

LIBRARY AND INFORMATION SERVICES Annual Report: 2014

1.0 SUMMARY OF MAJOR ACTIVITIES

- In the first quarter the library started the year with an induction programme of First Year Students. At Bloemfontein campus the First Year orientation was held on 23, 27, 28, and 31 January 2014. In the main the induction is intended to introduce students to the worth of information sources available in the library focusing on how to access required information. The orientation was opened with oral presentation made by library staff members to welcome students and provide general guidance on the use of the library resources. Students were then shown a DVD about library facilities and services available to them. Student received an orientation packages consisting of a CD library orientation manual, a brief pamphlet about the CUT libraries and some CUT branded marketing materials. A DVD presentation was followed by a conducted tour of the library.

It was encouraging to note that a large number of students attended the orientation. A total of 882 students were in attendance. This was a huge improvement in comparison to the previous year when the library attracted only 237 students for the same event. The large number of students who attended could be attributed to effective marketing of the programme as well as support and cooperation from faculties.

At Welkom Campus the orientation was scheduled for 17-21 February 2014. It was reported that 311 students attended the library induction programme.

- The South African Library Week was celebrated throughout the country in the period 15-22 March 2014. At Bloemfontein three major events were organised to commemorate the South African Library Week namely: Unveiling of CUT Institutional Repository, Research Support and Database and EBSCO Discovery Services trainings.

The launch of the Library Week was scheduled for 17th March 2014. On the same day the LIS unveiled the CUT Institutional Repository (IR). Thirty staff members attended the event held in the Library Committee Room. The unveiling of IR was a landmark in the development of library services at CUT. IRs are part of the international Open Access Movement that seek to provide open access, in electronic format and free of charge, to Intellectual outputs of individuals and institutions. An IR captures, preserve and provide access in electronic format intellectual output of an organisation. Among other benefits an IR is a powerful tool to increase visibility and citations of scholarly works of an institution by virtue of the fact that it reaches wider audiences than commercially available publications. At the unveiling of the IR only a limited number of CUT Theses had been captured in the database. However by the end of the year all the Theses that had been deposited in the library had been uploaded. It was hoped that in future the library would embark on populating the IR with articles appearing in CUT Journals before sourcing other materials such as conference papers of CUT staff and other publications appearing in copyright protected publications.

Secondly, a seminar on research support and database training was held on 18th March 2014. At this seminar Professor C Chipunza, the Faculty of Management Sciences Research Manager, made a succinct presentation outlining key features of qualitative and quantitative research while Ms J Molopyane (Faculty Librarian) provided a "guided tour" of RefWorks (Referencing software). The presentations and discussions that ensued were very invigorating and insightful to those who attended the function. Unfortunately only 10 staff members attended.

The Library Week is mainly about celebrating library achievements and contributions to the development of information society. For the Library at CUT this was also an opportunity to showcase some library tools that the library management believes are essential to foster an environment conducive to academic excellence. In this light the library organised an information session specifically for academics on a new library product called: EBSCO Discovery Service. This tool is robust and dynamic as a search instrument for literature in the library. It is actually a "One-Stop" search service for all materials available in the library. As such instead of searching individual library catalogues (under author, titles etc) and scanning through a variety of databases (from different service providers) one simply executes a single search and all the relevant materials available (in whatever form, print or electronic) in the CUT library would appear in the search result. The demonstration of this tool was made by Ms B Biccard; a marketing manager of EBSCO Services. 18 staff members were in attendance. Following this presentation the EBSCO Discovery was uploaded on the library portal as the main search engine of CUT library resources.

The Library Week was also celebrated at Welkom Campus Library. A number of librarians in the Matjhabeng region including Welkom Public library, Virginia Public Library and SAPS Academy Library travelled to Welkom Campus to join library staff in the celebrations. During the event students cited poems, dramatised the "Pride and Prejudice" and held a debate on the theme of the Library Week: 'celebrating libraries in 20 years of democracy.'

