

LIBRARY AND INFORMATION SERVICES

Annual Report: 2017

1.0 SUMMARY OF MAJOR ACTIVITIES

- The First Year Orientation LIS took place on 11-13 January & 23 January 2017 at Bloemfontein Campus. A total number of 609 students attended the programme in the first quarter of 2017 as opposed to 746 who attended in January 2016. The reason for the drop in numbers could be attributed to early scheduling of the orientation programme in 2017. It was apparent that many students were preoccupied with the registration process and thus were deprived the opportunity to attend the library orientation. Technical problems, experienced by students and staff, in accessing computers in the library did not help matters. At Welkom Campus the orientation programme did not attract many students either. Only 528 students were inducted between 30-31 January 2017 and 01-03 February 2017 in contrast to 542 recorded as having attended the orientation programme in the same period the previous year.
- Faculty Librarians visited TUT (Tshwane University of Technology) on a benchmarking exercise on 24 January. The purpose of the visit was to gather more information on the mode of offering of the Information Literacy Module. The visit was deemed necessary considering that Faculty Librarians were reported to be finding it difficult to cope with the task of providing PIM instructions. Following the adoption of PIM as a compulsory module faculty librarians were overwhelmed with PIM instructions. More so that Faculty Librarians were also expected to perform other responsibilities such as providing training on database usage and meeting information needs of Post-graduate students and faculty members. Upon return from TUT Faculty Librarians reported that they were particularly impressed by the practice of offering Information Literacy as a self-directed online programme under the supervision of instructors dedicated exclusively to teaching Information literacy. It was strongly recommended that CUT seriously consider adopting the TUT approach to managing Information literacy. In the interim four temporary trainers were recruited at CUT to assist with PIM classes in the first and second quarters of 2017.
- The South African Library Week was commemorated from 18-26th March. During this period different types of libraries held events to market their libraries throughout the country. At CUT, Bloemfontein Campus, the Library Week was celebrated on 24 March. The theme for 2017 Library Week was "My library, Your Library". For the first time ever this event was organised outdoors in an attempt to attract as many students as possible. The event was staged on the library foyer. It was an educational episode but filled with funfair music and dance. Professor A Ngowi, the Acting Vice Chancellor, Research, Innovation and Engagement was the guest of honour. He also provided a Keynote address. The Chairperson of the Free State branch of the Library Association of South Africa was also in attendance and was accorded an opportunity to

address the audience. At Welkom Campus library marketing fliers were distributed, while the debate society held discussions around the theme of the Library Week. Competitions were also organised around reading, photo journalism and video portraits. As often the case during the Library Week celebrations a “Fine Free Week” was declared. This meant that all library users who had outstanding library fines arising from failure to return borrowed library materials on time were allowed to return such materials without being requested to pay overdue fines.

- The LIS undertook to investigate the possibility of migrating from blanket to transactional copyright licences. In the past the LIS had subscribed to a blanket copyright licence however, prohibitive costs of this mode of licence was a huge drain on dwindling CUT resources. Under the blanket licences scheme the actual tariffs are largely determined by the size of the student population (FET). For example, a relatively large academic institution like Wits would pay as much as three million Rands per year. The CUT blanket copyright costs were hovering around one million Rands per year in 2016. On the other hand, the costs of transactional licences are determined by the actual photocopies of copyrighted materials placed in the library (Short Loan). Considering that relatively fewer copies of copyrighted materials are made and placed in the CUT library transactional copyright licences were likely to cost CUT far less than blanket copyright licences. Blanket licences entailed minimum administrative requirements and are seen as less risk to the institution from copyright infringement and possible legal litigation. However, they come at a high cost to the institution. While it will be admitted that transactional licences will bind the LIS to a strict administrative regime preliminary estimates indicated that by opting for transactional copyright licences the LIS would save CUT a minimum of over half a million Rands per year.
- Towards the end of the second quarter the library management held discussion with the Centre of Innovation for Learning and Teaching to explore the possibility of securing funding to support PIM. Subsequently the library management was encouraged to submit a proposal to apply for funding to recruit PIM instructors, from 2018, through the Teaching and Research Grant. Despite submitting a funding proposal the LIS was informed that the bid to secure funding was unsuccessful. It was stated that the funding government approved for CUT was too little to cover ongoing programmes, financed from the previous year, let alone support new projects. The request for financial support was in line with a commitment made to Senate to address challenges encountered in offering PIM. Earlier on, in an unprecedented move, the library management requested Senate to allow the 2014 first year students cohort to graduate irrespective of whether or not they had passed PIM (a compulsory training programme to all first year students at CUT). The request to exempt students from PIM arose largely due to administrative and financial challenges encountered by the library in the management of PIM. Following the grating of this special request Senate was categorical that the library management had to ensure that this unfortunate occurrence did not manifest itself in future.

