

## UFS Library Mobile App Guide

### Table of Contents

UFS Library Mobile App Guide .....	1
How to install the Mobile App .....	2
How to search the Kovskyecat .....	3
How to change a resource format type .....	5
How to login to your library account .....	9
How to change the home page preferences .....	14
How to change the home page layout .....	16
How to use the Scan ISBN Barcode function .....	18
How to access the “Ask a Librarian” form .....	20
How to access my library account .....	21
How to access electronic resources .....	22
How to access library hours .....	24
How to access our social media platforms .....	26
How to access library news .....	27
How to access library events .....	28



## How to install the Mobile App

### For Android devices:

1. Go to the **Google Play store** in your browser, and search **UFS Library Mobile App**.
2. Select **UFS Libraries** and click **Install**.



3. The app will download and install.

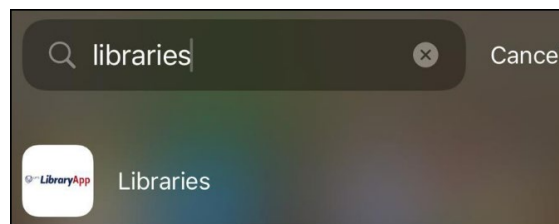
### For IOS devices:

1. Go to the **App store** in your browser, and search **UFS Library Mobile App**.
2. Select the **Kovsies - UFS Library Mobile App** and click **Open**.

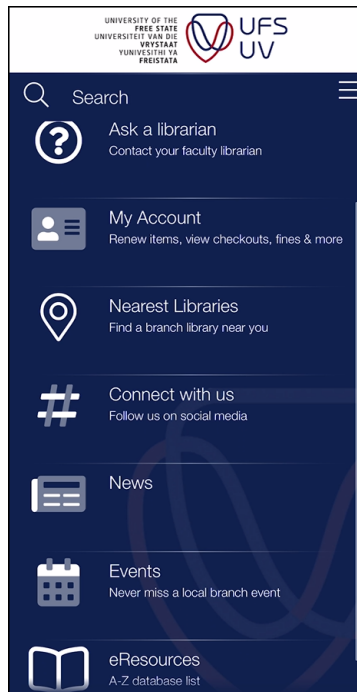
### For Huawei devices:

1. Download the app at <https://app.solus.co.uk/us.sol.UFSLibraries>.
2. Select **"Android"** as the platform.
3. Select the first version which is the latest version (i.e., Install (v202201601))

Once the App is downloaded, search for **"Libraries"** on your app library.

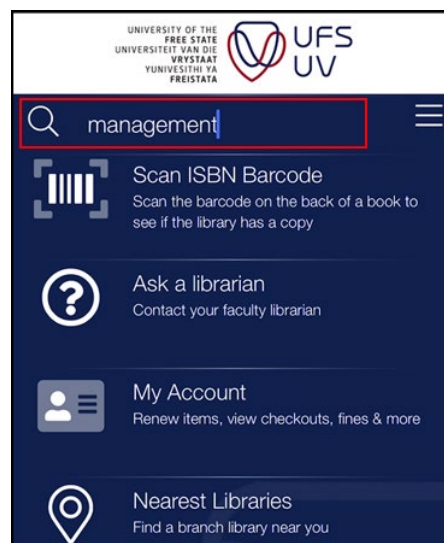


The following window will display

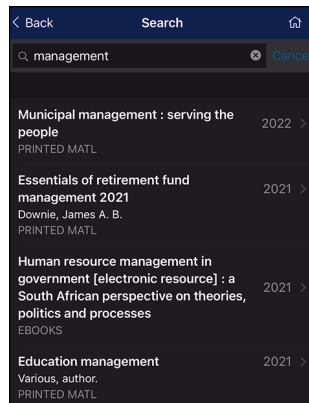


### How to search the Kovskyat

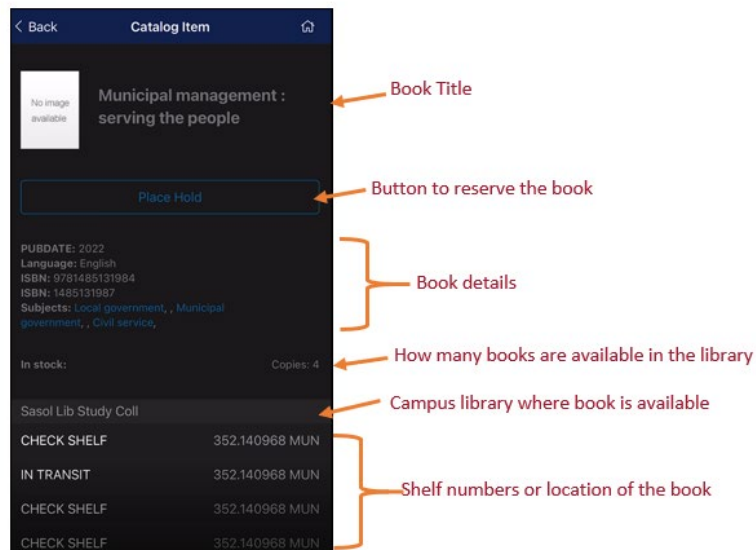
- Type a keyword in the search function.
- Press Enter.