- The first key performance area (KPA) for the Academic Division of CUT in 2014 was: "Quality Teaching and Learning Students Academic Support". Under this performance area the library was expected to 'expand the range of library resources through the use of e-books'. In this regard CUT approved R 500,000.00 through strategic funding in 2013 to support the library to pilot subscription to e-books. In the course of 2014 the library secured subscription to 2,500 e-book titles from Elsevier. Considering that this was a relatively new terrain for the CUT academic community the library organised training road shows at both campuses. The training focused on how to access e-books and the advantages of e-books. Ms Karen Metcalf, from Elsevier, travelled to the Free State to run training workshops at Bloemfontein (12th March) and Welkom (13 March) Campuses targeting the Faculties of Engineering & Information Technology and Health and Environmental Sciences.
- On 23rd April 2014 CUT joined the library fraternity to celebrate the World Book and Copyright Day. This event was organised in the Art Galley. A total of 51 staff members attended the occasion. The main activity was a colloquium organised to commemorate the day.

The library was privileged to attract one of the most illustrious librarians in scholarly communication in South Africa: Ms Denis Nicholson, from the Wits University, to present a keynote address. Ms Nicholson's presentation was based on the topic: "The Marrakesh Treaty and proposed Treaty for Libraries and Archives."

The timing of this colloquium was crucial for CUT. As has been noted above during the Library Week celebrations of March 2014 the library unveiled the Institutional Repository. This colloquium served as a source of insights into the mechanisms and challenges the library was likely to encounter as it endeavoured to secure copyright protected materials to be gathered as building blocks for the CUT Institutional Repository.

- A book exhibition was held at Welkom Campus from 26-27th May 2014. Three vendors were invited to exhibit namely; Vuga Books, van Schaik and Sherwood. A total of 1,014 books and 78 DVD's amounting to a total cost of R 884,630.31 were selected for the library.

Although book exhibitions are generally not recommended for building library collection they could be considered attractive to others in view of the fact that books are delivered to the "door steps" of academics to make their selections. Perhaps more importantly academics are afforded an opportunity to physically examine books and possibly peruse through the content. As such academics are able to make more informed decisions about the suitability of given titles for their respective programmes. On the contrary book exhibitions, by nature, provide limited scope for book selection. More often than not only a few book vendors could be invited on a given occasion and yet there are many more book vendors and publishers, out there, that could supply even more pertinent book materials.

- On 30th May 2014 the library organised a full day workshop on Customer Care for all library staff at Bloemfontein and Welkom Campuses. Facilitators (U Satgoor, V Gonsi and D Martindale) of the workshop were drawn from Rhodes University Library under the leadership of the Director of the Library. The purpose of the workshop was to sensitise library staff on the need to appreciate the importance of library clients. The workshop covered a variety of issues including understanding customers, different needs of library users, how to build trust and good customer relations with library clients, the significance of team working and how to evolve a culture of supporting each other and appreciating group dynamics. The workshop was engaging, participatory and exciting. It generated a great deal of interest and discussions among library staff.
- A couple of benchmarking activities were undertaken in the third quarter. Benchmarking is important in a number of ways. For the Library such activities can offer an opportunity to learn on how other university libraries run certain operations. Benchmarking also helps to create awareness of new services or better ways of providing services to library clients. At other times such undertakings have the potential to facilitate sharing of experiences and provide a platform to adopt new, innovative approaches, efficient or cost effective ways of providing given library services. Benchmarking visits can also be exploratory in nature to determine why a given library has chosen a particular system or method of providing services. Library benchmarking can also be useful in comparative studies, especially when a library perceived to be high performing is involved; to gauge similarities or differences in standards of services. A comparative approach of libraries sharing similar factors can be particularly helpful to a library keen on improving performance.

