



Zimbabwe Parks and Wildlife Management

Authority Library

Mr. Mkhokheli Moyo is the librarian responsible for the management of all Zimbabwe Parks and Wildlife Management Authority Libraries within the Parks Estates in Zimbabwe. His assistant is Miss Vignia Mugadzaweta. His contact details are: (i) Work landline number: +263-4-707625-9 Ext. 138 (ii) Cell phone numbers: 263-912114601/263-23613207 and Email Address: mmoyo@zimparcs.co.zw

a) Head Office (Main Library)

Botanic Gardens
Corner Borrowdale Rd & Sandringham Dr.
Alexander Park, Harare.
Telephone: (04) 707625-9 or 792782/4/6-9

Other station libraries

b) Mushandike College of Wildlife Management library

P. O. Box 9036
Masvingo
(035) 2400

c) Lake Kariba Research Institute library

P. O. Box 2075
Kariba
(067) 2936/7

d) Boulton Atlantica Interpretation Centre library

P. O. Box CY140
Causeway
Harare
(062) 25977

e) Hwange Main Camp library

P. Bag DT5776
Dete
Hwange

(018) 317/ 687

f) Chipinda Pools library

Gonarezhou National Park
P. Bag 7003
Chiredzi

(031) 2980/ 2391

g) Bulawayo Regional Office library

P. Box 2283

Bulawayo

(09) 74000/ 63646-7

h) Sengwa Wildlife Research Institute library

P. Bag 6002

Gokwe

(059) 2099/ 2687

Zimbabwe Parks and Wildlife Management Authority Libraries' Main Objective

The main objective of ZPWLMA libraries is to effectively service the specialized information requirements of the staff and members of the public for the advancement of both the Authority's and individuals' efforts in the conservation of Zimbabwe's wildlife resources.

The Main library in brief

The aim of the library is to provide users with the information they need in a speedy and efficient manner. Situated at the Botanic Gardens, at corner Borrowdale Rd and Sandringham Dr. in Alexander Park, the library holds one of Zimbabwe's largest specialized collections on wildlife and natural resources management. The library has 5 700 volumes of books, 17 000 reprints, 320 dissertations, 76 video cassettes, 30 CD ROMs, and 60 serial publications titles with issues numbering over 3 000. In addition to these holdings, the library is connected to the internet and is in partnership with more than 10 other specialized libraries within Zimbabwe, an arrangement which considerably enhances service delivery.

Parks and Wildlife Management Authority Library's area of specialization

The main emphasis and the core collection is ecology which is 65% of the library collection. It covers works on wildlife and natural resource management, conservation, tourism, the environment, and water bodies. Materials on support disciplines such as business management, accounting and finance, law, statistics are also available in the library and make 35% of the library collection.

The Role of the library in general in the Authority

The library realizes the need for current and appropriate information in the daily operations of the Authority in this information society. Thus it has an important role in the provision of such information services so as to aid research, marketing activities, etc which to a greater extent rely on information.

Important general information

The use of the library is guided by the requirements outlined below.

- The membership of an individual who does not comply with the rules and regulations of the library may be suspended.
- All the quoted tariffs are subject to change. Users may address enquiries for up to date information to the Director General Att: Librarian.

Who may use the library?

- The library services and facilities in the Head Office Library are available to all members of staff including those at the various stations around the country.
- Members of the public are also eligible to use the library but for a fee as stipulated in the latest tariffs.

- Organisations can also join the library on behalf their members of staff.

Use of the library by non-members of staff

Members of the public can access library services upon paying the following fees:

- | | |
|--|-----------------|
| • Daily use of library: | US\$2.00 |
| • Quarterly membership per individual: | US\$30.00 |
| • Quarterly membership per organisation: | US\$100.00 |
| • Photocopying: | US0.10 per page |

Payment is made at the cashier's office near the Central Booking Office

When does membership expire?

- For staff members, membership of the library begins with appointment as an employee and automatically gets terminated when the contract of employment expires or is terminated.
- For external users, membership is valid for three months from the time of joining and is renewable thereafter.

What are the contact details?

- The physical address for the library is Botanic Gardens, Corner Borrowdale Rd. and Sandringham Dr. in Alexander Park, Harare.
- The postal address is P. O. Box CY140 Causeway, Harare.
- Telephone numbers are 263-4-707625-9 or 263-4-792782/4/6-9
- The fax number is 263-4-250658
- The e-mail address is pr@zimparks.co.zw
- The web site address is www.zimparks.com

What services and facilities are offered by the library?

- Research services
- Reference services
- Lending services
- Inter-library lending services
- Photocopying services
- Selective Dissemination of Information
- Documentation and repackaging of information
- Current awareness services
- Internet services
- Printing services (research information from the internet and soft copies of documents in the library)
- Reading facility
- Binding services (spiral)
- Sale of some in-house publications

What training is provided by the library?

- Training and orientation of Library and Information Science students on industrial attachment.
- How to classify (using Dewey Decimal Classification Scheme)
- How to catalogue (computerised cataloguing using Procite)
- How to abstract
- How to use the library
- Basic library skills
- Care of library materials

- How to use general reference sources
- How to bind library materials (spiral binding)

What collections are available in the library?

- Research collection
- Periodicals collection
- Park Management plans
- Audiovisual collection
- Archival and special collection
- Study collection
- Learner Professional Hunter (LPH) study pack, reading texts and past exam papers for individuals doing the programme.

Are there study facilities in the library?

- Limited space (15 seats) is available in the library for study purposes.
- Study facilities are also available in the Library Board room adjacent to the library subject to booking – this room can also be used for group discussions and stakeholders' meetings.

Size of the library collection

- | | | |
|-------------------------------|---|------------------------------------|
| • Books | - | 5 700 |
| • Dissertations | - | 320 |
| • Reprints | - | 17 000 |
| • Video tapes | - | 76 |
| • CD ROMS | - | 30 |
| • Maps | - | Several |
| • Periodicals | - | 60 titles (though not all current) |
| • Daily and weekly newspapers | | |
| • Press cuttings | - | Since 1962 |

What material is available for use only in the library?

- Periodicals
- Archival material and items in special collections
- Maps
- Thesis
- Reference sources e.g. dictionaries, encyclopedias etc
- Other items as determined by the librarian

Other necessary information on the use of the library

- Removal of library property from the library without authorization will not be permitted.
- Tariffs are subject to change without notification.
- Users are allowed to bring their lap tops into the library but at their own risk.
- All bags brought into the library are to be left at the parcels counter adjacent to the library entrance.
- For security reasons, users are requested to inform the librarian of their intention to bring in personal study literature into the library which is checked upon leaving the library.

Borrowing materials from the library

- Borrowing privileges are extended only to members of staff and other libraries in partnership with the Zimbabwe Parks and Wildlife Management Authority library.

- Members of staff may borrow two information sources at a time.
- The loan period for those based in Harare is two weeks while for those at stations within the Parks estates is one month.
- Books can be extended either by coming to the library, by phone or by sending an email using the telephone numbers and email addresses given above.
- Overdue materials attract a fine of US\$0.10 per day per book.
- Borrowed materials may not be transferred or exchanged between library users without the consent of the librarian.
- Staff members will be charged for damages caused to books while in their care and use.

Library opening hours

- The library is open Monday to Friday for staff members, but only opens on Tuesdays and Thursdays for members of the public.
- The hours of operation are from 0800hrs to 1300hrs (lunch break) and then from 1400hrs to 1630hrs.
- The library is closed during weekends and public holidays.

For more information please contact the librarian on the telephone numbers and email address given above.