

LIBRARY AND INFORMATION SERVICES

Annual Report: 2013

1.0 SUMMARY OF MAJOR ACTIVITIES

Several activities took place during 2013:

- A key event at the beginning of the year was the roll-out the library orientation programme for both first-year students and new staff members. The first-year induction at the Bloemfontein campus took place from 23 – 25 January 2013. The induction was primarily intended to introduce students to the wealth of information sources available at the library, focusing on how to access required information. After an oral presentation by library staff members to welcome students and provide general guidance on the use of the library, students watched a DVD about the library facilities and services available to them. Each student received an orientation package consisting of a CD containing an orientation manual; a concise pamphlet about CUT's libraries; and some CUT-branded marketing materials. The DVD presentation was followed by a conducted tour of the library. At the end of each tour, students were asked to complete a questionnaire to provide feedback on their experience of the orientation programme.

The 2013 induction programme was lead by Mr A Mkam. Thanks to the support and cooperation of many library staff, who volunteered to participate in the planning and implementation of the programme, the orientation was well-organised and executed. However, the attendance could have been better. Only 237 students managed to complete the induction programme. At the beginning of 2012, the library recorded 361 attendees for the library orientation. The fact that the library induction took place simultaneously with faculty orientation partly contributed to the poor attendance. On the other hand, some students were involved in the registration process when the library induction was in session. However, we could seek consolation in the fact that the library orientation was an on-going activity throughout the academic year. Students or programme heads were at liberty to approach the library and arrange individual and group sessions. 21 academic staff members attended the library orientation.

The induction of new students at the Welkom campus was conducted on 15 February 2013. Only 39 students attended. Our information section arranged a special induction for new students from 18 – 22 February 2013 in the library hall as part of their personal information management (PIM) training. The event was well-attended, and a total of 345 individuals were inducted and orientated.

- The national Library Week celebrations took place from 15 – 23 March 2013. The Library Week takes place annually in March, with the purpose of acknowledging the importance and contributions of libraries to nurturing the information society; enriching cultures; and fostering socio-economic development. Celebrations with the theme *“Develop yourself @ your library”* were held across the country.

On 15 March 2014, CUT hosted the Free State Province launch of the Library and Information Association (LIASA)’s Library Week. The event attracted people from a cross-section of library communities, including higher education, public libraries, FET colleges and learners from three high schools. A welcoming speech was made by the Dean of Research and Innovation, Professor LOK Lategan. The keynote address was presented by the CUT Deputy Librarian: Systems Development, Ms DR Ackerman. It is worth mentioning that CUT received recognition for a well-organised event.

A series of other activities were organised for the Library Week celebrations at both the Bloemfontein and Welkom campuses. The main event was the official launch of the Library Week on 18 March 2013. Invitations to the launch were sent to the senior management of CUT, deans, head of academic departments, research professors, members of the library group and SRC representatives. Library staff were also invited. The launch was meticulously planned, and a keynote address was given by the Vice-Chancellor of CUT. Service providers in events management were contracted to ensure grandeur and splendour in the arrangement of the Art Gallery, which served as the venue for a colourful and auspicious occasion. Beautiful art works provided the backdrop to the venue. At the end of the formal presentations and discussions, participants were treated to snacks and cocktails. An attractive display of more recent research publications was also mounted. Credit should go to the library staff for organising such a wonderful event.

On the same day (18 March 2013), the library offered a database demonstration to staff. It had become customary for the library, at any given opportunity, to familiarise library clients to online full-text databases that the library subscribe to. This was particularly important, considering the large pool of information resources accessible online. Effective use of such resources could only be made if staff were familiar with the search techniques. A similar training session was conducted for students at the amphitheatre on 19 March 2013, with emphasis on the use of technology, including mobile phones; laptops; iPads; etc., to access library resources. Access to mobile technology was

donated by Cell C. To support and help cultivate a culture of reading, the library donated newspapers and magazines to "*Motswedi wa Thuto*", an independent, non-profit community organisation with the objective of empowering learners/the youth in information skills. Events that took place at Welkom campus to commemorate Library Week included the official opening of the audio-visual facility in the library; a database training session; and a debate on human rights.

