

LIBRARY AND INFORMATION SERVICES

Annual Report 2011



1.0 MAJOR ACTIVITIES

The year 2011 will be on record as one of the most remarkable in the history of library services at the CUT. A number of significant events critical to the development of library services occurred. Among them were the following:

- The CUT Library joined the Library fraternity in South Africa to celebrate the Library Week during 22nd – 24th March 2011. At national level the Library Week covered the period of 19th – 26th March 2011. The theme coined for the national celebrations was **“Read in your language @ your library”**. In tune with the CUT commemoration of 30 years of technological innovations the CUT library adopted the theme: **“Read 24/7/52/365 @ you library.”** This theme translates into “electronic library resources are available to you 24 hours a day, seven days a week, 52 weeks and 365 days a year.” The celebrations were marked by three major activities namely: The official opening at which the library launched three innovative products (e-newspapers, leisure reading corner and the Electronic Information Bulletin Board), a demonstration to market TDNet and RefWorks products and an Open Forum Discussion on intellectual property. Much to the satisfaction of the library management these events were well attended by academic staff and they generated a great deal of interest and discussions.



- At Welkom Campus the library held the first book exhibitions in living memory from 10 -11th May 2011. The purpose of the exhibition was to afford staff members an



opportunity to familiarise themselves with some recently published books in their fields of work. Staff members were also encouraged to select materials which they felt were important to support teaching, learning and research in their areas of interest. The selected and ordered books amounted to R 267,159.25.



Later in the year yet another successful book exhibitions was held at Bloemfontein Campus from 5th – 8th September 2011. Gauging by the number of exhibitors that attended, the revenue accrued through rentals of

Stands from exhibitors (R 6,650.00) to the library coffers and the number of books selected (724 titles to the value of R 906,881.40) by academic staff this was by far the most successful book exhibition ever. The library derived additional benefits from the book dealers that participated in the Bloemfontein Campus exhibition. One of the Exhibitors: The Learning Resources made a donation of two iPads to the Library. Van Schaik offered stationary and a collection of books while Knowledge Resources and Complete Books contributed vouchers to the value of R 1000.00 each.

- 2011 was a turning point in the staffing fortunes of the library. This was particularly significant considering that the library had been crippled by staffing constraints for many years. Needless to mention that the gaps in the staff establishment had a negative impact on the quality of services offered and were singled out in the Library Audit Report of 2010 as one of the weakest links in the provision of library services. In the year under review a number of recruitment meetings and interviews were held at both Welkom and Bloemfontein Campuses for various advertised library positions. By the end of the year 8 vacant positions were filled. Furthermore two staff members were elevated to senior positions.



The Library also appointed a temporary Cataloguer for a period of three from the 1st November 2011. The cataloguer was a great asset to assist the Cataloguing section in weeding and writing off materials no longer in the collection, quality control and cataloguing of Theses.

The new appointments went a long way to mitigate the staffing predicament that had plagued the library for many years and indeed made a huge difference in improving library operations.

- As the CUT celebrated 30 years of Technological Innovations (19th - 23rd September 2011) the Library seized the opportunity to reflect and showcase the rich history of the institution and the library. This was manifested in an exhibition of library relics and the CUT artefacts. On exhibition were a variety of historical pictures, garments and equipment dating back to the inception of the university (then Technikon). Among the attractions was an old bicycle that was used, among other things, to ferry books between three branch libraries. Various brands of ties depicting different chapters in the history of CUT were also on display. A miniature of the current library building seemed to have attracted the attention of the many students and staff who found time to explore and uncover the memory lane of the library and its mother institution.

2.0 LIBRARY ORIENTATION

While 462 First Year Students attended the programme in 2010 this number dropped to 366 in January 2011. The number of participants seems to be declining year by year. As was noted in the previous Annual Reports the timing of the library orientation is often in conflict with the registration process of students. As a result many students give



preference to sorting out their registration to attending the library orientation. However the library takes consolation in the fact that the library orientation is an on-going process throughout the year. While the January orientation is intended to attract as many students



as possible subsequent orientation programmes are offered to groups of students in collaboration with their programme heads or lecturers and even to individual students and staff on a one-to-one basis.

3.0 INFORMATION SERVICES

One of the key developments championed by the Information Services was to establish a **Short Loan Collection** on the second floor of the library. Although the idea was mooted a couple of years earlier it was only towards the end of 2011 that implementation of the idea came to fruition. Short Loan Collection services are a common phenomenon in academic libraries. The key function of the Short loan is to foster equitable access to prescribed materials, recommended literature, including lecture notes and other study materials that are in heavy demand, short supply or of special value to the undergraduate collection. Materials placed in the Short Loan Collection are issued to clients for a limited period of time as prescribed, from time to time, by library management. These materials may not be taken out of the library.