A list of resources will display as shown below:

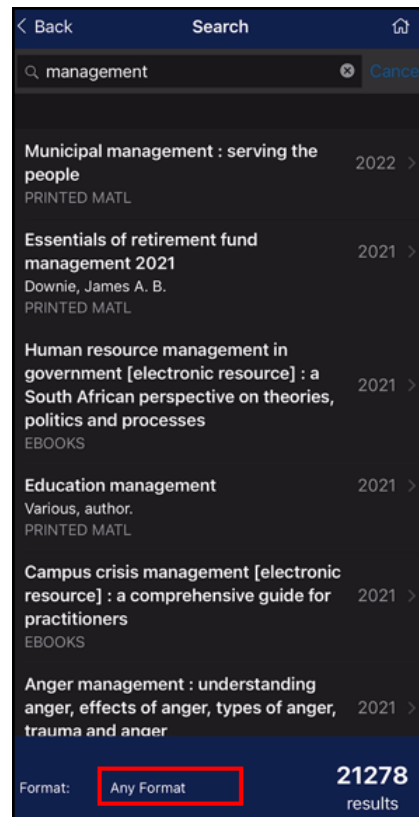


Click on a book title and the book details will display:

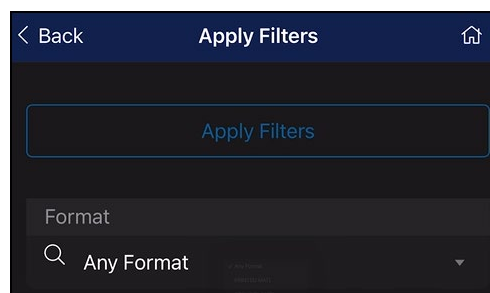


## How to change a resource format type

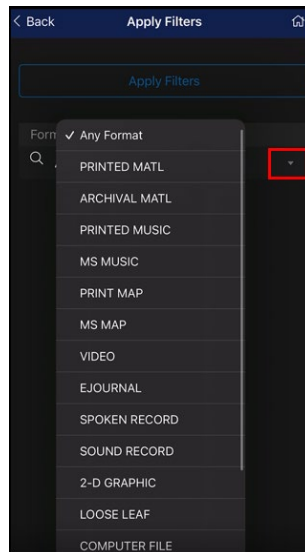
- Click **Any format** to specify a resource format type.



The following window will display:

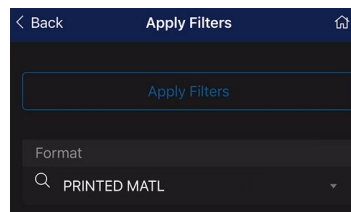


Click the drop-down list and scroll to select a format type:

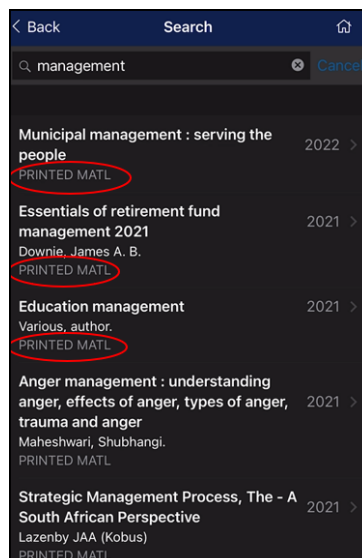


In this, example the format type “Printed MATL”, which means printed material, is selected.

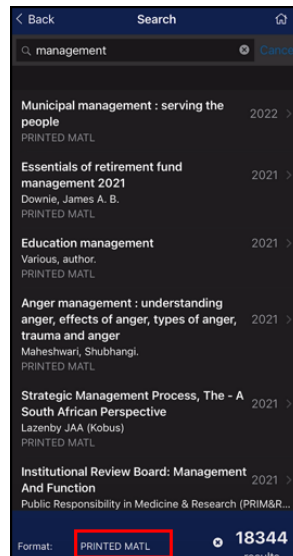
- Click **Apply Filters** to apply the changes.



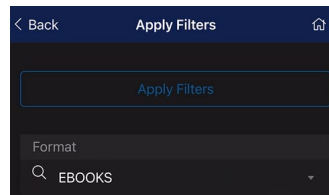
Only the “Printed Materials” from the results list will display.



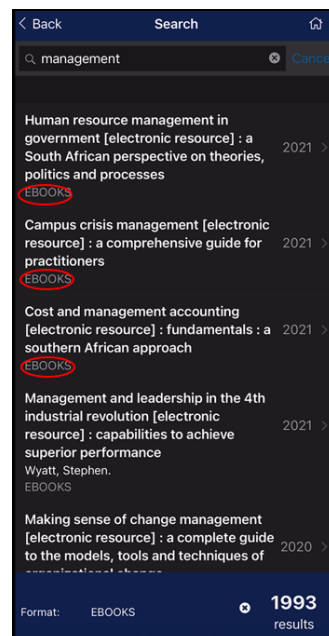
Click **Any format** again to change the format type “PRINTED MATL” to another format type.



