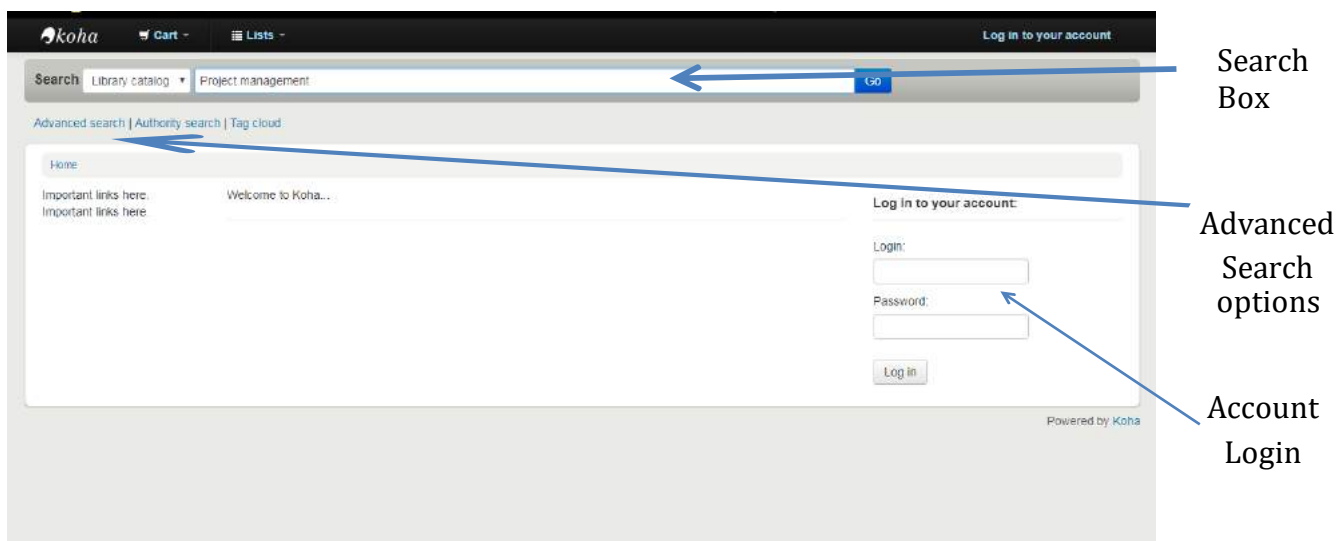
In order to be able to find what we offer in our print resources collection you need to use the OPAC. Our Mandarin Oasis (Harare) or SLiMS (Satellite Campuses) Web based catalogues are a collection of all the books that the Catholic University of Zimbabwe has.

## Using the Catalogue-Harare Campus

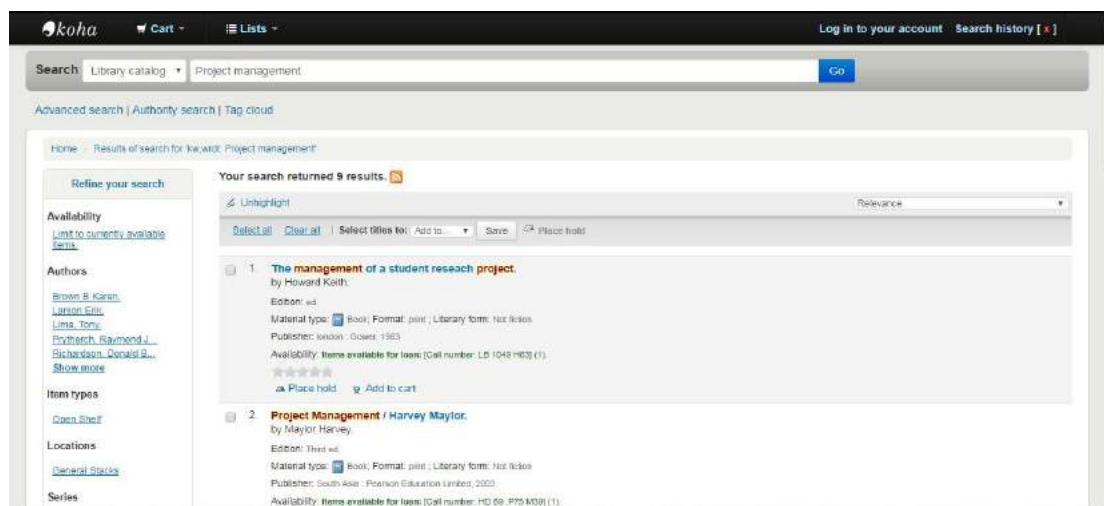
1. Open the CUZ library website – <http://library.cuz.ac.zw/>
2. Locate the Catalogue Tab from the website and click Harare on the drop down menu