- The library celebrated World Book and Copyright Day on 23 April 2013. World Book and Copyright Day was established by the United Nations Educational, Scientific and Cultural Organisation (UNESCO) at its General Conference in 1995. This day offers an opportunity to reflect on better ways to disseminate the written word, and explores innovative ways to access information. At the same time, the day is a reminder of the importance of observing copyright laws that seek to promote creativity by assigning authors control of their work and ensure that they profit from their effort.

In celebrating this day, the library organised a reading session to create a platform for CUT students to share their reading experiences. The emphasis was on inviting participants to read out passages, quotations, paragraphs, etc. of words that had been instrumental in inspiring them in their lives. The event, held in the 24-hour study hall of the library, attracted a significant number of students and staff. The library management was particularly grateful to the Deputy Vice-Chancellor: Academic and Research, Professor HJ de Jager, for expressing a particular interest in, and support for, the event. Not only did he avail himself to officiate, but he also shared his inspirational passage. 47 students and staff members participated in the event.

- Yet another milestone was reached on 14 May 2013, when the library started operating the extended opening hours, following the recommendations of the Library and Information Services Working Group (LISWG) in the previous year. The recommendation was mooted earlier in 2012 by the Students' Representative of the LISWG. The library opening hours were increased by 6 hours per week. It was in the best interest of the library clients to extend opening hours in the evenings, and more particularly on Saturdays, to cater for library clients that were unable to access the library facilities during the day. To cushion the need for additional manpower to provide services late in the evenings, a number of students were recruited to provide assistance, as no additional library staff members were employed to affect this move.

- From 29 to 30 May 2013, the library organised a successful book exhibition at the Welkom campus. The essence of the book exhibition was to encourage academic staff members to select and recommend library materials for the library to purchase. Three book vendors were invited to the exhibition, and a total of 915 library materials were selected.
- An important landmark was reached when the library migrated to an updated version (2009) of the library system (Innopac) and a newly acquired server. The library system is used to manage acquisitions, cataloguing, serials, and circulations processes. Before the migration, the library operated on Innopac 2006, which had become dated. As a result, the library used to encounter numerous technical problems and found it increasingly difficult to conduct basic functions. The newer version was more versatile and had more functions than the 1996 version. In due course, the library would migrate to the latest version (Sierra), which would serve the library well into the future.
- On 2 and 3 September 2013, the library hosted another book exhibition at the Bloemfontein campus. Three book vendors were invited. To ensure that only relevant and appropriate books were selected, book vendors who were invited to exhibit were given strict guidelines on the subjects of books to bring. An examination of the materials brought confirmed that book vendors brought only study/research materials relevant to CUT programmes. Attendance could have been better, as only 31 academic staff members attended the event. Nevertheless, 2 894 titles worth R1 136 750.70 were selected for the different faculties.
- The CUT library was gradually embracing the development of an e-book collection. While hard copies of the library materials would still be maintained, a decision was made that it would be in the best interest of the institution if more resources were invested in electronic materials, including e-books. In September 2013, a trial of a select collection of databases from some e-book vendors was conducted among library clients to establish the usefulness and user-friendliness of their platforms to CUT clients. The response from library clients was promising, but not very encouraging. It was noted, for example, that for the SAGE Research Methods database, 48 sessions were logged and 150 searches made. This was not surprising, given that many of the library clients might not be familiar with the use of e-books. The library would have to devise more effective ways to sensitise and publicise the use and merits of these types of library resources.