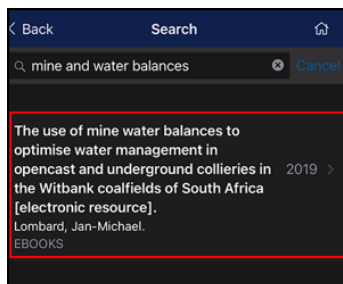
- Select the format type “**EBOOKS**” from the drop-down list
- Click **Apply Filters** to apply the changes.



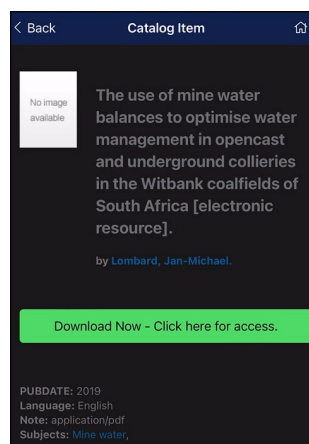
Only the electronic books or e-books from the results list will display.



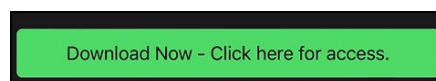
- Click on an e-book title.



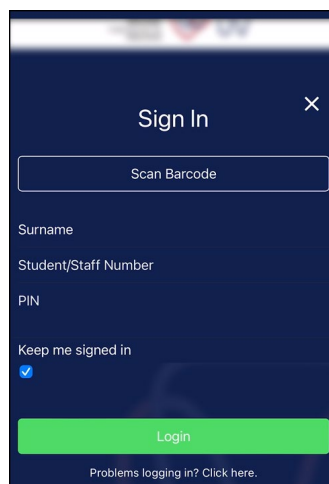
- The e-book details will display.
  - **Note:** You can only download an e-book once you have logged into your library account. See “How to log into your library account” below.



- Click the “**Download Now- Click here for access**” button to open the e-book.



The following login screen will display if you are not logged in:





## How to login to your library account

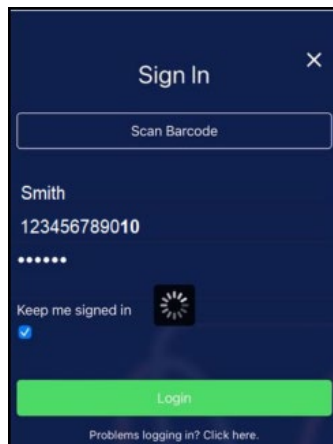
Your library login credentials are different from your UFS or Blackboard login credentials. For access to your library account, you will log in using your surname, your student number with 10 added to the end/staff number with 01 added to the end, and a PIN.

When using the mobile app there are two login options for your library account:

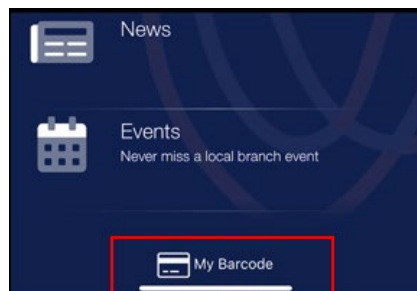
1. **Options 1:** Manually type in your credentials.
2. **Option 2:** Click the **Scan Barcode** button.

### Option 1:

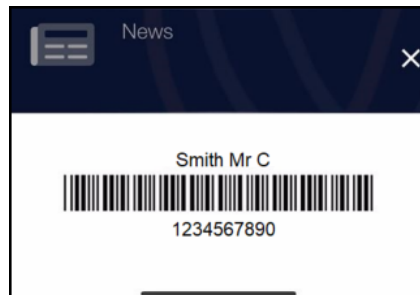
1. Manually type in your credentials.
  - **Note:** Enter your student number ending with a 10 or staff number ending with a 01
2. Click **Login**.
  - Remember: Your library pin is different from your UFS or Blackboard password.
  - To reset your library pin, click “**Problems logging in? Click here**”.The link will redirect you to <https://wagtail.ufs.ac.za/pinreset> to reset your PIN.



3. Once you are logged in, you will be able to see your student or staff barcode at the bottom of your home page.
  - You can use this function to check in and check out books at the Circulation desk.

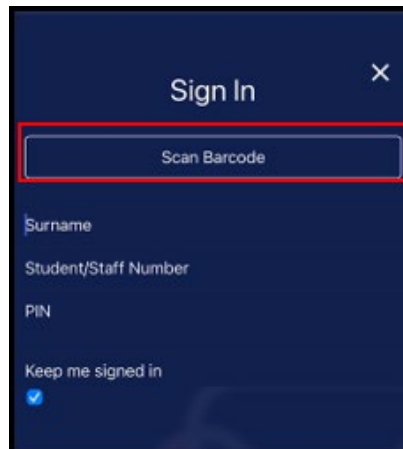


- Click **My Barcode**.



### **Option 2:**

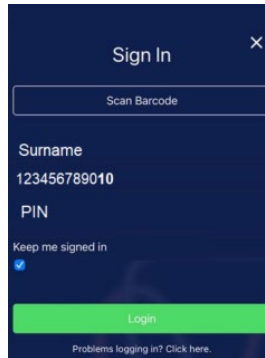
1. Click the **Scan Barcode** button.
  - **Note:** This function allows you to scan your student or staff card barcode using the QR code scanner of your mobile device.