- From the CATALOGUE dropdown menu select Harare, which will bring you to the page below:



- You may search for a print resource from the library catalogue (OPAC), by author, title or subject. Therefore enter a search term in the search box, then click search or enter when you are done. For more search options, click advanced search and choice a search criteria of your choice.
- The result list page follows, which lists all the resources available in the catalogue relevant to your search. In the instance below there is one book on the subject project management identified.

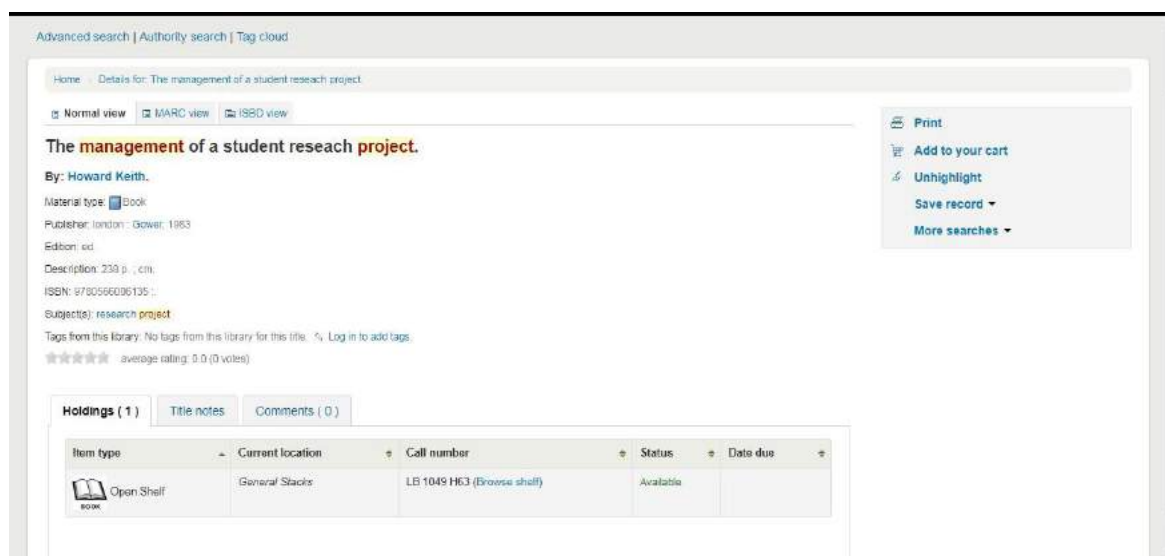


- In order to see the details and availability of that book click on “Its Title”, which displays the page below. On this page you are able to :
  - Know the book location within the library, in this case “Open Shelf”.
  - Obtain the book’s “Call Number”, which is the address of the book, which will help you to locate and retrieve the book from the appropriate location.

**Please note our library uses the Library of Congress Classification which arranges books in alphabetic order. (See the CUZ Library Guide to the Library of Congress Classification System).**

6.3. It gives you the status of the book, that is whether or not it is in the library or has been loaned

6.4. If you are logged into your account, you can also know when the book is expected to be returned to the library.



7. If your selected book is in stock, copy the Call Number, look for the book from the shelf and then proceed to check out at the circulation desk.

## Accessing e-Resources at CUZ

The Catholic University of Zimbabwe Library gives access to e-resources in the form of:

- E-databases
- E-books
- E-journals
- And other electronic content

## Modes of accessing e-resources at CUZ

The CUZL offers access to e-resources that are either:

- Open access (freely available)
- Subscription based (fee based)

## Open Access E-resources

There are several peer-reviewed open access e-resources that are accessible free of charge that we recommend. You are able to access these on campus or off campus for as long as you have access to the Internet.