It was anticipated that this new service will be open to the CUT clients at the beginning of the 2012 academic year.

Throughout the year the library provided information services to staff and students. Information services are offered in different format. Assistance

rendered ranges 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 post graduates and academics).

3.1 Interlibrary Loans

Interlibrary loan services are essentially 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. Under this arrangement this service is only offered to postgraduate students and staff.

A systematic drop in the number of interlibrary loan transactions in recent years has been observed. In 2009 as many as 2,451 transactions were recorded. In 2010 this number slightly dropped to 2,413. However In 2011 only 1,043 transactions were noted. The biggest share of this data represent study/research materials requested from other institutions by CUT clients. As such one plausible inference that can be drawn from this decline is that more use was made of full text databases. More so that in 2010 and 2011 the library made significant strides to publicise use of e-resources.

4.0 ACQUISITIONS

Bloemfontein Campus Library received R 2,000,000.00 in book budget (including printed journals) for the 2011. On the other hand R 525,000.00 was allocated for Welkom Campus Library. The same amount was allocated in the previous year for Bloemfontein Campus Library. In 2009 R 2,8 million was assigned to the book budget. Considering the increases in the prices of book materials and overhead costs the faculties' capacity to acquire learning, teaching and research materials was expected to be weaker in 2011 than the previous year, more so considering the increase in the number of students in 2011. Furthermore some materials which were ordered in 2010 were only received in the period of January – March 2011. Unfortunately the costs of these materials were debited against the 2011 book budget as the library is not allowed to roll-over the book funds from the previous year.

As part of the costs saving measures subscriptions to some newspapers and magazines were discontinued. However a number of newspapers are now available electronically, to the CUT community, free charge.

The Acquisitions Section made tremendous progress to address the concern of stocking the library with more recent and relevant study materials. The library internal audit of 2009 which was sponsored by the Unit for Academic Planning and Quality Assurance revealed that the library collection was in desperate need of renewal.

Many students and academic staff interviewed were critical of the predominance of outdated study materials in the library collection. It was evident from the internal review that



a significant segment of library clients found the library less attractive to visit due to the preponderance of aged and ragged library materials. Paradoxically for at least four previous years the library failed to utilise all the funds allocated for book purchases for various reasons. It was therefore very encouraging and gratifying to note that in the 2011 financial year the Acquisition Section devised means to ensure that the entire book fund was exhausted. Not only was the library able to fill some gaps in the collection a significant number of materials were acquired to provide seed collection for the newly set up Short Loan Collection.

The proactive approach in the acquisition processes, improved communications with academics and between campuses were the key instruments adopted in the turnaround strategy. For example while the Bloemfontein Campus book exhibitions of May 2010 attracted book orders to the value of R 143,470.00, in 2011, this amount was drastically increased to R 906,881.40 in the book exhibition held in September 2011.

On the overall the Acquisition Section spend R2,613,116.97 on library materials in 2011. In the previous year R2,026,384.54 was the expenditure on library resources. Thus there was 22% increase in the value of materials acquired in 2011 in comparison to 2010.

Ironically even though the library spent much more in library materials in 2011, as opposed to 2010, in terms of the total number of actual materials acquired this was not the case as demonstrated in tables 9 and 10. This is largely attributed to the upward movements in inflation and the high costs of audio-visual materials which were acquired in much larger quantities in 2011 than in 2010.

5.0 CATALOGUING

For the first time in many years the Cataloguing Section operated with almost full staff capacity in 2011. This helped in dealing with long outstanding matters and setting the pace for quality assurance.

While the staffing situation stabilised in 2011, to a greater extent, particularly in the second half of the year statistics suggest that there was a decline in the number of materials catalogued in relation to 2010. In the year under review 3,821 materials were catalogued. In contrast 4,450 were catalogued in the previous year.



Nevertheless the staff in the section apportioned a considerable amount of time to check for the correctness of hundreds of bibliographic records on the system and carried out clean up activities of the catalogue database such as suppressing missing items from the collection and deleting holdings that were erroneously appearing on OCLC as available in the CUT collection.

For example over 2,000 records were checked for bibliographic correctness, 2,765 were weeded out of the collection, over 2,000 books were spine labelled while 303 books were removed from the collection and sent for binding. This represented significant effort in the library's pursuit to "clean up" the database and removal of out-of -use materials from the book shelves.

6.0 SYSTEMS

The LIS strives to be an active partner with academics in the research process. In this respect the LIS is committed to the development of the ICT infrastructure to support research for the university community in general and the post graduate students and researchers in particular.