2. Place your student card underneath your mobile device to scan the barcode.



3. Once the barcode information is captured, the following screen will display:
  - **Note:** Your student or staff number will be automatically captured and appended with a 10 (if you are a student) or 01 (if you are a staff member) at the end.  
*You will need to manually type in your Surname and PIN.*



Sign In

Scan Barcode

Surname  
123456789010

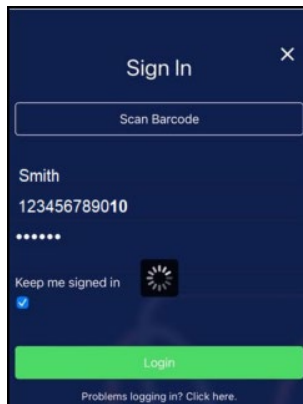
PIN

Keep me signed in  
☒

Login

Problems logging in? Click here.

4. Once you have typed in your surname and pin, click **Login**.



Sign In

Scan Barcode

Smith  
123456789010  
.....

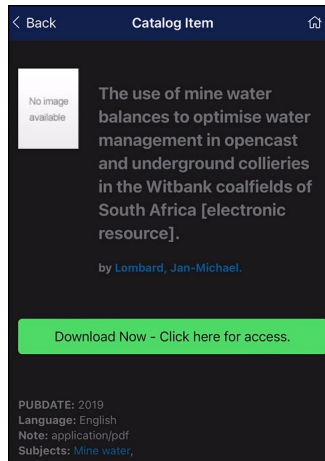
Keep me signed in  
☒

Login

Problems logging in? Click here.

You will now be navigated back to the e-book details to download the book.

- **Note:** Please remember to regularly check your mobile device's storage space.



< Back Catalog Item

No image available

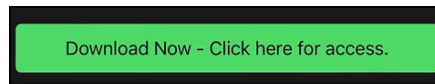
The use of mine water balances to optimise water management in opencast and underground collieries in the Witbank coalfields of South Africa [electronic resource].

by Lombard, Jan-Michael.

Download Now - Click here for access.

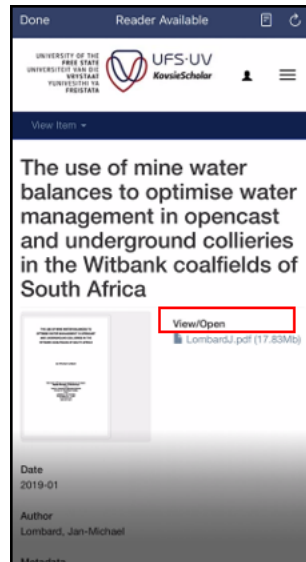
PUBDATE: 2019  
Language: English  
Note: application/pdf  
Subjects: Mine water,

- Click the “**Download Now- Click here for access**” button.



The e-book opens.

- Click **View/Open**.



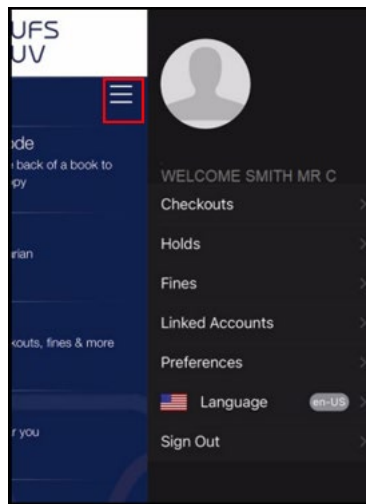
You can now read the e-book online or upload it to your mobile device.



Upload to your mobile device.

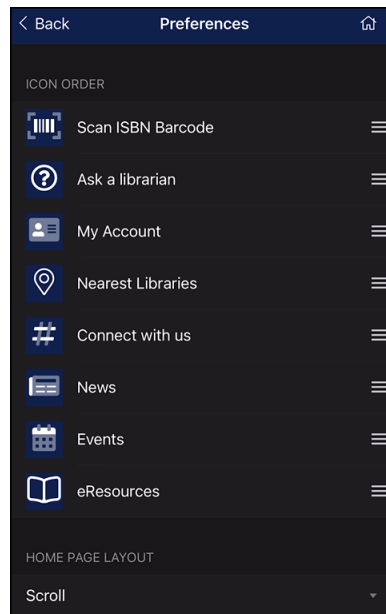
To view or manage your account, click the **hamburger menu** and your account details will display as shown below:

- You will be able to see all books you have checked out, books on hold (that you have reserved), fines against your name, linked accounts, and preferences.
- Linked accounts can be used when another patron permits you to manage their account on their behalf, for example when a student assistant helps a lecturer with their book checkouts and returns, or for an office collection.
- The default language is English.