This is the background that prompted the library to visit TUT, in the first term, as reported above.

- In an ongoing digitisation programme old CUT examination papers of the 1st Semester of 2017 were converted from print to digital format and indexed on the CUT Student Portal at the beginning of the 2nd Semester in 2017. It should be noted that previous examination papers also appear on the same portal. It was hoped that storage of examination papers in electronic format would help to improve accessibility. Equally important the digitization process would assist to enhance durability of these important resources. Print examination papers are, by nature, prone to tear and dilapidation due to heavy usage and are often subjected to mutilation by unscrupulous students.
- In the third quarter the library was visited by members of the Hindu community of South Africa. On conclusion of the discussions representatives from the Hindu Association graciously donated a 14 set Encyclopaedia on Hindu Art. The encyclopaedia covered five continents. It was hoped that this rare collection could be of particular interest to the Department of Design and Studio Art. Hinduism is found in various provinces in South Africa. Although Hinduism has a relatively small following in South Africa (about 1.2% of the population) the country is known to have the largest concentration of the Hindu faith followers after Mauritius.
- It would appear that most faculty members were shunning away from their duty to order library materials. This was worrisome considering that the CUT book budget was not particularly large and the library collection was far from modest in virtually all disciplines. Worse still the library had a huge proportion of “outdated” study materials older than 20 years (date of publication). By showing little or no interest in ordering library study and research material academic staff were doing a disservice to themselves and the student’s population. In a frantic effort to fill in the gap the library organised a book exhibition on 30th August at Bloemfontein Campus. Similarly another book exhibition was held at Welkom Campus on 28-29th September. However very few staff members attended especially at Bloemfontein Campus and the yield in term of book orders was equally poor.
- To comply with national and institutional regulatory requirements the library staff organised a team of staff members to represent the library building as members of the Organisation Health and Safety (OHS). The committee meet several times in the third quarter and member elected, among themselves, representatives for each floor of the building. Thus at each floor nominations were made for Fire Marshals and First Aid Representatives. It was hoped that training would be provided for all members in these two critical categories of OHS. In addition the library acquired two First Aid kits for use when necessary for staff and students in the library building. It was anticipated that in future the committee would meet quarterly.