The first such benchmarking visit was held on 21-22 August between Tshwane University of Technology (TUT) and CUT. The Library Director of TUT and the University Librarian of CUT made arrangements for TUT staff to visit CUT Library to share experiences on information Literacy programme. Under this arrangement TUT library staff were particularly interested to study the CUT library PIM programme paying particular attention on curriculum content, study guides, staffing, and modes of delivery of programme and assessment. The visit was deemed necessary following the decision by the TUT management to approve offering of information literacy training as a compulsory and credit-bearing programme as from 2015. During the visit CUT Library Client Services prepared a two-day workshop. Presentations were made by CUT Faculty Librarians followed by questions and answers sessions. This was an excellent platform to exchange notes and experiences. Challenges that both libraries encountered during the teaching of information literacy were discussed and best practices identified.

- Between 15 and 17 September library staff in the Technical Services travelled to the Eastern Cape to visit libraries at the Nelson Mandela Metropolitan University and Rhodes University. The brief of the visits bordered around e-book purchasing models and stocktaking of library books. As

noted above from 2014 the CUT library added e-books to the library collection for the first time ever so it was considered necessary to see what purchasing models have been adopted by other libraries and what were the strengths and limitations of such models. The CUT library was keen to share notes with libraries having a long history with acquisition of e-books to learn from their experiences. The CUT library has not done stocktaking of its collection for a very long time. There was concern that some of the titles appearing in the library catalogue might no longer exist for one reason or another while there could be a fair amount of discrepancies in the bibliographic data of the library collection. Stocktaking could not be delayed any longer given that with the more recent upgrade of the library system (Millennium) there was provision of a module that could be used for stocktaking. The CUT library would draw from the experience of Rhodes University and even secure further guidance to minimise technical hitches.

- The University Librarian attended the International Federation of Library Associations Congress in Lyon, France from 12-22 August 2014. Besides representing CUT at the main conference 16-22 August 2014 he also attended the pre-conference on Copyright and Beyond: Libraries in the public sphere held in Strasbourg.

The satellite meeting focused on better understanding of the effects of changes in the copyright environment on society and access to knowledge. Speakers addressed the public sphere and how it is defended in the public policy formulation, in courts and in international advocacy efforts. There were also reports on IFLA's work at WIPO (World Intellectual Property Organisation) on the Treaty on Exceptions and limitations for libraries and archives and the outcomes of the European Copyright review with reports on EBLIDA's (European Bureau of Library Information and Documentation Associations). Issues discussed at the pre-conference included the campaign for copyright reforms with emphasis on improving access to digital works. The meeting also deliberated on exceptions and out-of-print works and copyright and licensing in a globalised information environment and the international treaties and trade agreements and how they impacted on libraries. While most papers and discussions resonated with the European experience considerable time was devoted to regional copyright law and e-books in general.

The main IFLA congress covered a variety of sessions including plenary, special interest meetings and exhibitions by library services providers. Among the keynote addresses were Professor Bernard Stiegler; a reading French philosopher based at the *Universite de Technologie de Compiègne* and Professorial Fellow at Goldsmiths, University of London, Her Royal Highness Princess Laurentien of the Netherlands and Florence Aubena; a Belgian born French international reporter and war correspondent working for *Le Monde*. One of the highlights of the main conference was the launch of the Lyon Declaration to Information and Development. The backdrop to the declaration was the United Nations (UN) development goals for 2016-2030. The UN was in the process of negotiating a new development agenda to succeed the Millennium Development Goals. The agenda was intended to map the new strategy and approach to improve people's lives.

- In September and October a number of visits were scheduled by Clients Services, to Kimberly, to organise the re-location of the CUT library facility in Kimberly. This followed the government decision to dissolve NIHE (The National Institute for Higher Education) and establish Sol Plaatje University. It would be recalled that NIHE was launched in 2003 by the Ministry of Education to address the needs of higher education provision in the Northern Cape. To this effect CUT signed a working agreement with NIHE to offer some undergraduate programmes in the Faculty of Management Sciences at Kimberley Campus. To support teaching and learning, for CUT students and staff at the Kimberley campus, library services also came into operation. However subsequently the Ministry of Higher Education resolved to disband NIHE and in its place a new