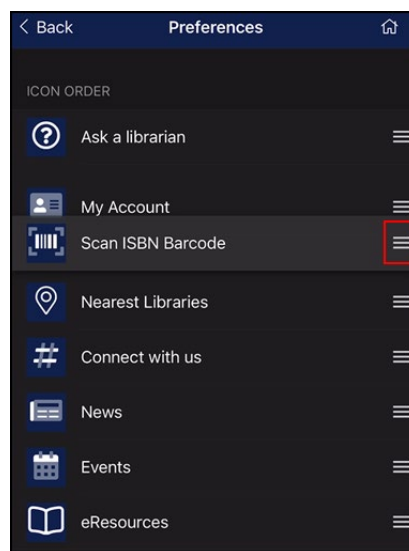


## How to change the home page preferences

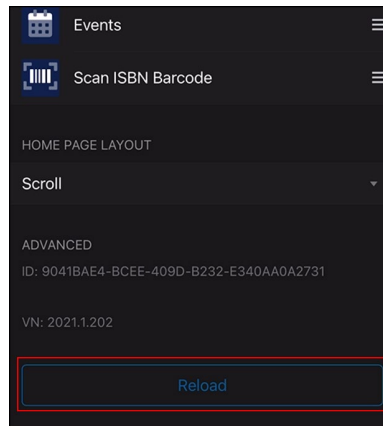
- Click **Preferences** in your account and the following window display.  
These are the items displayed on the home page or landing page of the app.



You have the option to drag and drop the menu items and move them around based on your user preferences. Press down the hamburger menu on the right-hand side to move items.

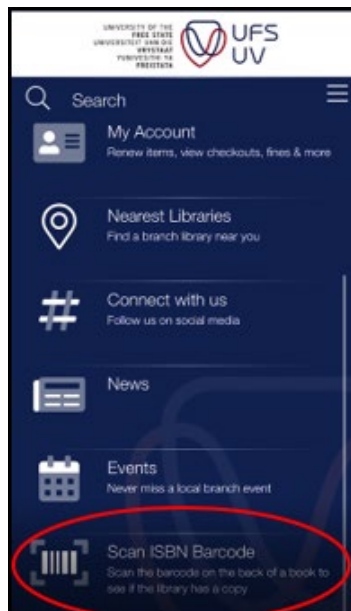


- Click the **Reload** button to apply the changes.



The changes are applied to the homepage of the app.

- You will now see that “Scan ISBN Barcode” which was the first item on the list is now the last item.

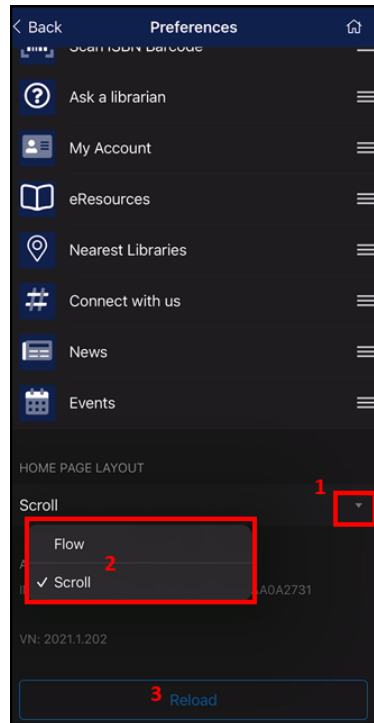




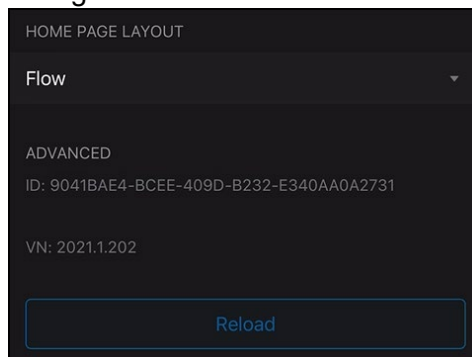
## How to change the home page layout

You also have the option to change the home page layout.

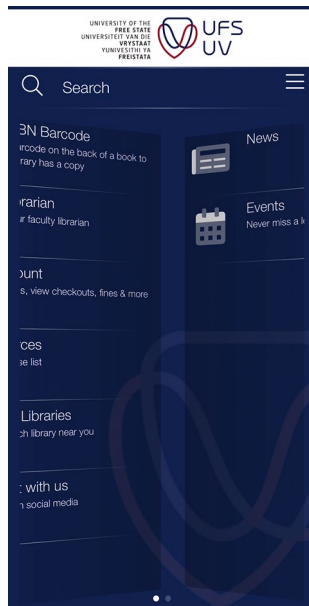
- Click the **drop-down list** under “Home page layout”.
- Choose between “Flow” or “Scroll”.
- Click **Reload** to apply the changes.



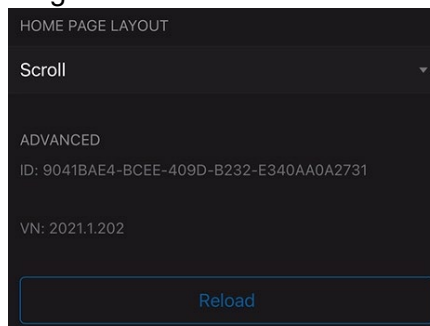
- In this example we selected Flow.
- Click **Reload** to apply the changes.