A few we recommend include:

- Bookboon: [www.bookboon.com](http://www.bookboon.com)
- Directory of Open Access Books: [www.doabooks.org](http://www.doabooks.org)
- Directory of Open Access Journals: [www.doaj.org](http://www.doaj.org)
- Open Textbook Library: [www.openumn.edu](http://www.openumn.edu)
- Open Stax College: [www.openstaxcollege.org](http://www.openstaxcollege.org)
- Open BCC Campus: [www.openbcccampus.ca](http://www.openbcccampus.ca)

- Saylor: [www.saylor.org/books](http://www.saylor.org/books)

You may obtain the full list of E-resources we offer from our website as well as from the appendices section of this handbook.

### Subscription Databases

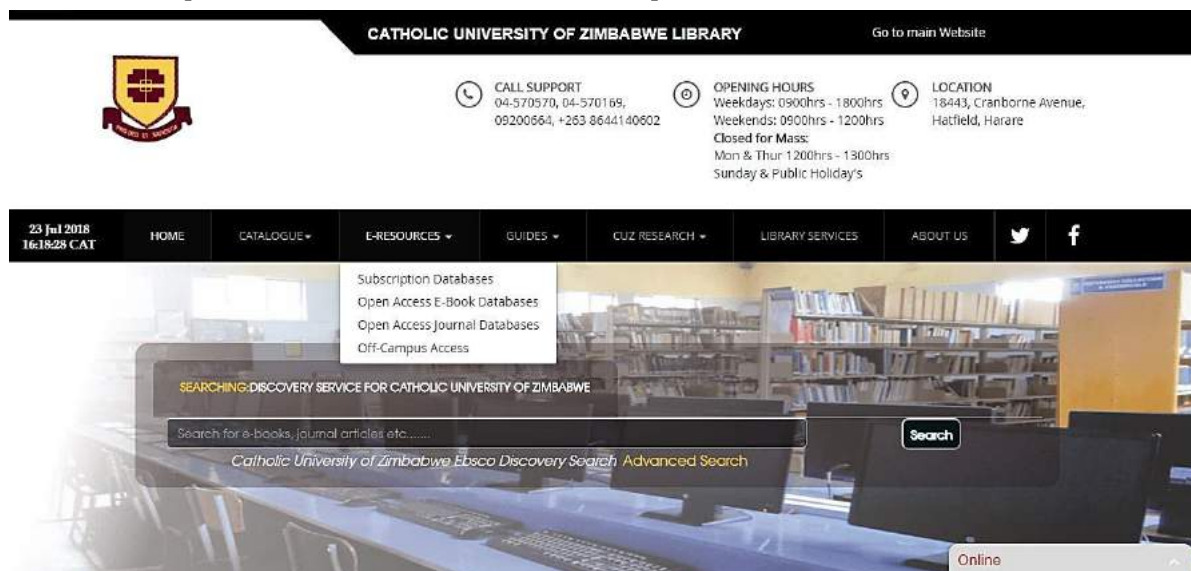
We also offer a number of high quality subscription based e-resources. These include:

- Annual Reviews: [www.annualreviews.org](http://www.annualreviews.org)
- Duke Journals: [www.dukejournals.org](http://www.dukejournals.org)
- EbscoHost Databases: [www.search.ebscohost.com](http://www.search.ebscohost.com)
- Geological Society: [www.lyellcollection.org](http://www.lyellcollection.org)
- IMF e-Library: [www.elibrary.imf.org](http://www.elibrary.imf.org)
- JSTOR: [www.jstor.org](http://www.jstor.org)
- Oxford University Press: [www.oxfordscholarship.com](http://www.oxfordscholarship.com)
- Policy Press: [www.ingentaconnect.com](http://www.ingentaconnect.com)
- Project Muse: [www.muse.jhu.edu](http://www.muse.jhu.edu)
- Springer Link Journals: [www.link.springer.com](http://www.link.springer.com)
- Taylor and Francis E-books: [www.tandfebooks.com](http://www.tandfebooks.com)

### Finding E-resources subscribed to by CUZ

In order to locate e-resources subscribed to by CUZ, you may go directly to the list of e-resources and follow the links... if you know the database you want.

From the Library's Home Page, click on E-resources Tab, then select Subscription Databases, Open Access E-book Databases or Open Access Journal Databases:



The following Page opens when you select Subscription Databases. To access a specific database click on the URL Link.