university: Sol Plaatje University was established in 2013. This meant that CUT had to prepare to discontinue its operations at Kimberley. No more new student intakes would be taken in and it was anticipated that by 2017 the CUT operations in Kimberley would cease once the pipeline students existed the system. In the meantime the CUT (Faculty of Management Sciences) signed a Memorandum of Agreement with Sol Plaatje University to lease office space for teaching and learning. Nevertheless the office space was not big enough to cater for library services. For this reason the CUT (LIS) had to solicit yet another agreement (Memorandum of Agreement) with the Sol Plaatje Municipality Library to secure space for provision of library services for CUT students and staff. For this reason the CUT library facility had to be re-located to Kimberly City Public Library adjacent to Sol Plaatje University premises. Before the re-location of library services stocktaking and extensive weeding of library materials were done by library staff. Only materials that were deemed to be pertinent to the CUT academic programme at Kimberley were transferred to Kimberley City Library while a substantial part of the library collection was redeployed to Bloemfontein Campus Library.

- With regards to developments affecting library personnel it is perhaps worth mentioning that two library staff members attained higher qualifications in 2014. Ms Z Mokone (Librarian: Cataloguing) and W Makhathini (Librarian: Circulations) acquired Honours Degrees in Information Sciences awarded by UNISA. Meanwhile Mr Sizwe Mabena was appointed as Librarian: Electronic Resources & LIS Systems. Previously he served as a Junior Librarian: Interlibrary loans. The library staff warmly welcomed and congratulated their colleagues for their achievements. We are confident that these achievements will not only bring pride to the individual achievers but also translates into improvements to the quality service to the CUT. On another note Ms Marie de Wet and Ms Pretorius Susan took early retirement on 01 November and 01 December respectively. We can only wish them a happy, restful and well deserved break.

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 2014

EVENT	STAFF MEMBER(S)	DATE
LIASA Branch Meeting	Lizette Storm Zandi Mokone Sharon Minnie Jons Moretedi Willemien Steyn Jeannette Ponyane Jeannet Molopyane Juliano Kabamba	2014-02-19
OCLC EMEA Conference	JM Kabamba Dora Ackerman	2014-02-24 - 2014-02-25
Research and Innovation Workshop	Dora Ackerman	2014-02-28
ProQuest E-book presentation	Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam	2014-03-04

	Dora Ackerman	
Science Direct eBook training	Information Librarians' Unit and Bloemfontein & Welkom Lecturing staff personnel	2014-03-12 - 2014-03-13
SANLIC Annual General Meeting	Juliano Kabamba	2014-03-11
EbscoHost Discovery Service	Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Juliano Kabamba	2014-03-19
LIASA Free State Branch Library Week Launch	Willemien Steyn Rene van der Merwe Dora Ackerman Juliano Kabamba	2014-03-19
SWETS E-book presentation	Lizette Storm Dora Ackerman	2014-03-25
Interpret Classification Systems in order to Organize, Retrieve and Dispose of Records	Mr. Hlongwane Siphon Mr. Maphiri Luambo	2014-03-17 – 2014-03-20
Emotional intelligence	Mr. Nthoroane Moses Ms. Jacobs Yolanda Ms. Pretorius Susan Ms. Kleynhans Melinda Mr. Seeli James	2014-03-24 – 2014-03-26

Table 2: Second quarter 2014

EVENT	STAFF MEMBER(S)	DATE
Colloquium on copyright	Moses Nthoroane Luambo Maphiri Juliano Kabamba Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Dora Ackerman Thomas Tsele Zethu Mazibuko René van der Merwe Willemien Steyn Jeanette Ponyane Jons Moretedi Sharon Minnie Zandi Mokone	2014-04-24
Customer Care Workshop	Moses Nthoroane Siphon Hlongwane Luambo Maphiri Dora Ackerman Thomas Tsele Zethu Mazibuko René van der Merwe Willemien Steyn	2014-05-23