- In the third quarter, following resignations, eight vacant posts were advertised in line with the approved library structure. Meanwhile, temporary and acting appointments were made to ensure continuity in the workflow. By the end of the fourth quarter, five positions were filled. It is hoped that all vacant positions would be filled in the course of the first quarter of 2014, and that the library would begin to operate with a full staff compliment.
- In keeping up with the library pledge to communicate library activities and developments and to engage the CUT community on issues of common interest, four issues of the library newsletter were published in 2013.

2.0 TRAINING PROGRAMMES

A number of training-related activities took place for staff and library clients.

2.1 Staff training, seminars and conferences attended

Table 1: First quarter 2013

EVENT	STAFF MEMBER(S)	DATE
Strategic planning: Research and Innovation	DR Ackerman J Kabamba N Maqubela Z Mazibuko M Makola	11 February 2013
SANLIC AGM	DR Ackerman	12 February 2013
LIASA Free State branch meeting: <i>"How to go green with your waste"</i> , presented by Rina jansen van Rensburg.	DR Ackerman N Maqubela Z Mazibuko	20 February 2013
Meeting with ProQuest	DR Ackerman J Molopyane N Maqubela A Mkam	22 February 2013
Nexus (NFR) Data	S Hlongwane	06 March 2013
Aesthetics Cluster arrangements: Priorities and phase implementation	LK Goliath J Molopyane A Maile	13 March 2013
LIASA provincial launch of the South African Library Week 2013	DR Ackerman LK Goliath J Kabamba N Maqubela J Molopyane A Mkam W Makhathini	15 March 2013

	M Moremi L Storm	
Customer care	S Pretorius Y Jacobs M Kleynhans L Maphiri M Nthoroane	25 – 26 March 2013

Table 2: Second quarter 2013

EVENT	STAFF MEMBER(S)	DATE
Competency-based interviewing workshop	M Nthoroane	22 April 2013
3 rd SANLIC workshop	Z Mazibuko T Jobo	13 – 16 May 2013
Blackboard training	N Maqubela A Mkam L Storm	23 May 2013
Meeting with UKS	DR Ackerman L Storm T Jobo A Mkam J Molopyane W Makhathini E Zungu N Maqubela	24 May 2013
Meeting with Gale/Cengage	DR Ackerman L Storm T Jobo A Mkam J Molopyane W Makhathini E Zungu N Maqubela	04 June 2013
Meeting with ScienceDirect eBooks	D Ackerman L Storm T Jobo A Mkam J Molopyane W Makhathini E Zungu N Maqubela Z Mazibuko Z Mokone R van der Merwe S Minnie	06 June 2013
Meeting with SpringerLink	D Ackerman L Storm T Jobo A Mkam J Molopyane	13 June 2013

EVENT	STAFF MEMBER(S)	DATE
	W Makhathini E Zungu N Maqubela Z Mazibuko Z Mokone R van der Merwe S Minnie	

Table 3: Third quarter 2013

EVENT	STAFF MEMBER(S)	DATE
Evaluation/assessment: <i>“Train the Trainer”</i> (CPUT)	L Storm	05 July 2013
SARIMA workshop: <i>“Research Management for Research Librarians”</i> (Cape Town).	L Storm A Mkam	08 – 09 July 2013
EbscoHost eBooks Platform presentation	A Mkam T Jobo W Makhathini E Zungu L Storm J Molopyane D Ackerman	16 July 2013
SABINET annual meeting	A Mkam T Jobo W Makhathini E Zungu L Storm J Molopyane D Ackerman N Maqubela J Kabamba	17 July 2013
LIASA meeting: <i>“Information Literacy”</i>	L Storm T Jobo	24 July 2013
RDA workshop	Z Mokone R van der Merwe Z Mazibuko	05 – 06 August 2013
WWIS research workshop	A Mkam T Jobo W Makhathini E Zungu L Storm J Molopyane S Hlongwane	22 August 2013
Leadership training	S Hlongwane	28 – 30 August 2013
LIASA Free State branch AGM	L Storm J Molopyane D Ackerman	28 August 2013
Van Schaik e-book presentation	A Mkam T Jobo	29 August 2013