**Publication Access Url Subject Coverage****Subscription Databases**

Publication	Access Url	Subject Coverage
EbscoHost Research Database	search.ebscohost.com	Multidisciplinary, Business, Education.
Ebook Central	ebookcentral.proquest.com	The Collection of Books from Varied International Libraries.
Emerald Management	<a href="http://www.emeraldinsight.com">www.emeraldinsight.com</a>	Accounting, Finance & Economics, Business, Management & Strategy Education, HR, Learning & Organization Studies, Health & Social Care, Information & Knowledge Management, Library Studies, Marketing Operations, Logistics, Quality Property Management & Built Environment, Public Policy & Environmental Management, Tourism & Hospitality Management .

Online

URL

Alternatively you may use a one point search tool known as the Ebsco Discovery Service.

### Ebsco Discovery Service

- It is a one point search tool
- Provides users with a seamless “Google like” search experience for academic e-resources
- Gives a fast response

### How to access Ebsco Discovery Service at CUZ

1. Find “Ebsco Discovery Search Box ” link on the Home Page of the CUZ Library website: <http://library.cuz.ac.zw/>

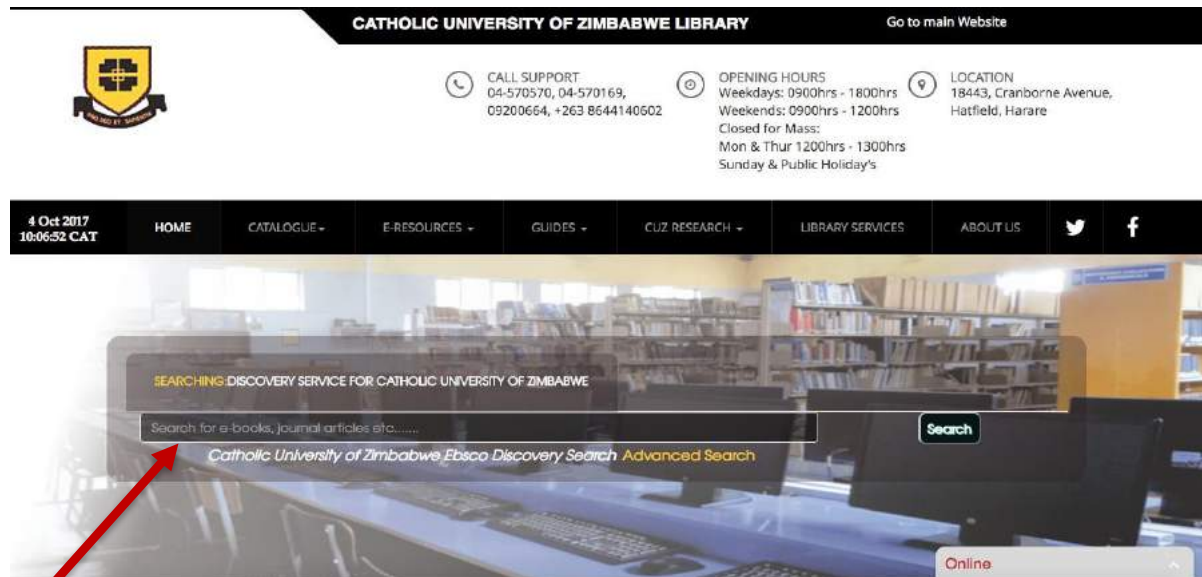
EBSCO  
Discovery  
Search Box

2. Or type the following webaddress: [search.ebscohost.com](http://search.ebscohost.com) and find Ebsco Discovery Service Link

Both methods open up the following Ebsco Discovery search box:

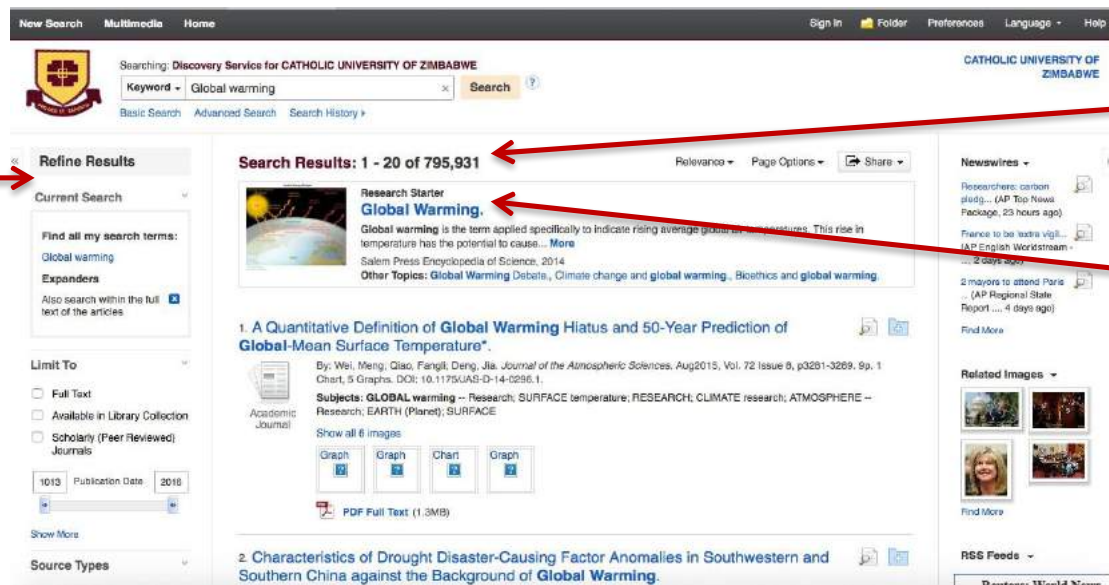
### Searching for E-resources using the Ebsco Discovery Service

It enables you to search for eBooks, journals, articles and more that are subscribed to by CUZ and its partners.



3. Enter your key search term/s or keywords e.g. "Global warming" and click search
4. This brings the result list of all available resources related to your search as shown in the figure below:
  - The results are sorted by their relevance to your keywords/ key terms

You can refine your results using this column



Search Results

Research Starter



## Results page features

### Refine Result

On this column you can refine your results further by applying limiters under “Limit” or use available facets such as “source, type, Subject and Geography”. For example you can refine your results to show “EBooks” only and the refined result list will be as below, showing 39424 eBooks available on Global Warming:

The screenshot shows a search results page for the keyword "Global warming". The search is performed on the Discovery Service for the Catholic University of Zimbabwe. The results are refined to eBooks, showing 1 - 20 of 39,424 results. The first result is "New Developments in Global Warming Research" by Lucero, Olivia C., Keyes, Carter B., Hauppauge, New York : Nova Science Publishers, Inc., 2013. The second result is "Encyclopedia of Global Warming & Climate Change" by Phillander, S. George. Thousand Oaks, Calif. : SAGE Publications, Inc., 2012. The page also includes a sidebar with "Refine Results" options, a "Limit To" section, and a "Source Types" dropdown menu.

### Result List

The result list displays all the content (books, eBooks, journals, articles, video clips related to your search). Without refining the results, the initial search for information resources on “Global Warming” produced 795931 results.

The screenshot shows a search results page for the keyword "Global warming". The search is performed on the Discovery Service for the Catholic University of Zimbabwe. The results are not refined, showing 1 - 20 of 795,931 results. The first result is "Research Starter Global Warming" from the Salem Press Encyclopedia of Science, 2014. The second result is "A Quantitative Definition of Global Warming Hiatus and 50-Year Prediction of Global-Mean Surface Temperature\*" by Wei, Meng; Qiao, Fangli; Dang, Jia. The page also includes a sidebar with "Refine Results" options, a "Limit To" section, and a "Source Types" dropdown menu.

### Research Starters

At the top of the list of results, there may be a research starter which is given. This is a short summary giving an overview of the subject key terms you will have entered. A research starter:

- Provides citable, authoritative summary articles based on key academic terms
- Relevant articles appear at the top of the result list as they are related to your keyword search
- Includes links to relevant articles, images, videos and Audio clips
- Has content that has been curated from high quality sources including Salem Press, Encyclopedia Britannica and others

### Navigating an E-resource

If you decide to read a particular book from the result list, click on the title which can take you to the navigation pane or click on the table of contents to see the contents and go directly to the chapter you desire.