EVENT	STAFF MEMBER(S)	DATE
	Jeanette Ponyane Jons Moretedi Sharon Minnie Ntombi Chitungo Zandi Mokone	
WWIS Bibliometrics & InCites	Dora Ackerman Tshidi Jobo Jeannet Molopyane Amos Mkam Jeannet Molopyane	2014-05-29
RDA Workshop	Zandi Mokone René van der Merwe	2014-05-29 - 2014-05-30
SAPNET presentation	Dora Ackerman Tshidi Jobo Jeannet Molopyane Amos Mkam Jeannet Molopyane	2014-06-10

Table 3: Third quarter 2014

EVENT	STAFF MEMBER(S)	DATE
Sabinet Regional Meeting	Dora Ackerman Sello Borephe Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Sizwe Mabena	2014-07-24
Marketing Expert Group Meeting	Sello Borephe Lizette Storm Njabulo Makhathini	2014-08-01
Science Direct eBook training	Sello Borephe	2014-08-12
e-Thuto Training	Sello Borephe Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Sizwe Mabena Njabulo Makhathini	2014-08-13
Best Practices in Managing Information and Resource Centre	Sipho Hlongwane Luambo Maphiri	2014-08-19 to 2014-08-22
e- Learning for Teaching and Learning Support	Sello Borephe Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Sizwe Mabena	2014-08-20
CHELSA Workshop on statistical database	Moses Nthoroane Sello Borephe	2014-08-22 to 2014-08-26
Knowledge Resources e-Book	Dora Ackerman	2014-08-26

EVENT	STAFF MEMBER(S)	DATE
presentation	Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Sizwe Mabena Njabulo Makhathini	
LIASA Free State Branch AGM	Dora Ackerman Thomas Tsele Zethu Mazibuko Rene van der Merwe Jeanette Ponyane Willemien Steyn Zandi Mokone Sharon Minnie Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Sizwe Mabena Njabulo Makhathini Juliano Kabamba	2014-08-27
SARIMA workshop	Sello Borephe	2014-08-26 to 2014-08-27
World Wide Information Services Meeting	Dora Ackerman	2014-09-02
LIASA Higher Education Library Interest Group Meeting	Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Sizwe Mabena	2014-09-03
Sabinet Conference	Dora Ackerman	2014-09-03 to 2014-09-05
Britannica Meeting	Dora Ackerman	2014-09-15
PIM, ITS Training	Sello Borephe Lizette Storm Jeannet Molopyane	2014-09-18
LIASA 16th Annual Conference	Thomas Tsele Moses Nthoroane Zethu Mazibuko Sharon Minnie Jon Moretedi Tshidi Jobo Amos Mkam	2014-09-22 to 2014-09-26

Table 4: Fourth quarter 2014

EVENT	STAFF MEMBER(S)	DATE
IUG-SA Conference 2014 at Vaal University of Technology (VUT)	Jeanette Ponyane Rene van der Merwe Dora Ackerman Sello Borephe Emmanuel Zungu Maki Maile	19 th to 21 st November

EVENT	STAFF MEMBER(S)	DATE
	Maphiri Luambo Seeli James	
PIM (InfoLit) Manual Review Meeting at Welkom Campus	Sello Borephe Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Sizwe Mabena Njabulo Makhathini	2014-10-07
SANLIC Brown Bag Meeting	Dora Ackerman Zethu Mazibuko Sharon Minnie	2014-10-15
PIM Core Curriculum Seminar	Sello Borephe Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Sizwe Mabena Njabulo Makhathini	2014-11-06
LIASA Free State Branch Year-end function	Dora Ackerman Willemien Steyn Zethu Mazibuko	2014-11-07
Embedded Librarianship presentation (Julia Paris)	Lizette Storm Tshidi Jobo Jeannet Molopyane Amos Mkam Sizwe Mabena Njabulo Makhathini Zethu Mazibuko Sharon Minnie Willemien Steyn Jeannette Ponyane Zandi Mokone Dora Ackerman Sizwe Mabena Thomas Tsele	2014-11-12