EVENT	STAFF MEMBER(S)	DATE
	W Makhathini E Zungu L Storm J Molopyane Z Mazibuko S Minnie D Ackerman	
Sciencedirect e-book presentation	A Mkam T Jobo W Makhathini E Zungu L Storm J Molopyane Z Mazibuko S Minnie D Ackerman	29 August 2013
Annual Sabinet conference	J Kabamba	04 – 6 September 2013
Records management (Gauteng)	S Hlongwane L Maphiri	3 – 5 September 2013
People management (Welkom)	S Hlongwane S Pretorius M Kleynhans Y Jacobs J Seeli M Nthoroane	26 – 27 September 2013
OCLC WorldShare ILL	A Mkam	26 September 2013

Table 4: Fourth quarter 2013

EVENT	STAFF MEMBER(S)	DATE
IUG: SA	Z Mokone S Minnie J Moretedi Z Mazibuko D Ackerman T Jobo L Storm J Molopyane A Mkam A Maile C Mosala N Litabe L Maphiri S Hlongwane	13 – 15 November 2013
Periodicals training	Z Mokone S Minnie J Moretedi W Steyn J Ponyane N Chitungo	30 September – 04 October 2013

EVENT	STAFF MEMBER(S)	DATE
Annual LIASA conference	D Ackerman W Makhathini R van der Merwe L Maphiri M Nthoroane	07 – 11 October 2013
Lekgotla Strategic Positioning of Welkom	M Nthoroane	05 November 2013
Strategic planning: Research and Innovation	D Ackerman Z Mazibuko T Jobo G Thagane J Kabamba	15 November 2013
LexisNexis training	T Jobo L Storm	21 November 2013

Table 5: Presentation by LIS staff members

EVENT	STAFF MEMBER(S)	DATE
Guest speaker at the LIASA provincial launch of the South African Library Week 2013 on the topic <i>“Educate yourself @ your library”</i> .	D Ackerman	15 March 2013
Motivation talk at IUG: SA on the topic <i>“Teamwork – a musical interlude”</i> .	D Ackerman	15 November 2013

3.0 INFORMATION SERVICES

Throughout the year, the library provided information services to staff and students. Information services were offered in different formats. Assistance rendered ranged from providing basic skills in information searching (mostly for undergraduate students) to conducting in-depth and complex information searches on behalf of students and staff (mostly for postgraduate students and academics).

A new reporting format was adopted in 2013, following the approval of a new structure that introduced the concept of faculty librarianship. As a result, it was not feasible in a number of service areas, including training offered to students, to compare the statistics of 2012 and 2013. Comprehensive comparative statistics would only be presented in the reporting period for 2014.

From the table below it is clear that there was a steady increase in the number of postgraduate customised information services in 2013 in comparison to 2012. However, the number of quick-reference undergraduate queries dropped marginally.

3.1 Training offered

Table 6: Training activities offered to students

FACULTY	STAFF MEMBER(S)	NUMBER OF STUDENTS
Management Sciences	L Storm	569
Engineering and Information Technology	T Jobo	1 399
Health and Environmental Sciences	J Mologyane	457
Humanities	A Mkam	679
Welkom campus: Postgraduate students	S Hlongwane	511
Total		3 615

3.2 Services offered

Table 7: 2013

POSTGRADUATE CUSTOMISED INFORMATION SEARCHES	
FACULTY	QUANTITY
Management Sciences	622
Engineering and Information Technology	410
Health and Environmental Sciences	259
Humanities	837
Other (e.g. support services and external users)	263
Welkom campus (all faculties)	73
Total	2 464

Table 8: 2012

POSTGRADUATE CUSTOMISED INFORMATION SEARCHES	
FACULTY	QUANTITY
Management and Humanities	533
Engineering and Health and Environmental Sciences	311
Other (e.g. support services and external users)	204
Welkom campus (all faculties)	16
Total	2 064