Follow  
Title  
Link

3. **Environmental Change, Climate, and Health : Issues and Research Methods**  

 By: Martens, Willem Jozef Meine; McMichael, A. J. Cambridge, UK : Cambridge University Press. 2002. eBook., Database: eBook Collection (EBSCOhost)

**Subjects:** HEALTH & FITNESS / Diseases / Contagious; MEDICAL / Infectious Diseases; Environmental health; Environmentally induced diseases; Social medicine

 [PDF Full Text](#)

eBook

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Save/email/cite/export  
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navigation  
pane

Result List    New Search    Sign In    Folder    Help

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<< Environmental Change, Climate, and Health : Issues and Research Methods

 **Author:** Martens, Willem Jozef Meine, McMichael, A. J. **Date:** 2002 [Detailed Record](#)

Cover

Hall-title

Title

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Contributors

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1 Global environmental changes: anticipating and assessing risks to health

2 Historical connections between climate, medical thought and human health

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**Monitoring the health impacts of global climate change**

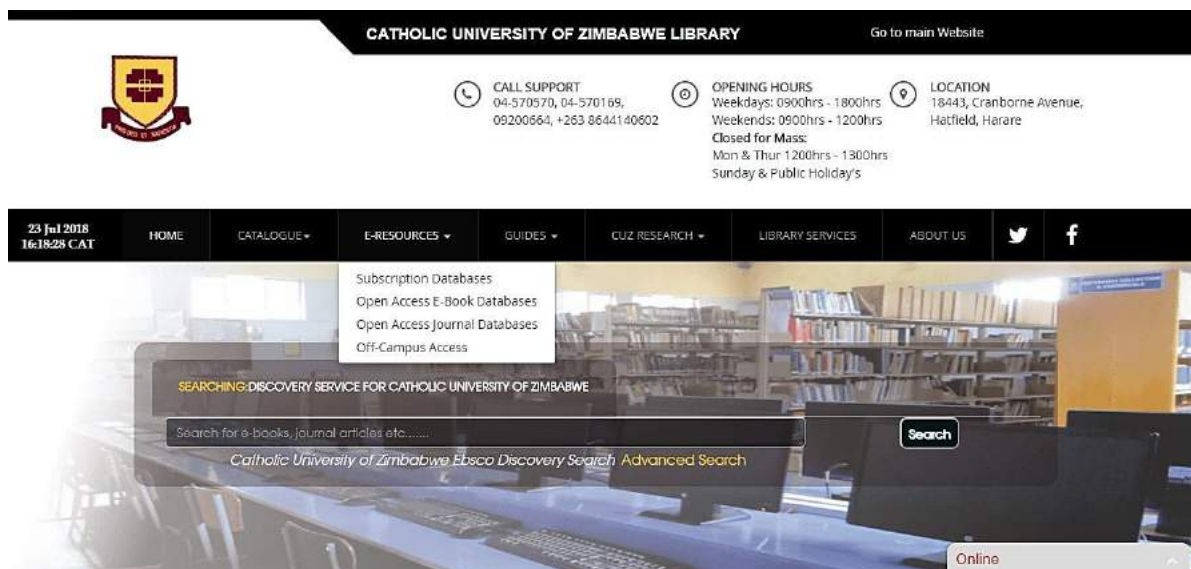
DIARMID H. CAMPBELL-LENDRUM, PAUL WILKINSON,  
KATRIN KUHN, R. SARI KOVATS, ANDY HAINES,  
BETTINA MENNE & TERRY W. PARR

