



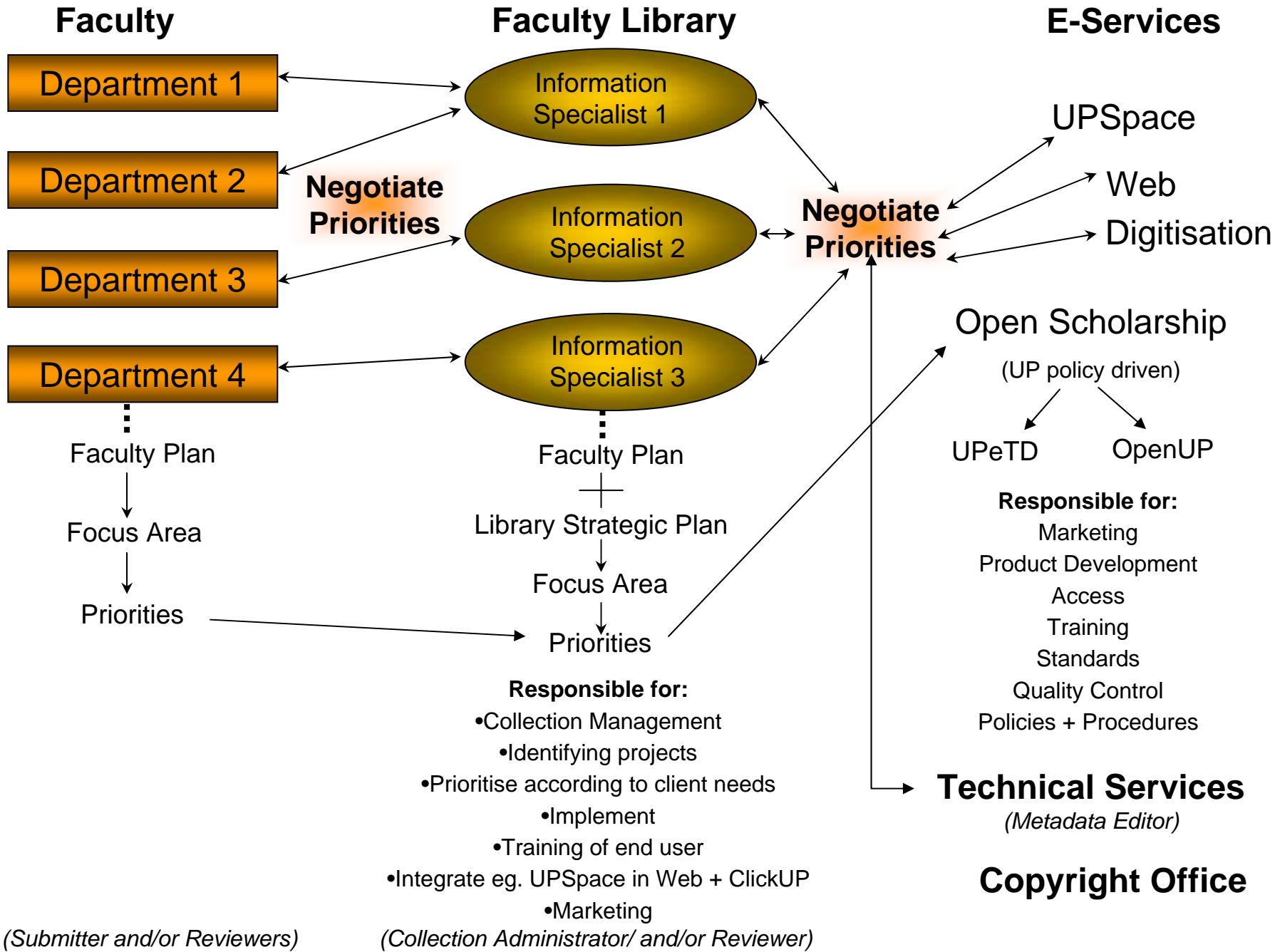
The role of the Information specialist in an Institutional Repository, University of Pretoria

Hettie Groenewald

10 June 2008

Service Offering: eComponents and Interfaces

DRIVER: CLIENT NEEDS



Information Specialist responsible for:

- Collection Management
- Identifying projects
- Prioritise according to client needs
- Implement
- Training of end user
- Integrate eg. UPSpace & Web & ClickUP
- Marketing

Literature

According to Charles Bailey (2005)

“reference librarians are a library’s eyes and ears”

- understand user’s needs and perceptions
- know what is working and what not
- subject selectors
- liaison with faculty and departments
- users: help, information, persuade, teach

Therefore essential to be involved in: planning, implementation and operation of an Institutional Repository

Collection Management

- In Liaising (collaboration) with departments
 - focus areas
 - projects involved
 - “grey literature”
 - events
 - lectures
 - intellectual output of researchers: articles, conferences
- Inaccessible and frail research material
- Unique material digitized

ALL this contribute to Collection Development

Focus areas ...

Research > Graduate School of Technology Management > University of Pretoria - Microsoft Internet Explorer

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Address <http://web.up.ac.za/default.asp?ipkCategoryID=2147&subid=2147&ipklookid=7>

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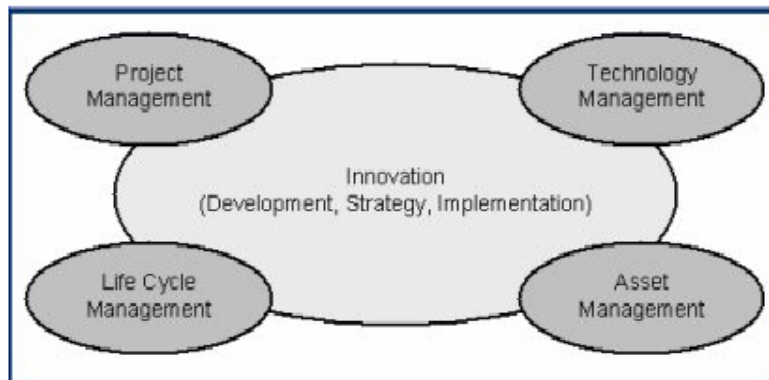
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Technology management mind map

Faculties

- Economic and Management Sciences
- Education
- Engineering, Built Environment and Information Technology
- Health Sciences
- Humanities
- Law
- Natural and Agricultural Sciences

Research Areas

National Innovation Survey Report 2001: [Pages 1 - 68](#) / [Pages 69 - 134](#)