Table 9: 2013

UNDERGRADUATE QUICK-REFERENCE QUERIES	
FACULTY	QUANTITY
Management Sciences	57
Engineering and Information Technology	87
Health and Environmental Sciences	130
Humanities	130
Welkom campus	23
Total	818

Table 10: 2012

UNDERGRADUATE QUICK-REFERENCE QUERIES	
FACULTY	QUANTITY
Bloemfontein campus (all faculties) (Welkom campus & total?)	908

3.3 Interlibrary loans

Interlibrary loan services are intended to supplement the library effort to meet the information needs of clients. This service is provided under an agreement between university libraries in South Africa to borrow materials that they do not have in their collections from each other. These services were only offered to postgraduate students and staff. Overall, there was a minimal drop in the number of interlibrary loan transactions in 2013 in relation to 2012. The pattern of request seemed to be consistent with the trends observed in the past years, where more requests were made by CUT for material from other libraries, while fewer requests for CUT materials were made by other institutions. A closer look at the data suggests that for every request made for CUT material (by other institutions), two were requested by CUT personnel. As such, CUT continued to be a net borrower of interlibrary materials.

Table 11: Interlibrary loans in 2013

DOCUMENT DELIVERY	QUANTITY
Books requested from the CUT LIS by South African libraries.	240
Copies/articles requested from CUT by South African libraries.	83
Copies/articles requested via international agents by CUT clients.	0
Books requested via <u>interlending</u> by CUT clients.	208
Articles (copies) requested via <u>interlending</u> and document delivery by CUT clients.	590
Total number of transactions	1 121

Table 12: Interlibrary loans in 2012

DOCUMENT DELIVERY	QUANTITY
Books requested from the CUT LIS by South African libraries.	405
Copies/articles requested from CUT by South African libraries.	32
Copies/articles requested via international agents by CUT clients.	0
Books requested via <u>interlending</u> by CUT clients.	289
Articles (copies) requested via <u>interlending</u> and document delivery by CUT clients.	565
Total number of transactions	1 291

4.0 ACQUISITIONS

Statistics of library acquisitions in recent years, including 2013, indicate that the library effort to increase the proportion of more up-to-date materials in the collection is paying dividends. Similarly, the change in favour of Science, Technology, Engineering and Mathematics (STEM), in line with CUT's mission, was embraced in the allocation of funding for library acquisitions.

For example, a total of 14 745 new library materials were added to the library in the period October 2011 to October 2013. Perhaps even more important was the growing representation of materials published in the last few years. As at the end of the year under review, 10% of the library collection at the Bloemfontein campus were published between 2010 and 2013. By contrast, only 2% of the library collection at the Welkom campus represented materials published in 2011. At the Kimberley branch library, the proportional increase of more recently published materials was even greater than that of the Bloemfontein campus library.

The growth in the STEM collection had been equally encouraging. For example, in 2011, the Bloemfontein campus library only had 170 books (2% of the library collection) representing study materials in the discipline of engineering and information technology. The following year (2012), this number increased to 437 (4% of the library collection). By the end of 2013, the collection substantially grew to 1 162 (11% of the library collection). It is hoped that this pattern would continue until a desirable proportion is achieved according to CUT's Academic Plan.

The tables below indicate the value of materials acquired in 2013 and 2012 respectively. Unfortunately, the over-expenditure on library materials that arose following acquisitions of library materials at the 2012 book exhibition accounts for the difference in the total value and the quantity of materials acquired.