- Two library staff members (Ms Z Mokone and Ms S Minnie) from the Technical Services Unit visited the North West University Library, Potchefstroom Campus, on a benchmarking mission. The main purpose of the visit was to familiarise themselves with library technical services (Cataloguing services) with particular interest on processing of electronic books and dissertations. The visit proved to be insightful as the CUT staff were offered an opportunity to interact with their counterparts and were taken through the technical processes and procedures including budgeting, acquisition of library resources, processing of serial publications and binding. Furthermore, they were taken on a conducted tour of the library.
- The Short Loan collection was relocated from the first floor to the ground floor of the library building in the fourth quarter of 2016. The rationale behind the move was to consolidate circulation services and ensure better utilisation of staff. Experience had shown that having two similar services separated from each other was cumbersome. With only one staff member dedicated to Short Loan it was often difficult to find substitutes or support staff whenever the incumbent was not at the work station for whatever reason. Besides the Short Loan collection had very few titles to warrant a separate location and was thus found not effective in the utilisation of library space. Perhaps more importantly by incorporating the Short Loan collection under the Issue Desk synergy and collaboration among circulations staff was enhanced.
- In the second semester the library embarked on a project to renovate and expand the Post-graduates Research Common. This was part of a larger strategy to improve library facilities. A number of smaller office spaces located in the area designated for the Post-graduate facility were dismantled to increase capacity. Work on the floor was completed after the debris and rubbles were removed and a new carpet was put in place. Furniture for computers and study purposes, including couches, for leisure or relaxation were also acquired. Further work to install electrical power points and computer networks was expected to be completed in the first quarter of 2018. Once completed the Research Common would be able to accommodate fifty students (workstations) at any given time. This would be a huge improvement from the previous one that could seat (workstations) no more than seven students at a time.
- Four newly appointed library staff members assumed duty in the second semester of 2017. At Bloemfontein Campus: Mr Sabelo Chizwina was appointed as Deputy University Librarian: Clients Services. On the other hand, Ms Dudu Radebe, started work as Librarian: Circulations. Ms Mapaseka Mollo took up appointment as Junior Librarian: Short loan (Evening Level 2), while Mr Charles Vimbi joined the library family in capacity as, Junior Library Assistant: Shelving. At Welkom Campus Mr Tobias G Singleton, was recruited as Library Assistant: Serials and Collection Development. With these appointment Welkom Campus was operating at full capacity while Bloemfontein Campus still had two positions yet to be filled.

2.0 TRAINING PROGRAMMES

The LIS places high premium on affording opportunities for LIS staff to acquire new skills and get exposure to different and innovative ways of doing things in this fast evolving information profession.

The following tables highlights some of the training programmes attended.

2.1 Staff training, seminars and conferences attended

Table 1: First quarter 2017

EVENT	STAFF MEMBER(S)	DATE
SAPnet Presentation	All LIS staff	2017-01-20
TUT Library Benchmarking of Information Literacy	Ms S Lesetja Ms L Storm Ms J Smith Mr E Zungu Mr A Mkam	2017-01-24
Information Ethics & Digital Wellness workshop	Ms T.J Smith Mr M.P Moremi	2017-01-25
DALRO Presentation on Transactional Copyright Licences	All LIS staff	2017-02-14
Time Management workshop	Ms M Kleynhans Ms J Motlhaping	2017-02-15 - 2017-02-17
Innovative Presentation	Ms D Ackerman Mr S Mabena S Minnie	2017-03-02
World Book Day	All LIS staff	2017-03-24

Table 2: Second quarter 2017

EVENT	STAFF MEMBER(S)	DATE
Mancom planning session	Z Mokone	2017-04-26
EBSCOhost and eBooks training	D Ackerman TJ Smith MP Moremi T Tsele S Lehloka R van der Merwe W Steyn S Minnie Z Mokone	2017-05-02
Sabinet Collection Manager and Discovery tool training	D Ackerman S Mabena T Tsele A Mkam E Zungu S Lesetja L Storm R van der Merwe	2017-05-03

EVENT	STAFF MEMBER(S)	DATE
	W Steyn S Minnie J Moretedi Z Mokone	
Clarivate demonstration	D Ackerman S Mabena T Tsele S Lehloka J Kabamba R van der Merwe W Steyn S Minnie J Moretedi Z Mokone	2017-05-03
BCM Operational BIA	J Kabamba L Storm Z Mokone D Ackerman	2017-05-10 and 2017-05-12
PEARSON Insights with Pearson& Cut PIM	A Mkam E Zungu S Lesetja	2017-05-10
PEARSON Discover Smarter Learning	A Mkam E Zungu S Lesetja	2016-05-16
Converis Database	Ms Storm	2017-05-17
University Capacity development meeting	Ms Storm	2017-05-22
Sanlic workshop	S Mabena E Zungu	2017-05-23 – 2017-05-25
Developing Online Programmes	A Mkam E Zungu S Lesetja L Storm	2017-05-31
ICT Strategy Formulation Workshop	D Ackerman	2017-06-06
IFLA IAP & Sustainable Development Goals Workshop	TJ Smith JM Motlhaping MP Moremi	2017-06-06
CHELSEA Seminar	E Zungu	2017-06-06
RDA Training	R van der Merwe W Steyn J Moretedi Z Mokone	2017-06-08 to 2017-06-09
CHE-NSLA Consultative meeting	A Mkam	2017-06-14
World Share Discovery Tool	A Mkam E Zungu S Lesetja L Storm S Mabena	2017-06-20
Principles of Management and Leadership for Librarians	Z Mokone	2017-06-27 to 2017-06-28
Basic Ethics and Etiquette for Library Assistants	A Maile I Hugo J Ponyane I van Zyl	2017-06-29