Technology

Technology transfer

Technology entrepreneurship

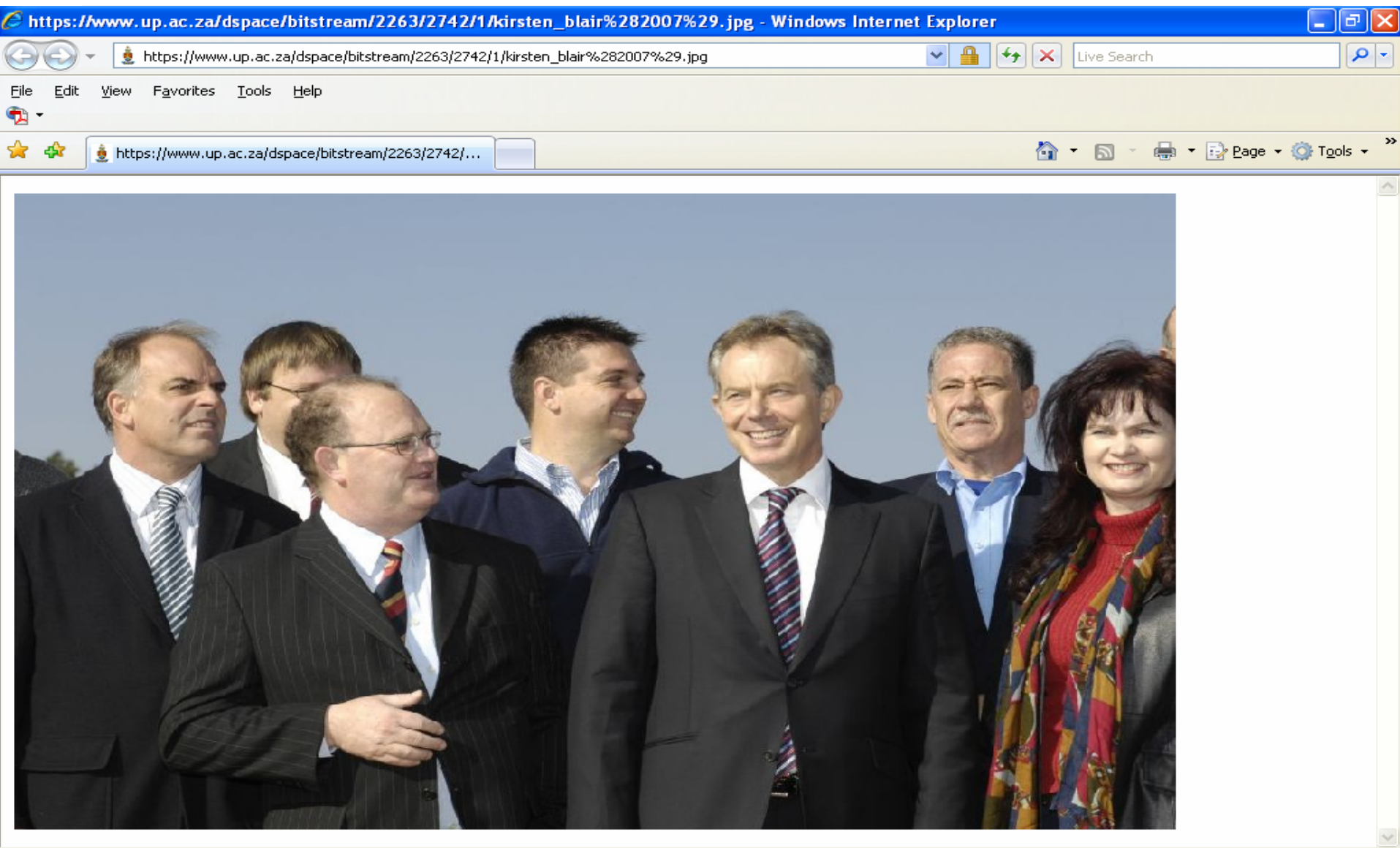
Technology audit

Prof Tinus

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Events : Tony Blair's visit ...



Events: Inaugural addresses ...






UPSpace at the University of Pretoria: Browse by Title - Windows Internet Explorer

https://www.up.ac.za/dspace/handle/2263/1844//browse-title

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UPSpace at the University of Pretoria: Browse by Title

Showing items 1 - 12 of 12.

Date of Issue	Title	Authors
26-Apr-2007 	Balancing general and professional education in the economic, financial and management sciences	<i>carolina.koornhof@up.ac.za; Koornhof, Carolina, 1959-</i>
8-Mar-2007	Committing architecture : the discrepancy between practice and academia	<i>ora.joubert@up.ac.za; ; ; Joubert, 'Ora</i>
29-Oct-2007 	Failed states, fading dreams and a failing democracy : the critical role of public law academics	<i>cjbotha@up.ac.za; Botha, Christo J. (Christoffel Johannes); Botha, C.J. (Christo J.)</i>
2-May-2007 	Food science education and research in South Africa: towards the future	<i>amanda.minnaar@up.ac.za; Minnaar, Amanda</i>
27-Mar-2007 	Ingenieurs- en tegnologiebestuur: noodsaaklike kundigheid vir innoverende nywerhede	<i>tinus.pretorius@eng.up.ac.za; ; Pretorius, Marthinus W.</i>
18-Apr-2007 	Looking for a home: a journey into nostalgia and (be) longing	<i>maria.marchetti-mercer@up.ac.za; Marchetti-Mercer, Maria Chiara</i>
1994		

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Intellectual output ...

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Intellectual output...

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University of Pretoria

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Economics

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In: Economics

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Collections in this community

- Conference Papers & Presentations (Economics)
- Research Articles (Economics)
- Working Papers (Economics)

Recent Submissions

[Quantifying the potential of restored natural capital to alleviate poverty and help conserve nature : a case study from South Africa](#)

[Nature conservation as if people mattered](#)

[The working for water programme : evolution of a payments for ecosystem services mechanism that addresses both poverty and ecosystem service delivery in South Africa](#)

[Ecological restoration : a new frontier for nature conservation and economics](#)

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Intellectual output...