Table 13: Value of materials ordered in 2013

VALUE OF MATERIALS ORDERED	BOOKS	JOURNALS	AUDIO-VISUALS	TOTAL
Management Sciences	R701 608.21	R0.0	R0.0	R701 608.21
Engineering and Information Technology	R675 516.01	R0.0	R0.0	R675 516.01
Health and Environmental Sciences	R209 002.84	R0.0	R0.0	R209 002.84
Humanities	R278 557.09	R0.0	R0.0	R278 557.09

VALUE OF MATERIALS ORDERED	BOOKS	JOURNALS	AUDIO-VISUALS	TOTAL
LIS	R187 631.20	R0.0	R0.0	R187 631.20
General	R247.50	R0.0	R0.0	R247.50
Welkom campus	R10 989.92	R0.0	R3 820.50	R14 810.42
Kimberley campus	R0.0	R0.0	R0.0	R0.0
Total	R2 063 552.77	R0.0	R3 820.50	R2 067 373.27

Table 14: Value of materials ordered in 2012

VALUE OF MATERIALS ORDERED	BOOKS	JOURNALS	AUDIO-VISUALS	TOTAL
Management Sciences	R60 880.69	R0.00	R0.00	R60 880.69
Engineering and Information Technology	R30 952.46	R0.00	R0.00	R30 952.46
Health and Environmental Sciences	R126 453.12	R0.00	R0.00	R126 453.12
Humanities	R52 692.08	R0.00	R0.00	R52 692.08
LIS	R2 465 876.69	R0.00	R177 510.00	R2 643 386.69
General	R21 976.83	R0.00	R0.00	R21 976.83
Welkom campus	R467 732.98	R0.00	R121 926.00	R589 658.98
Kimberley campus	R169 320.17	R0.00	R0.00	R169 320.17
Education (special fund)	R21 905.80	R0.00	R0.00	R21 905.80
Total	R3 417 790.82	R0.00	R299 436.00	R6 869.82

Table 15: Quantity of materials ordered in 2013

QUANTITY ORDERED	BOOKS	JOURNALS	AUDIO-VISUAL	TOTAL
Management Sciences	601	0	34	635
Engineering and Information Technology	700	0	0	700
Health and Environmental Sciences	233	0	0	233
Humanities	930	0	0	930
LIS	421	0	0	421
General	435	0	0	435
Welkom campus	90	0	2	92
Kimberley campus	0	0	0	0
Total	3 410	0	36	3 446

Table 16: Quantity of materials ordered in 2012

QUANTITY ORDERED	BOOKS	JOURNALS	AUDIO-VISUAL	TOTAL
Management Sciences	148	0	0	148
Engineering and Information Technology	65	0	0	65
Health and Environmental Sciences	136	0	0	136

Humanities	116	0	0	116
LIS	3 094	0	83	3 177
General	23	0	48	71
Welkom campus	879	0	0	879
Kimberley campus	370	0	0	370
Education (special fund)	51	0	0	51
Totals	4 882	0	131	5 013

5.0 CATALOGUING

Cataloguing functions involved a wide range of tasks besides cataloguing per se. As such, the reporting format was changed in 2013 to reflect the variety in tasks accomplished in the course of the year. However, the adoption of a new format meant that it would not be possible to make meaningful comparisons between the 2012 and 2013 data sets.

It should be mentioned that 81 periodical titles were sent for binding. It was planned that this activity would continue on an annual basis to provide easy access to old issues of printed journals, and also to ensure that related journal titles are not lost.

Table 17: Materials processed in 2013

Copy cataloguing	3 259
Original cataloguing	21
Revised bibliographic records	4 711
Item record created/revised	5 769
Holding added/deleted	5 241
Authority records downloaded	1 033
Materials written off	633
Materials classified/reclassified	890
Total	21 557

Table 18: Materials catalogued in 2012

RECORDS CATALOGUED PER MATERIAL TYPE	QUANTITIES
Printed material (including books and periodicals)	3 279
Electronic material (including information in electronic form, e.g. CD-ROMs and databases)	90
Multi-media material (including videos, kits, cassettes, and mixed material)	203
Total	3 572

6.0 SYSTEMS

6.1 Databases

Subscription to databases is paramount in building the research capacity. Fortunately, the CUT LIS could maintain subscription to twenty databases; five individual e-journals and eight systems. Full-text databases included world-renowned information databases such as EbscoHost, ProQuest, ScienceDirect, the Web of Science and SA e-Publications. These have a high percentage coverage of peer-reviewed titles. Subscription to the five individual e-journals included access to paper copies of each title. The systems include the LIS integrated system software (Innopac); tools for the cataloguing department (e.g. SabiCat); and a referencing assistance tool (RefWorks). It is also significant to note that CUT researchers had access to open access titles.