Table 5: Presentation by LIS staff members

EVENT	STAFF MEMBER(S)	DATE
Research and Innovation Workshop: presentation on "The WWW of LIS Research Support: <i>The Who, What & Where</i> "	Dora Ackerman	2014-02-28
LIASA Free State Branch Library Week Launch: presentation on "The PPP of the past 20 years serving the CUT's rainbow nation: <i>The People, Places & Products</i> "	Dora Ackerman	2014-03-19
Research ethics	Sello Borephe	2014-05-16
CUT Research & Innovation	Sello Borephe	2014-08-22

Annual Workshop		
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3.0 INFORMATION SERVICES

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

It will be seen from the tables (6 & 7) below that there were substantial increases in the number of training activities from 2013 to 2014. On a contrary there was a slump on the number of post-graduate information queries in 2014 in comparison to 2013. Meanwhile undergraduate quick reference queries increased significantly during the year under review in relation to statistics gathered in 2013.

3.1 Training offered

Table 6: Training activities offered to students 2014

FACULTY	STAFF MEMBER(S)	NUMBER OF STUDENTS
Management Sciences	L Storm	990
Engineering and Information Technology	T Jobo	1897
Health and Environmental Sciences	J Molopyane	932
Humanities	A Mkam	1042
Welkom campus	S Hlongwane	1046
Total		5907

Table 7: Training activities offered to students 2013

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 Molopyane	457
Humanities	A Mkam	679
Welkom campus	S Hlongwane	511
Total		3 615

3.2 Services offered

Table 8: 2014

POSTGRADUATE CUSTOMISED INFORMATION SEARCHES		
FACULTY	QUANTITY	
Management Sciences	566	
Engineering and Information Technology	476	
Health and Environmental Sciences	204	
Humanities	725	
Other (e.g. support services and external users)	258	
Welkom campus (all faculties)	363	
Total		2229

Table 9: 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 10: 2014

UNDERGRADUATE QUICK-REFERENCE QUERIES	
FACULTY	QUANTITY
Management Sciences	487
Engineering and Information Technology	335
Health and Environmental Sciences	51
Humanities	604
Welkom campus	75
Total	1552

Table 11: 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

3.3 Interlibrary loans

Interlibrary loan services are intended to supplement the library effort to meet information needs of clients. This service is provided under an agreement between university libraries in South Africa to borrow materials, from each other, that they do not have in their collections. In this arrangement services were only offered to postgraduate students and staff. Records shows that in 2014 the transactions of interlibrary loans almost doubles in number as opposed to 2013 as indicated in tables 12 and 13 below.

Table 12: Interlibrary loans in 2014

DOCUMENT DELIVERY	QUANTITY
Books requested from the CUT LIS by South African libraries.	519
Copies/articles requested from CUT by South African libraries.	49
Copies/articles requested via international agents by CUT clients.	0
Books requested via <u>interlending</u> by CUT clients.	624
Articles (copies) requested via <u>interlending</u> and document delivery by CUT clients.	859
Total number of transactions	2051

Table 13: 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

4.0 ACQUISITIONS

Records show that R 1,709,052.68 was spend in library materials in 2014. In the previous year the amount was R2,067,373.27. A difference of R 358,320.57. However what is encouraging is that the library continued to give priority to STEM in the acquisition of library materials. In 2014 for example the largest share of library allocation for acquisition of materials was apportioned to the Faculty of Engineering and Information Sciences. This is in sharp contract to 2013 when the largest amount was allocated to Faculty of Management Sciences.

Considering that in 2014 less funds were committed to acquisition of library materials it is not surprising that fewer materials were added to the library collection in 2014 (2,388) in comparison to 2013 (3,446) as shown in tables 15 and 17 below.