Table 3: Third quarter 2017

EVENT	STAFF MEMBER(S)	DATE
Boopsie App for Academic Libraries webinar demonstration	Zandi Mokone Dora Ackerman Sizwe Mabena	2017-07-11
SABINET Worldshare ILL Training	Mr M.P. Moremi	2017-07-17
ILL Interest Group workshop	Mr M.P. Moremi	2017-07-21
OECD training	Zandi Mokone Dora Ackerman Sizwe Mabena Lizette Storm	2017-07-24
Employability Improvement Training Programme	Mr M.R. Nthoroane Mrs T.J. Smith Mr J Seeli Mr M.P. Moremi Mr T.G. Singleton Mrs M Kleynhans Ms J. M Motlhaping	2017-08-02 to 2017-08-03
Sabinet Regional Consultative	Dora Ackerman Lizette Storm Zandi Mokone René van der Merwe Willemien Steyn Sharon Minnie Mrs T.J. Smith Mr M.P. Moremi	2017-08-07
Clarivate Training Workshop: General introduction	JM Kabamba Dora Ackerman Sizwe Mabena Amos Mkam Emmanuel Zungu Shela Lesetja Lizette Storm Zandi Mokone René van der Merwe Willemien Steyn Sharon Minnie Jons Moretedi	2017-08-07
Safety Management Training	Mr M.R Nthoroane	2017-08-15
Cengage Learning demonstration for online courses	Dora Ackerman Sizwe Mabena Lizette Storm Zandi Mokone René van der Merwe Willemien Steyn Sharon Minnie Jons Moretedi	2017-08-17
Clarivate Training Workshop: Incites	JM Kabamba Dora Ackerman Sharon Minnie Mr M.R. Nthoroane Mrs T.J. Smith Mr T.G. Singleton Mr M.P. Moremi	2017-08-17

EVENT	STAFF MEMBER(S)	DATE
	Ms J. M Motlhaping	
ECM (Ebsco Collection Manager) Webinar	Lizette Storm	2017-08-21
Academia ERP system demonstration	Dora Ackerman	2017-08-24 2017-08-25
ProQuest & Alexander Street Trials demonstrations	Dora Ackerman Sizwe Mabena Amos Mkam Emmanuel Zungu Shela Lesetja Lizette Storm	2017-08-30
Training on Science Direct and Books	JM Kabamba Dora Ackerman Sizwe Mabena Amos Mkam Emmanuel Zungu Shela Lesetja Lizette Storm Sharon Minnie Mrs T.J. Smith Mr M.P. Moremi	2017-08-31
Workshop: Technology innovation in better managing ICT resources	Dora Ackerman Thomas Tsele Sam Lehloka	2017-09-06
Information Literacy Online Development Workshop	Amos Mkam Emmanuel Zungu Shela Lesetja Lizette Storm Mrs T.J. Smith Mr M.P. Moremi	2017-09-06 to 2017-09-08
LIASA Free State Branch AGM	Dora Ackerman Sizwe Mabena Thomas Tsele Sam Lehloka René van der Merwe Willemien Steyn Jons Moretedi Mr M.R. Nthoroane Mr T.G. Singleton	2017-09-07
Clarivate training: Intellectual Property 101 Derwent Innovation Index on the Web of Science	JM Kabamba Dora Ackerman Sizwe Mabena	2017-09-07
Research and development Breakaway	Amos Mkam	2017-09-14
Panel Review: Internal Auditing	Lizette Storm	2017-09-21
Springer e-Books	Amos Mkam Zandi Mokone Dora Ackerman	2017-09-22
IEEE IQ Plus webinar demonstration	Dora Ackerman Emanuel Zungu	2017-09-19