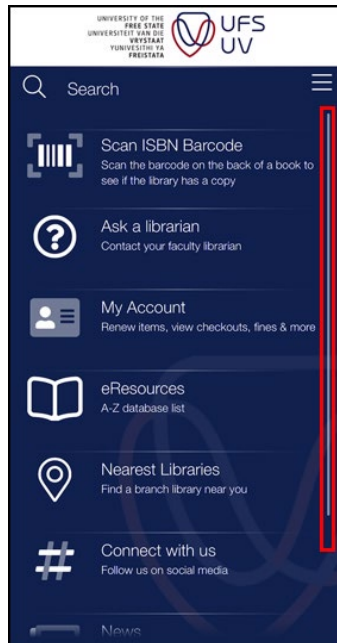
You will be able to navigate your home page screen from left to right and vice versa.



- In the next example we selected Scroll.
- Click **Reload** to apply the changes.

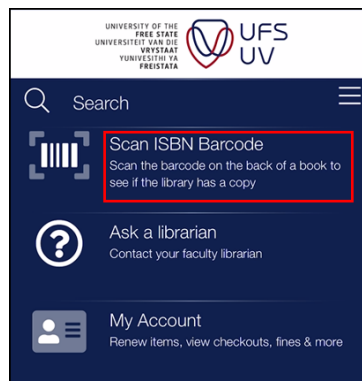


Now you will be able to navigate your home page screen by scrolling from top to bottom and vice versa, using the scroll function on the right-hand side.



## How to use the Scan ISBN Barcode function

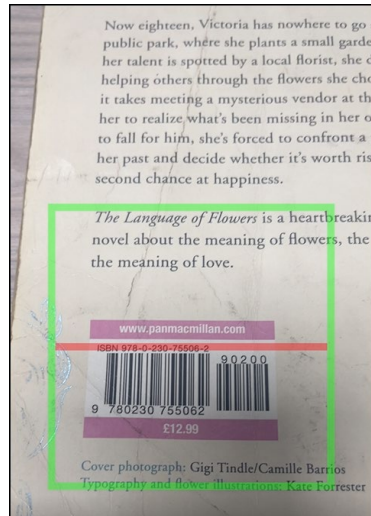
- Tap the **Scan ISBN Barcode** option.





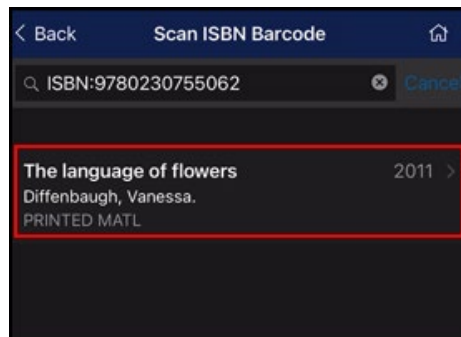
This function allows you to scan the ISBN barcode of a book using the QR code scanner on your mobile device. This function is useful when you are viewing a book in a bookshop or online and you would like to check if the title is already in one of our libraries.

- Place the book underneath your mobile device to scan the ISBN barcode.

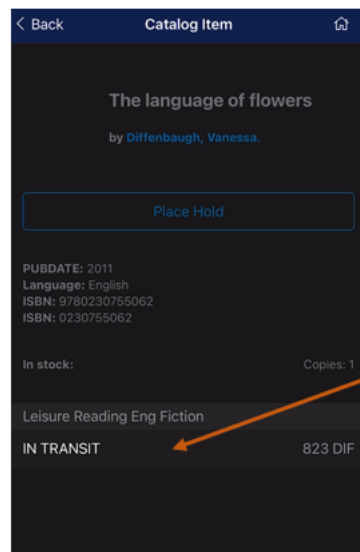


If the book is in one of our libraries, the details are displayed.

- Tap on the book title.



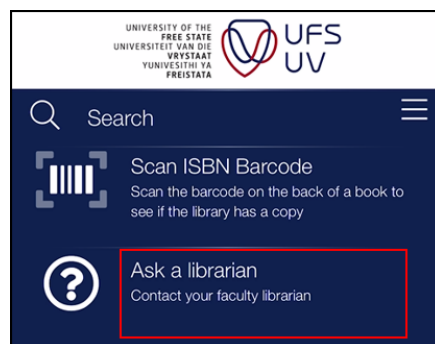
More details are displayed, e.g. the book availability (in this example the book is “In Transit”) and its location.



“IN TRANSIT” means that this book might belong to the Frik Scott library, but it has been checked in at the Sasol library. This period is called “In transit” because it needs to be checked in at the correct location.

## How to access the “Ask a Librarian” form

- Tap on the **Ask a librarian** option.





This function redirects to the Ask a Librarian form on our webpage and allows a user to ask their faculty librarian a question or make an inquiry as shown below.