Table 14: Value of materials ordered in 2014

VALUE OF MATERIALS ORDERED	BOOKS	JOURNALS	AUDIO-VISUALS	TOTAL
Management Sciences	R257,263.25	R0.00	R89,820.00	R347,083.25
Engineering and Information Technology	R469,760.65	R0.00	R17,865.00	R487,625.65
Health and Environmental Sciences	R61,483.35	R0.00	R49,863.60	R111,346.95
Humanities	R58,605.49	R0.00	R48,087.00	R106,692.49
LIS	R97,252.32	R0.00	R3,960.00	R101,212.32
General	R0.00	R0.00	R0.00	R0.00
Welkom campus	R512,945.02	R0.00	R42,147.00	R555,092.02
Kimberley campus	R0.00	R0.00	R0.00	R0.00
Total	R1,457,310.08	R0.00	R251,742.60	R1,709,052.68

Table 15: 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	R209 002.84	R0.0	R0.0	R209 002.84

VALUE OF MATERIALS ORDERED	BOOKS	JOURNALS	AUDIO-VISUALS	TOTAL
Sciences				
Humanities	R278 557.09	R0.0	R0.0	R278 557.09
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 16: Quantity of materials ordered in 2014

QUANTITY ORDERED	BOOKS	JOURNALS	AUDIO-VISUAL	TOTAL
Management Sciences	319	0	31	350
Engineering and Information Technology	643	0	9	652
Health and Environmental Sciences	70	0	62	132
Humanities	219	0	28	247
LIS	204	0	4	208
General	0	0	0	0
Welkom campus	751	0	22	773
Kimberley campus	26	0	0	26
Total	2232	0	156	2 388

Table 17: 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

5.0 CATALOGUING

Cataloguing as part of Technical Services did a commended job in the processing of library materials. A total of 27,659 were processed in 2014 as opposed 21,557 processed in 2013. As will be noted in table 18 the Cataloguing Unit is involved in far more activities than cataloguing of library records. For example the unit regularly re-examine the library records to ensure the bibliographic data appearing on library materials matches the data on the library system (Innopac catalogue). When library materials are relocated for one reason or the other the bibliographic records on the catalogue have to be adjusted accordingly. Similarly when library materials are permanently removed from the library collection appropriate adjustments have to be made to show such changes. On the other

hand from time to times bibliographic records have to be revised or corrected if it is discovered that wrong information was assigned to a records. These are just few examples of the many other activities done by the unit besides cataloguing per se.

Table 18: Materials processed in 2013 and 2014

Activities	2014	2013
Copy cataloguing	1836	3 259
Original cataloguing	321	21
Revised bibliographic records	4743	4 711
Item record created/revised	6432	5 769
Holding added/deleted	6328	5 241
Authority records downloaded	1769	1 033
Materials written off	5622	633
Materials classified/reclassified	508	890
Total	27659	21 557

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 four databases; five relating to individual e-journals and eight associated to systems operations. Full-text databases included world-renowned information databases such as EbscoHost, ProQuest, ScienceDirect, and 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 2014

DATABASE	VENDOR
Bookfind Online Premier	BookData/SAPnet
CASELaw	Workinfo. com
Discovery	EBSCO
EbscoHost (Premier Package with MEDLINE with Full Text Package Price)	EBSCO
EbscoHost Hospitality & Tourism complete	EBSCO
Innopac Annual License	III
ISI: Journal Citation Reports	WWIS
ISI: Web of Science	WWIS
Labour Library	Juta
NETLAW	Sabinet
OCLC International ILL	Sabinet
ProQuest Central	ProQuest
ProQuest Theses & Dissertations Full-text	ProQuest
RDA Toolkit	Sabinet
RefWorks	ProQuest
ReQuest	Sabinet

SA Citations Plus	Sabinet
SA e-Publications	Sabinet
SA Gazette	Sabinet
SA Law Reports	Juta
SA Statutes & Regulations	Juta
SabiCat Online Cataloguing	Sabinet
ScienceDirect	Elsevier
WebDewey	Sabinet