Table 4: Fourth quarter 2017

EVENT	STAFF MEMBER(S)	DATE
CHELISA meeting	Z. Mokone	2017-10-02
LIASA Conference	J. Moretedi	2017-10-02 to 2017-10-06

EVENT	STAFF MEMBER(S)	DATE
	S. Minnie S Lehloka M.R. Nthoroane T.J. Smith S Lesetja	
Compliance Management Awareness	M.R. Nthoroane T.G. Singleton M Kleynhans	2017-10-11
Sabinet electronic resources training (eBooks and e-thesis)	Z. Mokone R. van der Merwe W. Steyn D Ackerman S Mabena	2017-10-16 to 2017-10-17
IP 101 and workshop around Building SMME's with IP	S Mabena S Lesetja A Mkam E Zungu L Storm	2017-10-24 to 2017-10-25
Patents and Web of Science	S Mabena S Lesetja A Mkam E Zungu L Storm	2017-10-26
Simplify ILS Systems & Security Management with Innovative's Cloud Hosting Services (webinar)	D Ackerman	2017-10-26
CUT managers information session on sexual harassment	D Ackerman Z Mokone	2017-10-31
Proquest	S Lesetja A Mkam E Zungu L Storm	2017-11-03
IUGSA workshop	W. Steyn D Ackerman M.P. Molise T.G. Singleton M.J. Motlhaping S Chizwina N Mosala M Mapaseka L Malefane D Radebe	2017-11-07 to 2017-11-09
IPerms training	D Ackerman Z Mokone S Chizwina	2017-11-22

Table 5: Presentations by LIS staff members

EVENT	STAFF MEMBER(S)	DATE
Faculty of Management Sciences: Research Workshop	Lizette Storm	2017-02-10
Presentation "A journey of a thousand sites begins with a single click" at the CUT Research and Innovation Workshop	D Ackerman	2017-02-24

PGCE Training	Amos Mkam	2017-09-12
---------------	-----------	------------

3.0 INFORMATION SERVICES

In 2017 the number of training activities dipped by about 50% in 2017 in comparison to training activities offered in 2016. All faculties including Welkom campus experienced the slump as will be seen in table 6 & 7 below. However, there was a slight increase in the number of Post-graduate information searches recorded in 2017 in contract to 2016. Similarly Under-graduate quick reference queries recorded for 2017 marginally improved in relation to those recorded in 2016.

3.1 Training offered

Table 6: Training activities offered to students 2017

Faculty	Staff Member(S)	Number of Students
Management Sciences	Lizette Storm	1240
Engineering and Information Technology	Emmanuel Zungu	1404
Health and Environmental Sciences	Shela Lesetja	376
Humanities	Amos Mkam	293
Welkom campus	Joyce Smith	1028
Total		4,341

Table 7: Training activities offered to students 2016

Faculty	Staff Member(S)	Number of Students
Management Sciences	Lizette Storm	2594
Engineering and Information Technology	Tshidi Jobo Tshidi Jobo / Emmanuel Zungu / Lizette Storm	1743
Health and Environmental Sciences	Jeannet Molopyane / Lucia Malefane / Shela Lesetja	1221
Humanities	Amos Mkam	687
Welkom campus	Joyce Smith	2457
Total		8,702

3.2 Services offered

Table 8: Post-graduates customized information searches: 2017

Faculty	Staff Members	Number of searches
Management Sciences	Lizette Storm	570
Other (Support Services)	Lizette Storm	96
Engineering and Information Technology	Emmanuel Zungu	104
Other (Support Services)	Emmanuel Zungu	10
Health and Environmental Sciences	Shela Lesetja	464
Other (Support Services)	Shela Lesetja	12
Humanities	Amos Mkam	576
Other (Support Services)	Amos Mkam	32
Welkom campus (all faculties)	Joyce Smith	450
Total		2,314