Table 19: Library subscription to databases in 2013

	DATABASE	VENDOR
1	Bookfind Online Premier	BookData/SAPnet
2	CASELaw	Workinfo. com
3	Dialog	Dialog
4	Discovery	EBSCO
5	EbscoHost (premier package with MEDLINE with full-text package price)	EBSCO
6	EbscoHost Hospitality & Tourism Complete	EBSCO
7	Innopac Annual License	III
8	ISI: Journal Citation Reports	WWIS
9	ISI: Web of Science	WWIS
10	Labour Library	Juta
11	NETLAW	Sabinet
12	OCLC International ILL	Sabinet
13	ProQuest Central	ProQuest
14	ProQuest Theses & Dissertations Full-text	ProQuest
15	RDA Toolkit	Sabinet
16	RefWorks	ProQuest
17	ReQuest	Sabinet
18	SA Citations Plus	Sabinet
19	SA e-Publications	Sabinet
20	SA Gazette	Sabinet
21	SA Law Reports	Juta
22	SA Statutes & Regulations	Juta
23	SabiCat Online Cataloguing	Sabinet
24	ScienceDirect	Elsevier
25	WebDewey	Sabinet

Table 20: Library subscription to databases in 2012

	DATABASE	VENDOR
1	Bookfind Online Premier	BookData/SAPnet
2	CASELaw	Workinfo. com
3	Dialog	Dialog
4	EBSCOHost (premier package with MEDLINE with full-text package price)	EBSCO
5	EBSCOHost Hospitality & Tourism Complete	EBSCO
6	ISI: Web of Science	WWIS
7	ISI: Journal Citation Reports	WWIS
8	Labour Library	Juta
9	NETLAW	Sabinet
10	NiPAD	EBSCO
11	OCLC First Search	Sabinet
12	OCLC International ILL	Sabinet
13	ProQuest Central	ProQuest
14	RefWorks	ProQuest
15	ReQuest	Sabinet
16	SabiCat Online Cataloging	Sabinet
17	SA Citations Plus	Sabinet
18	SA e-Publications	Sabinet
19	SA Gazette	Sabinet
20	SA Law Reports	Juta
21	SA Statutes & Regulations	Juta
22	ScienceDirect	Elsevier
23	WebDewey	Sabinet
24	TDNet e-Resource Manager	WWIS
25	Taylor & Francis e-journal package	WWIS
26	Innopac Annual License	III
27	IEEE IEL Digital Library	EBSCO

Table 21: Number of journals

SUBSCRIPTION JOURNAL TITLES	2013
EbscoHost	12 629
Web of Science	12 000
ProQuest	15 604
SA e-Publications	264
ScienceDirect	9 591
TOTAL	50 088
OPEN ACCESS TITLES	2013
Cambridge Journals Online	399
Directory of Open Access (DOAJ)	9 991
HighWire Free Access	300
Palgrave MacMillan	78
SpringerLink	2 400 (some are free of charge)
TOTAL	13 168

Table 22: Number of e-books

OPEN ACCESS TITLES	2013
SpringerLink	17 640

6.2 Use of databases

As the CUT LIS provides its community with access to excellent electronic information resources, it is useful to supply some statistics. The library provides training and information literacy sessions to library clients in order to promote the usage of these information resources. The library would continue to be proactive in publicising these resources, of which the full potential are yet to be realised.