**Library and Information  
Services Home**  
/

**Ask a librarian**

Name

Email address

Telephone number

Staff /  
Student number

Faculty

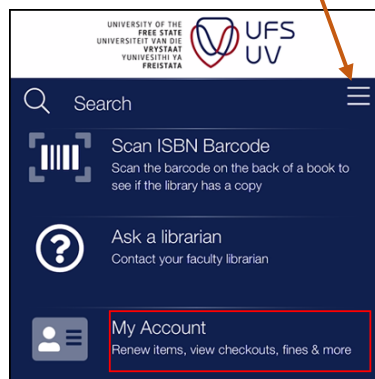
Course code /  
Department /  
Subject

Status  
☐ Undergraduate  
☐ Honours  
☐ Masters  
☐ Doctorate  
☐ Staff  
☐ Inter-disciplinary

Question

## How to access my library account

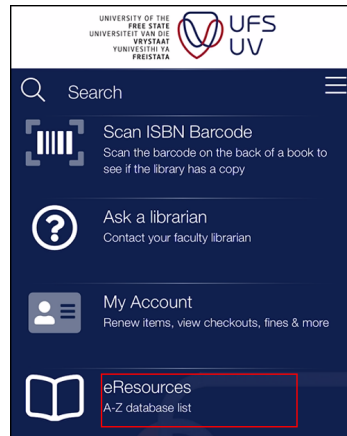
- Tap on **My Account**.
  - **Note:** This function allows you to manage your library account.
  - You can either tap on “**My Account**” or use the **hamburger menu** at the top right corner of your screen to access your account.
  - See [How to Login to your library Account](#).





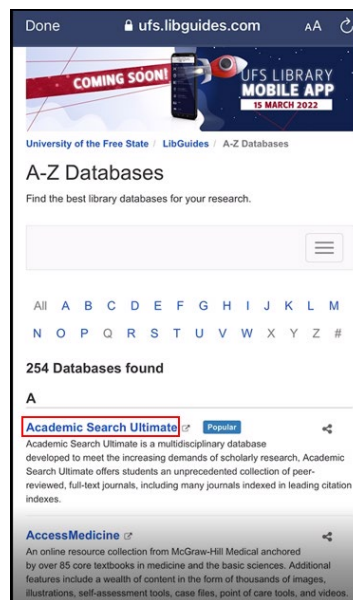
## How to access electronic resources

- Tap on the **eResources** option.



The A-Z Database list will display.

- Select the database you want to access, e.g. “**Academic Search Ultimate**”.





The following Microsoft screen will display.

- Click “**Click here**” if you are a registered UFS student or if you are a staff member.
- Only use the “**Alternative Login**” option at the bottom of the page if you **DO NOT** have a UFS username and password.

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA

UFS  
LIBRARY & INFORMATION  
SERVICES

Access to electronic resources

UFS Authentication

[Click here](#) to login with your UFS email and password.

- Note: Students use **studentnumber@ufs.ac.za** and NOT studentnumber@ufs4life.ac.za as their email.
- For support, call +27 51 401 2000 or email [ufs@service-now.com](mailto:ufs@service-now.com)

Microsoft

Sign in

**studentnumber@ufs.ac.za**

No account? [Create one!](#)

Can't access your account?

[Back](#) [Next](#)

Alternative login without UFS email?: [More information](#)

Please enter your user number:

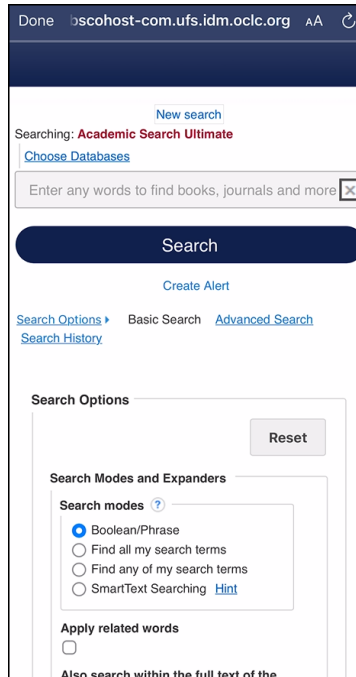
Please enter your password:

[Login](#)

You will be required to enter your UFS username and password.

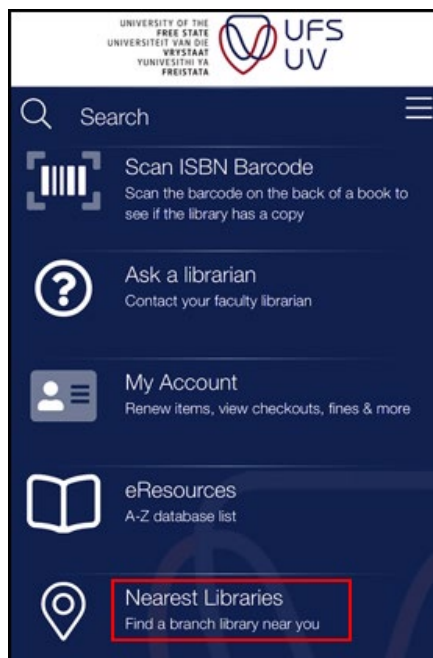
- **Important:** If you are a registered UFS student, your username will be studentnumber@ufs.ac.za (not studentnumber@ufs4life.ac.za).
  - Your password will be your Blackboard password.
- If you are a staff member, your username will be staffnumber@ufs.ac.za.
  - Your password will be your UFS password.

Once you are logged in, the selected database will display as shown below:

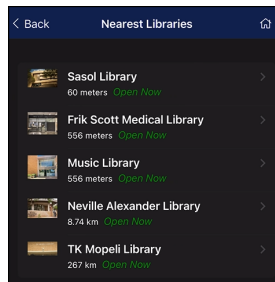


## How to access library hours

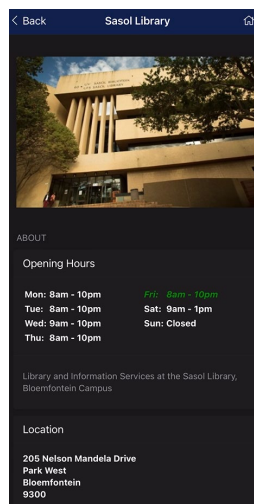
- Tap on the **Nearest Libraries** option.