Table 9: Post-graduates customized information searches: 2016

Faculty	Staff Members	Number of searches
Management Sciences	Lizette Storm	514
Engineering and Information Technology	Tshidi Jobo Tshidi Jobo / Emmanuel Zungu / Lizette Storm	130
Health and Environmental Sciences	Jeannet Molopyane / Lucia Malefane / Shela Lesetja	293
Humanities	Amos Mkam	515
Other (e.g. support services and external users)	Lizette Storm	332
Other Faculties & Support Services	Tshidi Jobo / Lucia Malefane	93
Welkom campus (all faculties)	Joyce Smith	271
Total		2,148

Table 10: Under-graduates quick reference queries: 2017

Faculty	Staff Members	Number of queries
Management Sciences	Lizette Storm	185
Engineering and Information Technology	Emmanuel Zungu	775
Health and Environmental Sciences	Shela Lesetja	145
Humanities	Amos Mkam	200
Welkom campus	Joyce Smith	162
Total		1,467

Table 11: Under-graduates quick reference queries: 2016

Faculty	Staff Members	Number of queries
Management Sciences	Lizette Storm	447
Engineering and Information Technology	Tshidi Jobo Tshidi Jobo / Emmanuel Zungu / Lizette Storm	136
Health and Environmental Sciences	Jeannet Molopyane / Lucia Malefane / Shela Lesetja	272
Humanities	Amos Mkam	470
Welkom campus	Joyce Smith	0
Total		1,325

3.0 ACQUISITIONS

In general fewer library materials were added to the library collection in 2017 in comparison to 2016. The number of materials ordered for both Bloemfontein and Welkom Campuses in the year under review improved by a small margin. However, the opposite was true with the number of materials received and paid for. In the same vein the number of copies added to the library collection shrunk slightly in 2017 in comparison to 2016. Similarly the number of electronic books added to the library collection in 2017 was not impressive in contrast those recorded in 2016.

Table 14. Titles Ordered for Bloemfontein and Welkom Campuses: 2017

	Bloemfontein Titles	Bloemfontein copies	Welkom Titles	Welkom copies
Printed Materials	514	765	365	305
Rush orders	137	274	9	18
Audio-visual	1	1	0	0
E Books	15	15	0	0
Journals	2	2	0	0
Total	669	1057	374	323

Table 15. Titles Ordered for Bloemfontein and Welkom Campuses: 2016

	Bloemfontein Titles	Bloemfontein copies	Welkom Titles	Welkom copies
Printed Materials	445	756	359	431
Rush orders	48	120	5	8
Audio-visual	7	7	0	0
E Books	23	23	0	0
Journals	0	0	0	3
Total	523	906	364	442

Table 16. Printed materials received and paid: 2017

Faculty	Amount paid	Titles	Copies
Management Sciences	R189 291.64	153	257
Engineering & Information Technology	R111 473.63	67	122
Health & Environmental Sciences	R52 347.76	28	45
Humanities	R158 562.08	221	272
LIS Bloemfontein Campus	R75 185.85	77	106
Welkom Campus	R312 487.20	374	431
Welkom printed journals	R58 710.83	7	7
LIS Journals	R165 666.37	18	18
Totals	R1, 123 725.36	945	1,258

Table 17. Printed materials received and paid: 2016

Faculty	Amount paid	Titles	Copies
Management Sciences	R297,523.46	160	319
Engineering & Information Technology	R287,204.31	141	163
Health & Environmental Sciences	R208,895.86	67	126
Humanities	R159,762.09	167	256
LIS Bloemfontein Campus	R98,588.10	68	76
Welkom Campus	R499,190.13	427	512
Totals	R1,551,163.95	1,030	1,452

Table 18. Electronic books received and paid: 2017

Faculty	Amount paid	Copies
Management Sciences	R3 030.03	2

Engineering & Information Technology	R91 776.77	24
Health & Environmental Sciences	R2 366.95	1
Humanities	R14 242.62	5
LIS Bloemfontein Campus	R5 230.81	4
Welkom Campus	R 0.00	0
Totals	R116,647.18	36