6.1 Databases

Subscription to databases is paramount in building the research capacity. The LIS maintained subscription to twenty six databases. Included under this cover were full text databases such as EbscoHost, ProQuest, ScienceDirect and SA ePublications that have a wider coverage of peer reviewed journals. The library also maintained subscription to 52 e-book titles. Through the databases the library provides access to over 29,226 unique journal titles and e-books.

It should be noted that 6,775 journal titles the library subscribe to have links to the Journal Citation Reports which provides information on the impact factor of specific journals.

6.2 Use of databases

While it may not be practical to make useful comparisons in use of databases between 2011 and 2010 due to some missing links in the data captured and changes in subscriptions to databases it was generally observed that in recent years(last three years) there has been a significant improvement in use of e-resources. The library will continue to



use all opportunities that may present themselves to market the databases. Even more importantly the library will continue to be proactive in publicising these resources whose full potential are yet to be realised.

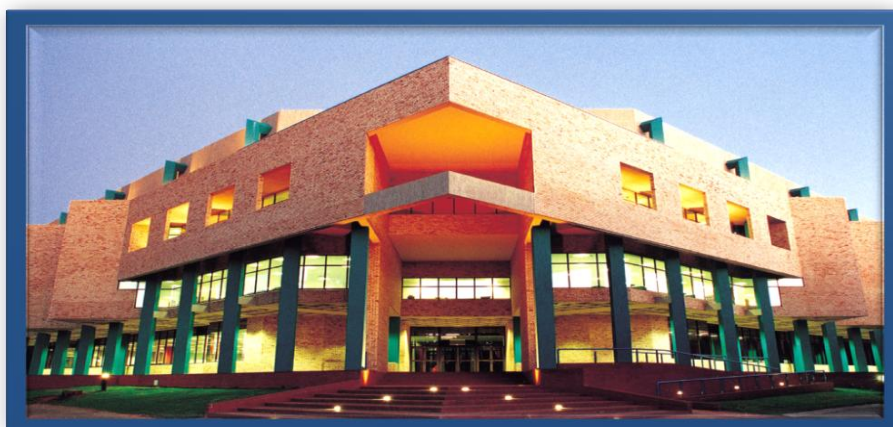
7.0 CIRCULATION SERVICES

There was a sharp decrease in the number of materials that went out on loan in 2011. However there is a reason for this slump. In 2010 the circulation statistics were much higher largely due to the inclusion of the English Language Proficiency (ELP) books in the collection. Extensive use was made of the ELP collection however changes in delivery of the ELP programme necessitated removal of the books from the active collection at the end of 2010. It is no longer a requirement for students to use these materials in the cause of their training programme.

8.0 CONCLUDING REMARKS

In looking back at the year under review it is apparent that the library has set the stage for quality service. A very successful Library Week coupled with a record breaking book exhibitions and a memorable event to commemorate the CUT 30 years of Technological Innovations will provide the necessary impetus to reach greater heights in the years to follow. With the establishment of a Short Loan Collection the library has ushered in an era of providing better services especially to undergraduate students.

The filling of numerous vacant positions at both Welkom and Bloemfontein Campuses have already started paying dividends in various portfolios of library services. The platform is firmed up to make meaning contributions to vision 2020.



The Directors of the LIS

Ben Erasmus
Director:
Resource Centre
1984-1999



Trudie Venter
Senior Director: Library and
Information Centre
1999-2006



Dora Ackerman
Acting Senior Director: Library
and Information Centre
2006-2007



Juliano Kabamba
University Librarian: Library
and Information Services
2007-



CUT Logos



Technikon Free State
Library and Information Centre

LIBRARY
& Information Centre



BIBLIOTEEK
& Inligtingsentrum

2004 Democracy Logo



Central University of Technology,
Free State



Original Technikon Free State
Logo

Scientia usus gratia
"The knowledge of the use of
grace"