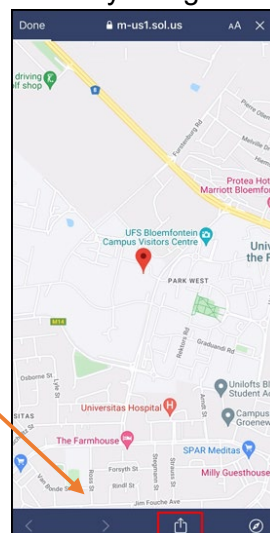
A list of campus libraries and their hours will display.



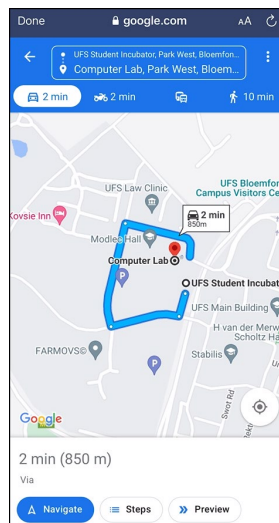
- Tap on **Sasol Library** to see the library hours, location, maps, and contact details.



- If you tap on **View on Map** the Google map and the Sasol Library location will display. You will also have the option to share the location by using the share icon.

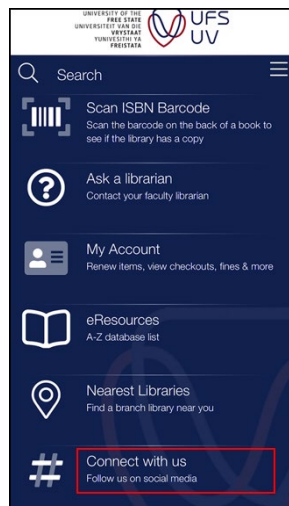


- Tap on **Get Directions** for directions to the Sasol library, as shown below:

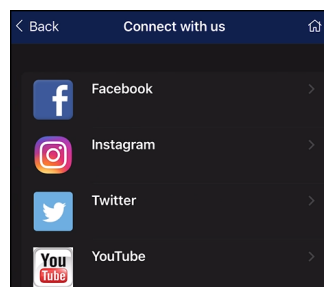


## How to access our social media platforms

- Tap on **Connect with us**.



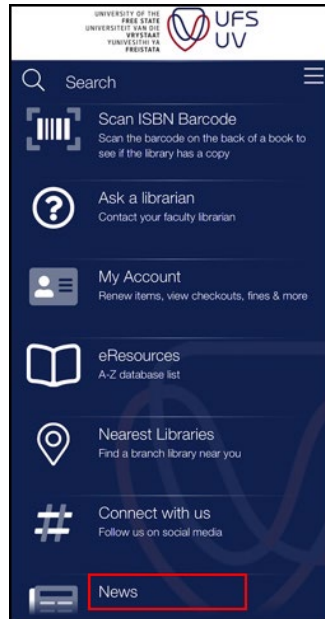
You will be able to connect with us on our Facebook, Instagram, Twitter, and YouTube pages.





## How to access library news


- Tap on the **News** option.



This function will redirect you to the Library's Latest News page on our library website.

**Library and Information  
Services Home**  
/  
**Latest News**

**UFS Sasol Library opening hours effective from  
21 February 2022**



**UFS Sasol Library operating hours effective from 21  
February 2022**

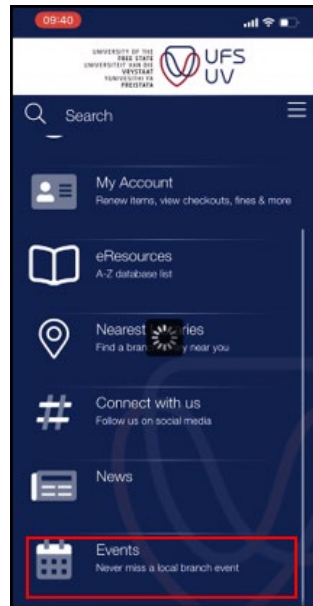
Please be advised of the Sasol Library hours with effect  
from **Monday, 21 February 2022:**

The hours are as follows:

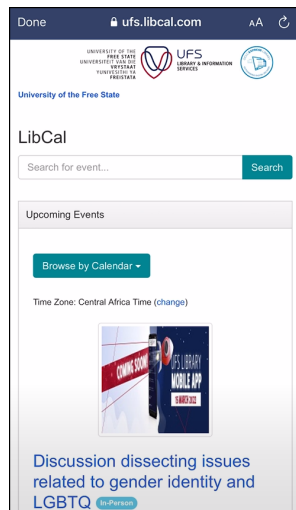
- Monday to Friday: open from 8:00 to 22:00

## How to access library events

- Tap on **Events**.



This function redirects to the LibCal (Library calendar) where you can view or register for any upcoming events in the library.



-----End-----