Table 19. Electronic books received and paid: 2016

Faculty	Amount paid	Copies
Management Sciences	R6,356.02	1
Engineering & Information Technology	R16,141.26	2
Health & Environmental Sciences	R51,334.66	7
Humanities	R44,529.68	3
LIS Bloemfontein Campus	R64,065.20	13
Welkom Campus	R401.21	1
Totals	R182,828.03	27

Table 20. Audio-visual materials received and paid: 2017

Faculty	Amount paid	Titles	Copies
Hospitality	R3 990.00	1	1
Totals	R3 991.00	1	1

Table 21. Audio-visual materials received and paid: 2016

Faculty	Amount paid	Titles	Copies
Somatology	R 23,598.00	7	7
Totals	R 23,598.00	7	7

5.0 CATALOGUING

Cataloguing functions includes a whole range of activities such as listed in table 22. As the table shows in total the number of materials processed went up though by a small margin. Nevertheless, a close look at that table indicates that in 2017 fewer electronic books were processed. On the other hand a little more materials were copy catalogued in 2017 relative to the year before but the number of materials reported to have been originally catalogued went down substantially.

Table 22: Materials processed in 2017 and 2016

Activities	2017	2016
Copy cataloguing	917	730
Original cataloguing	89	297
Revised bibliographic records	2164	2632
Item record created/revised	3483	2967
Holding added/deleted	1012	1442
Authority records downloaded/corrected	224	669
Materials written off	2465	565
Materials classified/reclassified	431	588
E-books catalogued	156	287
Total	10,941	10,177

6.0 SYSTEMS

The status of the LIS subscription to databases largely remained the same. However, a few additions were made to the list of databases the library subscribed to in 2017. Three databases as highlighted in bold in table 23 represents new subscription to boost the pool of resources available to library clients. The Innovation Sierra (Cloud hosting) is a system database the library is scheduled to adopt as an upgrade from the Millennium III system.

6.1 Databases

Table 23: Library subscription to databases in 2017

DATABASE	VENDOR
Bookfind Online Premier	Bookdata
CASELaw	Workinfo.com
EbscoHost (Premier Package Plus Medline Full Text)	Ebsco
EbscoHost Hospitality and Tourism Complete	Ebsco
Emerald Subject eJournal Collection	Emerald
EZProxy	Sabinet
IEEE IET Digital Library	Ebsco
InCites	WWIS
Innopac Annual License	III
Innovative Sierra (Cloud hosting)	III
ISI Journal Citation Reports	WWIS
ISI Web of Science	WWIS
Labour Library	Juta
LibGuides	Springshare
Netlaw	Sabinet
OCLC Worldcat Discovery (Including Firstsearch databases)	Sabinet
ProQuest Central	Proquest
ProQuest Dissertation & Thesis Fulltext	Proquest
QuestionPoint	Sabinet
RDA Toolkit	Sabinet
Refworks	Proquest
ReQuest	Sabinet
SA e-Publications	Sabinet
SA Gazette	Sabinet
SA Law Reports	Juta
SA Statutes & Regulations	Juta
SabiCat	Sabinet
ScienceDirect	Elsevier
Taylor & Francis eJournal Package	WWIS
WebDewey	Sabinet

Table 24: Library subscription to databases in 2016

DATABASE	VENDOR
Bookfind Online Premier	Bookdata
CASELaw	Workinfo.com
EbscoHost (Premier Package Plus Medline Full Text)	Ebsco

EbscoHost Hospitality and Tourism Complete	Ebsco
Emerald Subject eJournal Collection	Emerald
EZProxy	Sabinet
Innopac Annual License	Ill
ISI Journal Citation Reports	WWIS
ISI Web of Science	WWIS
Labour Library	Juta
LibGuides	Springshare
Netlaw	Sabinet
OCLC Worldcat Discovery (Including Firstsearch databases)	Sabinet
OCLC International ILL (Worldshare)	Sabinet
ProQuest Central	ProQuest
ProQuest Dissertation & Thesis Full-text	ProQuest
QuestionPoint	Sabinet
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	Sabinet
ScienceDirect	Elsevier
Taylor & Francis eJournal Package	WWIS
WebDewey	Sabinet

6.2 Use of databases

In general while use of electronic resources seem to have picked traction results on the usage of databases was a mixed bag of positives and negatives. On the overall there was a remarkable downward spiral in searches done on selected databases. However, this was mitigated by statistics that indicates that full-text downloads escalated significantly in 2017 in comparison to data collected in 2016. This was very encouraging as downloads can be considered to be in close proximity to actual usage made than searches.