Top: New CUT Logo 2005
Left: The 30th Anniversary Logo
2011

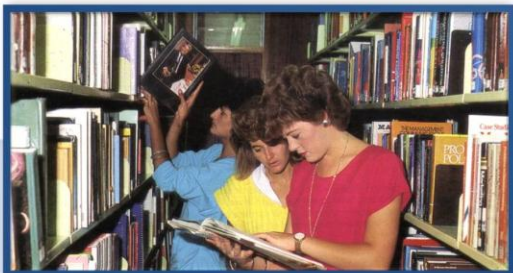


BE PART OF THE HERITAGE TO CELEBRATE TECHNOLOGICAL INNOVATIONS

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Old Libraries

Engineering & Health Library



Engineering Library



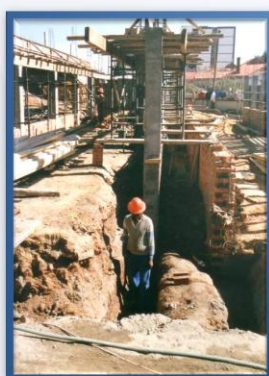
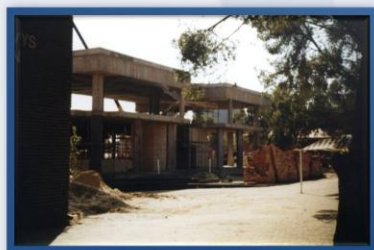
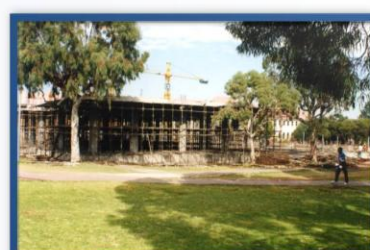
Kroonstad Library



Management & Art Library



The building of the new Library

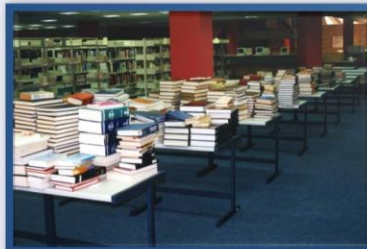




Central University of
Technology, Free State

The Big Move

November 1997



Celebrating
30
Years of
Technological Innovation
Soaring to 2020

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ERAC (Electronic Resource Access Centre)



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Innopac



1991: 13,000 records



1993: 20,000 records



2000: 60,000 records

Today: 144,000 records





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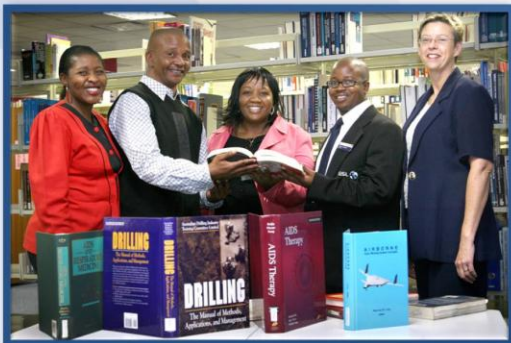


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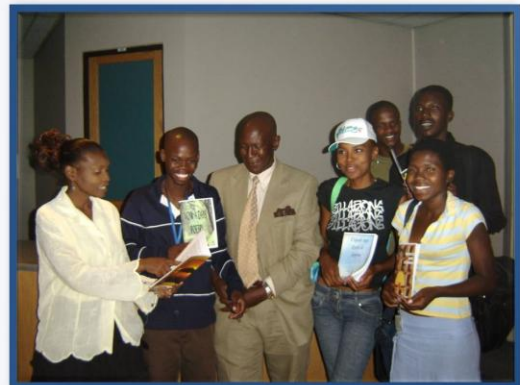
Community Engagement Projects



Working together with Jean Webber



Donating books to various community
libraries



Students reading with author Kgang Abel
Motheane during Library Week
celebrations



CUT's Adopt-a-school Lirecko High School's Matrics doing their final exams
in LIS' ERAC



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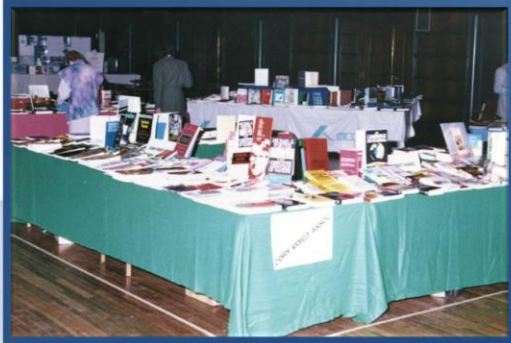




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Book exhibitions through the years

1st: Bloemfontein City Hall



Later: Boet Troskie Hall



Finally: LIS Art Gallery



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1st Library Staff photo: 1984



Left to right: Mr. Ben Erasmus, Prof G. Hechter, Prof JJ van Lill, Prof CAJ van Rensburg, Ms. Louise van Biljon

Library Staff photo: 1986



Front: Christine Terblanche, Ben Erasmus, Adri Franken
Back: Leonie Kruger, Izette du Plessis
Absent: Louise van Biljon

Library Staff photo: 1990s



Front: Willemien Steyn, Elizna Prinsloo, Ben Erasmus, Christine Terblanche,
Marietjie Lategan
Back: Izette du Plessis, Leonie Mentz, Annemarie Nel, René v d Merwe

Library Staff photo: 1991



Library Staff photo: 2005



Library Staff photo: 2010