UPSpace at the University of Pretoria: Communities and Collections - Windows Internet Explorer

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 - [Research Articles \(Informatics\)](#)
- **[Information Science](#)**
 - [Conference Papers & Presentations \(Information Science\)](#)
 - [Research Articles \(Information Science\)](#)
- **[Institute for Technological Innovation](#)**
 - [Research Articles \(Institute for Technological Innovation\)](#)
- **[Materials Science & Metallurgical Engineering](#)**

Research material digitized

UPSpace at the University of Pretoria: Gerard Moerdyk Collection - Microsoft Internet Explorer

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Gerard Moerdyk Collection

Collection home page

Special Collections >
[African Heritage Digital Collection >](#)
[South African Architects, Buildings and Towns >](#)



In: Gerard Moerdyk Collection

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or browse

Subscribe to this collection to receive daily e-mail notification of new additions

The Gerard Moerdyk [Moerdijk] Collection contains material from the archives of the Human Sciences Research Council that was not suitable for archiving with the collection in the Pretoria branch of the South African National Archives. It was then decided to move this material to a more suitable location and were thus donated to the University of Pretoria, Department of Architecture.

The Architectural Archives of the University of Pretoria is a repository of material made by donation and deposited in either the Department of Architecture Archives, the Reading Room, or as part of

Our station

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- [City's new station](#)

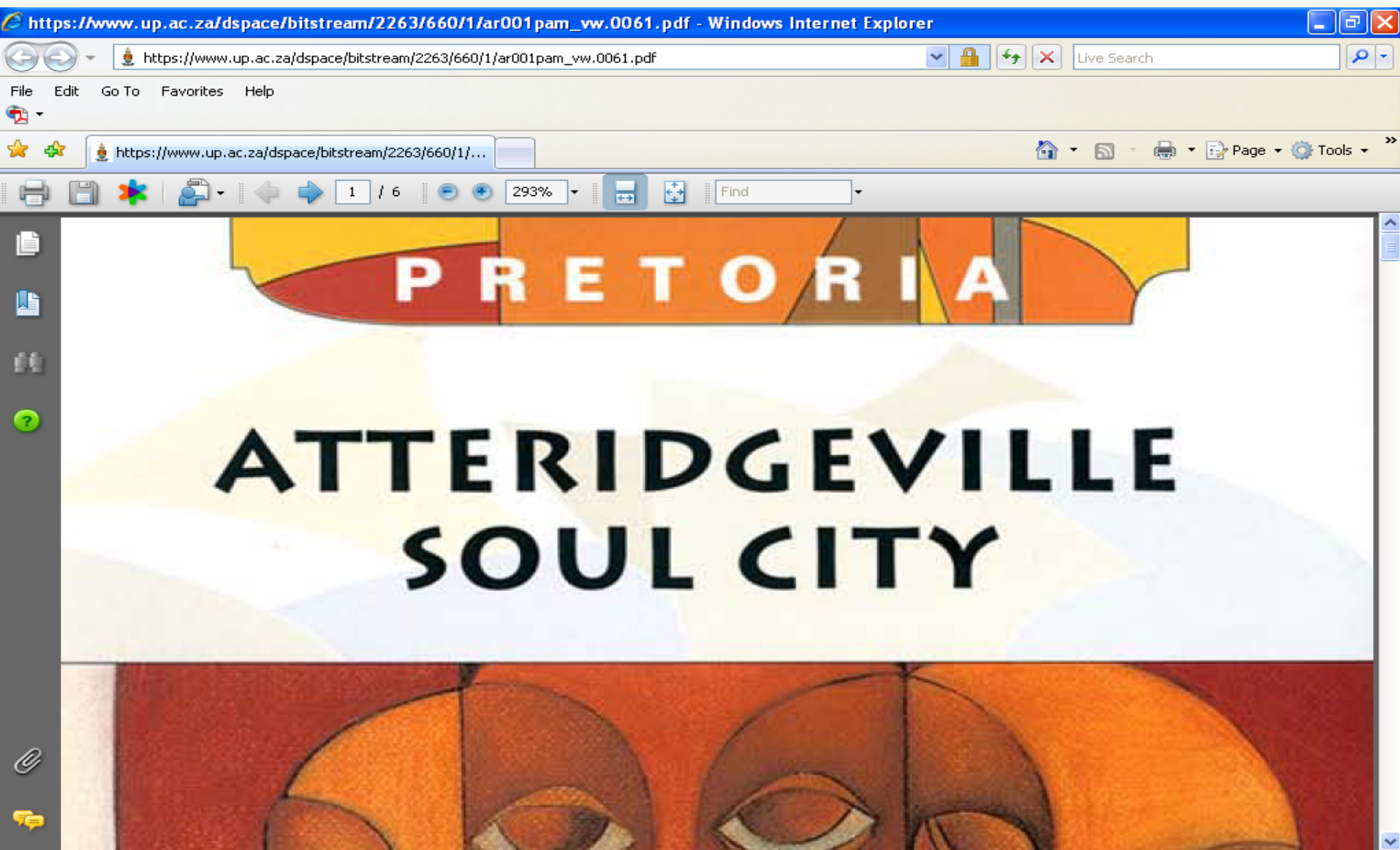
Want to become a Submitter? Please e-mail [Pieter van der Merwe](#)