On the other hand use of electronic books declined substantially by almost half in 2017 in comparison to 2016. This is a major concern considering that the library would like to invest more in electronic books in the near future. Perhaps this result opens an opportunity to step up the library marketing of electronic books. Otherwise it will be futile to direct library investments in an area that does not seem to attract clients in sufficient numbers.

Table 25: Database usage 2017

Database	Searches	Full-text Downloads
EbscoHost	152053	7836
Ebsco Hospitality & Tourism Complete	6558	431
ScienceDirect	8433	124600

SA e-Publications	7926	2698
Sabinet Legal (was Sabinet NETLAW)	508	191
Sabinet Reference (was Sabinet SA Citation Plus)	1790	Not available
Total	177,268	135,756

Table 26: Database usage 2016

Database	Searches	Full-text Downloads
EbscoHost	1920729	18623
Ebsco Hospitality & Tourism Complete	50289	460
ScienceDirect	10116	48399
SA e-Publications	7794	6688
Sabinet Legal (was Sabinet NETLAW)	661	192
Sabinet Reference (was Sabinet SA Citation Plus)	6518	Not available
Total	1,996,107	74,362

6.3 Electronic books

Table 27: E-book usage 2017

E-book package	Full-text downloads	Total
ScienceDirect	1711	3,520
EbscoHost eBook Collection	1809	

Table 28: E-book usage 2016

E-book package	Full-text downloads	Total
ScienceDirect	5100	6,547
EbscoHost eBook Collection	1447	

6.4 CUT Institutional Repository (IR)

Cumulatively, since 2016, over four million searches had been conducted on the CUT Institutional Repository from a cross section of clients worldwide. This is no mean achievement in two years. A huge jump in the number of materials archived in 2017, in contrast to 2016, is recorded. This momentum, if maintained in the next couple of years, will be deserving well-meaning accolades and will certainly place CUT IR among more the popular portals in Africa.

A drastic improvement in items views was recorded in 2017. In many instances items viewed would translate in records cited or, at the very least, assist to improve the profile of CUT as an institution making meaning contributions to generation of knowledge.

Table 29: Use of institutional Repository:

Description	Cumulative until December 2017	2017	2016
Items Archived	1251	413	132
Item Views	518,397	226,391	146,766

Collection Views	14,432	5632	3,681
Community Views	26,246	8542	4,728
Searches Performed	4,163,081	1752300	510,841

7.0 CIRCULATION SERVICES

One would argue that there is nothing to write home about circulation statistics in 2017. In conformity with the pattern observed in recent past circulation of print materials were in declined not only at CUT but in many other academic institutions. Many observers believed that this was largely a direct effect of proliferation of alternative sources of information particularly in electronic format.

Table 30: Circulation statistics in 2017

Faculty	Printed material	Multimedia	Study collection	Total
Management Sciences	30	0	0	30
Engineering and Information Technology	3873	0	210	4083
Health and Environmental Sciences	2716	25	27	2768
Humanities	2993	1	233	3227
Other (Bloemfontein)	5880	8	1266	7154
Welkom campus	7473	6	8773	16252
Total	22965	40	10509	33,514

Table 31: Circulation statistics in 2016

Faculty	Printed material	Multimedia	Study collection	Total
Management Sciences	93	82	7	182
Engineering and Information Technology	4508	0	381	4889
Health and Environmental Sciences	3413	10	7	3430
Humanities	3584	2	177	3763
Other (Bloemfontein)	5682	90	1505	7277
Welkom campus	9022	1	9829	18852
Total	26302	185	11906	38,393