Table 23: Database usage 2013

DATABASE	SEARCHES	FULL-TEXT DOWNLOADS	ABSTRACTS
EBSCOHost	617 143	19 427	28 939
Hospitality & Tourism	8 582	402	586
DOAJ	3 892	Not available	183
ISI Journal Citation Reports	228	n.a.	n.a.
Proquest Central	4 062	3 062	2 084
ProQuest Thesis & Dissertations	3 744	631	315
ProQuest All	274 324	4 455	2 824
SA e-Publications	100 188	778	Not available
Sabinet Legal	893	Not available	Not available
ScienceDirect	9 868	16 178	Not available
Web of Science	1 552	Not available	Not available
Total	1 024 476	44 933	34 931

Table 24: Database usage 2012

DATABASE USED	NUMBER OF SEARCHES	NUMBER OF FULL-TEXT ARTICLES DOWNLOADED
EBSCOHost	217 753	16 312
EBSCO Nipad (Africa-Wide)	13 128	Not available
EBSCO Hospitality & Tourism Complete	6 239	373
ProQuest	3 361	4 328
ScienceDirect	7 064	19 722
SA e-Publications	Not available	2 307
Sabinet NETLAW (including SA Gazette)	993	2 127
Sabinet SA Citations Plus	4 430	Not available
Taylor & Francis	Not available	981
Total	252 968	46 150

6.3 LIS Electronic Resource Management System

The CUT LIS had the opportunity to implement an Electronic Resource Management System during 2013. This system does not only bring the CUT LIS on par with the rest of the more advanced library world, but is also necessary for a library and information service, as it promotes the LIS's e-resources to clients by enabling fluent and easy access to all subscribed e-content. The system also assists with the easy management of electronic resource licenses, and simplifies the process of solving subscription issues. In fact, it assists with all issues regarding electronic resources, including the harvesting of statistics.

During 2014, the LIS would install a new discovery tool (EBSCO's Discovery System) that would provide the CUT library community with a powerful discovery layer that would serve as a unified index of the library's entire resources with a single search experience.

These two products go hand-in-hand, and would enhance the entire information experience of the CUT library community.

7.0 CIRCULATION SERVICES

In the 2012 Annual Report, the library reported a steady increase in circulation statistics. We note that this trend has continued in 2013. The fact that this is happening simultaneously with the library collection expanding in more recently published material and also growing in its focus on STEM, is encouraging. Perhaps this is a sign that the library collection is maturing toward the tipping point. It would be interesting to observe what the 2014 circulation statistics would offer. With the library management's determination to continue its focus on increasing the proportion of more recently published materials and STEM, it is likely that the pattern of growth in circulation statistics would become the norm rather than the exception.

As is evident from the table below, 48 041 library materials went out on loan to library clients in 2013. In 2012, the number of library items that went out on loan was 42 443.

Table 25: Circulation statistics in 2013

FACULTY	PRINTED	MULTI-MEDIA	STUDY COLLECTION	TOTAL
Management Sciences	6 955	67	2 302	9 324
Engineering and Information Technology	6 023	18	931	6 972

Health and Environmental Sciences	5 285	37	87	5 409
Humanities	8 175	11	3 221	11 407
Welkom campus	7 358	46	5 532	12 936
Kimberley campus	0	0	0	0
Other	1 819	12	162	1 993
Total	35 615	191	12 235	48 041

Table 26: Circulation statistics in 2012

FACULTY	PRINTED	MULTI-MEDIA	STUDY COLLECTION	TOTAL
Management Sciences	4 807	59	658	5 524
Engineering and Information Technology	5 789	10	284	6 083
Health and Environmental Sciences	5 503	51	75	5 629
Humanities	4 550	23	649	5 222
Welkom campus	12 880	26	6 283	19 189
Kimberley campus	128	0	0	128
Other	638	10	20	668
Total	34 295	179	7 969	42 443

8.0 Recommendation

That the 2013 Annual Report of Library and Information Services be noted.