Table 20: Library subscription to databases in 2013

DATABASE	VENDOR
Bookfind Online Premier	BookData/SAPnet
CASELaw	Workinfo. com
Dialog	Dialog
Discovery	EBSCO
EbscoHost (premier package with MEDLINE with full-text package price)	EBSCO
EbscoHost Hospitality & Tourism Complete	EBSCO
Innopac Annual License	III
ISI: Journal Citation Reports	WWIS
ISI: Web of Science	WWIS
Labour Library	Juta
NETLAW	Sabinet
OCLC International ILL	Sabinet
ProQuest Central	ProQuest
ProQuest Theses & Dissertations Full-text	ProQuest
RDA Toolkit	Sabinet
RefWorks	ProQuest
ReQuest	Sabinet
SA Citations Plus	Sabinet
SA e-Publications	Sabinet
SA Gazette	Sabinet
SA Law Reports	Juta
SA Statutes & Regulations	Juta
SabiCat Online Cataloguing	Sabinet
ScienceDirect	Elsevier
WebDewey	Sabinet

6.2 Use of databases

As the CUT LIS provides its community access to valuable electronic information resources, it is useful to supply some statistics. To enhance access to electronic resources the library also provides training and information literacy sessions, on an ongoing basis, to library clients. Apart from training the library publicizes and proactively markets these resources whose full potential is yet to be realised.

A comparative analysis of use of electronic resources in 2014 and 2013, inconclusive as it might appear, given some gaps in the data collected, seems to suggest that the effort to improve usage is showing encouraging results as demonstrated by the growing number of searches and full text downloads.

Table 21: Database usage 2014

DATABASE	SEARCHES	FULL-TEXT DOWNLOADS
EBSCOHost	1,555,819	21,531
Hospitality & Tourism	25837	655
ProQuest Central	13598	12848
SA e-Publications	7844	6384
Sabinet Legal	294	1785
Sabinet Reference	2869	112
ScienceDirect (without December 2014)	14922	35,160
Web of Science (without December 2014)	1816	Not available
ISI Journal Citation Reports (without December 2014)	86	Not available
Total	1,623,085	78,475

Table 22: Database usage 2013

DATABASE	SEARCHES	FULL-TEXT DOWNLOADS
EBSCOHost	617 143	19 427
Hospitality & Tourism	8 582	402
ProQuest Central	4 062	3 062
SA e-Publications	5511	5071
Sabinet Legal	364	450
Sabinet Reference	1669	51
ScienceDirect	9 868	16 178
Web of Science	1 552	Not available
ISI Journal Citation Reports	228	Not available
Total	1, 024, 476	44 ,933

6.3 Electronic books

In 2013 the LIS took a decision to embrace and acquire electronic books as a strategy to broaden the base of library resources. To this effect subscription to ebooks commenced in 2014. Henceforth the library will be providing comparative statistics on use of ebooks from year to year.

Table 23: E-book usage 2014

E-book package	FULL-TEXT DOWNLOADS
ScienceDirect (Excluding December 2014)	10,459

7.0 CIRCULATION SERVICES

An escalation in the number of library materials that went out in circulation was observed in 2014. In 2013 a sum total of 48,041 transactions were recorded. However this figure shot up to 74,946 in 2014. Welkom Campus and The Faculties of Humanities and Management Sciences in particular showed dramatic improvement/increases in 2014. It will be noted that use of Short Loan collection almost doubled in the Faculty of Humanities in the year 2014 in comparison to 2013 as demonstrated in tables 24 and 25 below.

Table 24: Circulation statistics in 2014

FACULTY	PRINTED	MULTI-MEDIA	STUDY COLLECTION	TOTAL
Management Sciences	10,521	67	7492	18,080
Engineering and Information Technology	7140	51	1723	8914
Health and Environmental Sciences	6933	92	96	7121
Humanities	11,122	12	6125	17,259
Welkom campus	16,180	54	5245	21,479
Kimberley campus	0	0	0	0
Other	1,996	20	77	2,093
Total	53,892	296	20,758	74,946

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