For inquiries regarding this collection or items in the collection, please contact [Pieter van der Merwe](#) Tel.: +27 12 420 4707

View the [Collection Policy](#)

Done Local intranet

Research material digitized



Identifying unique collections

UPSpace at the University of Pretoria: Christine Seegers Biomedical Illustrations - Windows Internet Explorer

https://www.up.ac.za/dspace/handle/2263/1971

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UPSpace at the University of Pretoria: Christine Seeg...

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Christine Seegers Biomedical Illustrations

Community home page

In: Christine Seegers Biomedical Illustrations

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Christene Seegers is one of the few biomedical artists in South Africa. She made a large collection of biomedical illustrations of wild and domestic animals while she was employed in the Department of Anatomy of the Faculty of Veterinary Science, Onderstepoort.

Collections in this community

- [The Cape Buffalo \(*syncerus caffer*\)](#)
- [The Dog and Cat](#)
- [The Elephant](#)
- [The Horse](#)

[vertebrae 18, left lateral view](#)

[Elephant caudal vertebrae 13, left lateral view](#)

[Elephant caudal vertebrae 7, cranial view](#)

[Elephant caudal vertebrae 1, cranial view](#)

[Elephant sternum, left lateral view](#)

For inquiries regarding this collection or items in the collection, please contact [Erica van der Westhuizen](#) Tel.: +27 12 529 8007

Done Local intranet 100%

Prioritise according to client needs

UPSpace at the University of Pretoria: 26th Annual Southern African Transport Conference 2007 - Windows Internet Explorer

https://www.up.ac.za/dspace/handle/2263/5672

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26th Annual Southern African Transport Conference 2007

Collection home page



In: 26th Annual Southern African Transport Conference 2007

Search for

or browse

Subscribe to this collection to receive daily e-mail notification of new additions

Programme

- Author's Index
- SATC 2007 Organising Committee
- Medium, Progress and Reference

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- [Saturation flow rates](#)
- [The performance of stabilized pebble bases under light urban traffic in Luanda, Republic of Angola](#)
- [The triggers of behaviour change and implications for TDM targeting: findings of a retrospective commuter travel survey in Cape Town](#)
- [The pace of behaviour change and implications for TDM response lags and monitoring: findings of a retrospective commuter travel survey in Cape Town](#)
- [Some observations on car availability and](#)

Implement and managing collections

- Collection policy :
 - Roles and responsibilities specified
 - define format
 - material specified
- Procedures
 - File naming
 - List of submitted items
 - Backups
- Experts on :
 - Scanning
 - Metadata
 - Copyright
- Workflow/collection
- Coordinator (at Department)
- Training and template

Implement: Collection policy

Collection PolicyRosaSwanepoel.doc - Microsoft Word

Type a question for help

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Normal + Verda Verdana 9 B I U