10 Monitoring the health impacts of global climate change

Book  
display  
page

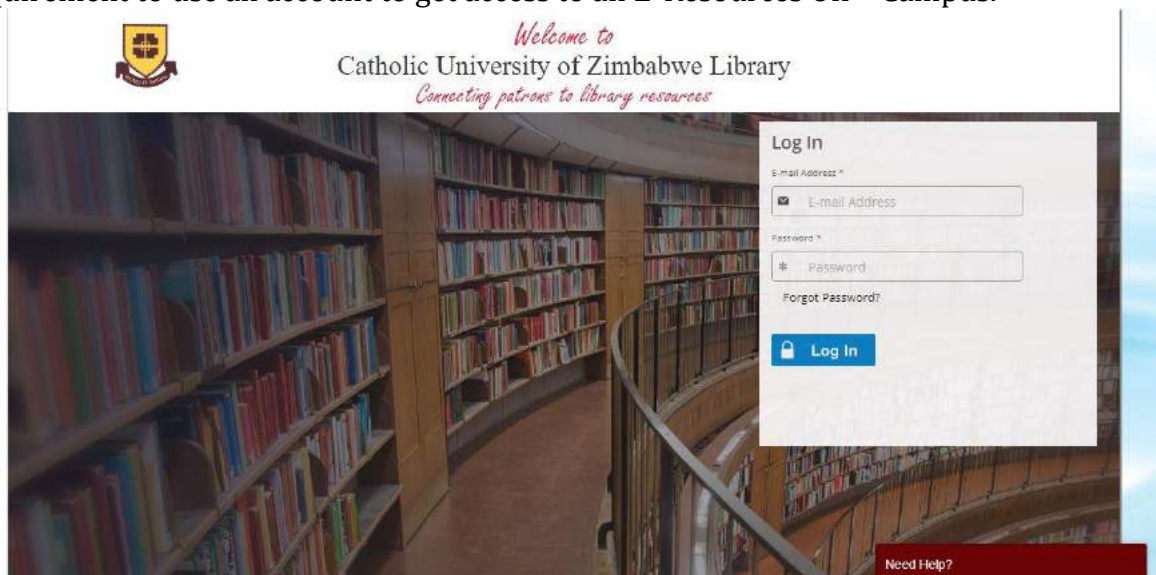
## Off- Campus Access – CUZ e-Library

If you are off campus, Go to E-Resources Tab and click on the **Off – Campus Access** link which should take you to our Off Campus Site CUZ e-Library, available for use 24/7.



## Steps to Using CUZ e-Library

Please take Note that Credentials are required to access the Site, hence it is a requirement to use an account to get access to all E-Resources Off – Campus.



## How to Login for the first time?

1. The library Administration will create an account for you and an Email will be sent to your mailbox requesting you to follow a link to setup a password for your account. A Video Guide is available at <http://library.cuz.ac.zw/videos.php>, with full instructions on setting up the password.

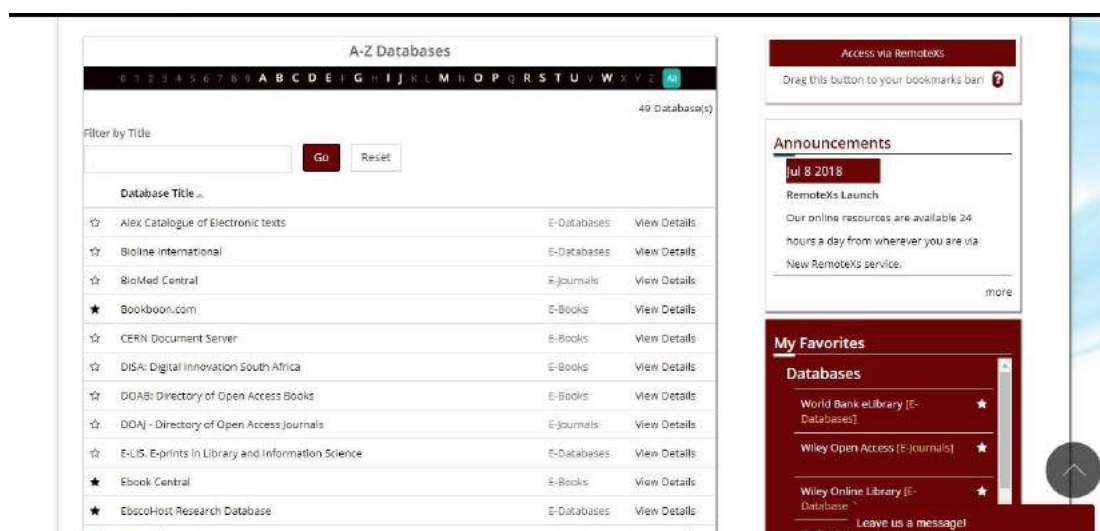
**NB: Your password should meet the Requirements indicated.**

2. After creating your password, you will be logged in and redirected to the Home Page.

Ebsco  
Discovery  
Search Box



3. The Search Box Above by default brings out search results from the Ebsco Discovery Service as illustrated above. Choose Site Search button to search to filter all available databases to a subject area of your choice.
4. The list view for all databases is found by clicking the List view link.



5. To add your favorite Database to **My Favorite** section for quick access, click on the star at the start of the database.

**NB: Contact the Library staff or send an email on [cuzlibrary@cu.ac.zw](mailto:cuzlibrary@cu.ac.zw) for assistance or if you have any issues.**