3 1 2 1 1 1 1 2 3 1 5 6 7 8 9 10 11 12 13 14 15 16 17 1

Please provide the name/s and also description/s of the Communities / Collections	
Top-level Community E.g. Education	Engineering, Built Environment and Information Technology
<i>Description</i>	Faculty
Sub-Community E.g. Curriculum Studies	Architecture
<i>Description</i>	Department
Collection E.g. E-learning	Rosa Swanepoel
<i>Description</i>	Collection of newsletters, photographs, plans, documents and related material on the history of Pretoria pre 1900
Community Manager (i.e. SU Leader)	Nicholas Clarke
Collection Administrator (i.e. Information Specialist)	Nicholas Clarke, Hettie Groenewald
Collection Administrator back-up	
Description of content to be submitted to collection	Diverse electronic media
Possible file (digital) formats to be submitted to collection	pdf , jpeg,
Workflow responsibilities (please list names/ e-mails)	
Submitters	Nicholas Clarke
Individuals responsible for Accept/ Reject (if any)	Karlou van Niekerk
Metadata editors	Allocated by AIS
Commit to archive	See Collection Administrator

Page 1 Sec 1 1/2 At 21.1cm Ln 45 Col 20 REC TRK EXT OVR English (U.K)

Implement : Procedures

Microsoft Excel - Rosarekords.xls

Type a question for help

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Arial 10 B I U

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86	CD2	Pta-05-07.pdf	Brief	Pretoria Nuusbrief, Julie 2005:Kerkplein, koets		http://hdl.handle.net/2263/3529
87		Pta-05-08.pdf	Brief	Pretoria Nuusbrief, Augustus 2005:gebruike, Witkoppen		http://hdl.handle.net/2263/3489
88		Pta-05-09.pdf	Brief	Pretoria Nuusbrief, September 2005:ou Raadsaal		http://hdl.handle.net/2263/3518
89		Pta-05-10.pdf	Brief	Pretoria Nuusbrief, Oktober 2005:skole		http://hdl.handle.net/2263/3517
90		Pta-05-11a.pdf	Brief	Pretoria Nuusbrief, November 2005:poskoetse		http://hdl.handle.net/2263/3516
91		Pta-05-12.pdf	Brief	Pretoria Nuusbrief, November (Desember) 2005 Deserted village, begraaftplase		http://hdl.handle.net/2263/3536
92		Flag 001.jpg	skets			
93		2006-01.pdf	Brief	Pretoria Nuusbrief, Januarie 2006:Portugese		http://hdl.handle.net/2263/3761
94		2006-02.pdf	Brief	Pretoria Nuusbrief, Februarie 2006:Geboue		http://hdl.handle.net/2263/3515
95		2006-03.doc	Brief	Pretoria Nuusbrief, Maart 2006:Kerkplein Pretoria skildery		http://hdl.handle.net/2263/3514
96		2006-04.doc	Brief	Pretoria Nuusbrief, April 2006:Meintjeskop		http://hdl.handle.net/2263/3513
97		2006-05.pdf	Brief	Pretoria Nuusbrief, Mei 2006:kamp &kraal		http://hdl.handle.net/2263/3512
98		2006-06.pdf	Brief	Pretoria Nuusbrief, Junie 2006:Roberts		http://hdl.handle.net/2263/3504
99		2006-07.pdf	Brief	Pretoria Nuusbrief, Julie 2006:Rugby		http://hdl.handle.net/2263/3412
100		2006-08.pdf	Brief	Pretoria Nuusbrief, Augustus 2006:Salvokop		http://hdl.handle.net/2263/3756
101						
102		2006-09.pdf	Brief	Pretoria Nuusbrief, September 2006:Time Ball Hill		http://hdl.handle.net/2263/3490
103		2006-10.pdf	Brief	Pretoria Nuusbrief, Oktober (November) 2006:Rex se verhandeling		http://hdl.handle.net/2263/3502
104		2006-11.pdf	Brief	Pretoria Nuusbrief, November 2006:nuusbrokkies Volkstem		http://hdl.handle.net/2263/3488
105		2006-12.pdf	Brief	Pretoria Nuusbrief, Desember 2006:water		http://hdl.handle.net/2263/3392
106						
107		Pta-07-06.pdf	Brief	Pretoria Nuusbrief, Junie 2007:Zeilers		http://hdl.handle.net/2263/3342
108		Pta-07-07.pdf	Brief	Pretoria Nuusbrief, Julie 2007:Skildery		http://hdl.handle.net/2263/3359
109		Pta-07-08.pdf	Brief	Pretoria Nuusbrief, Augustus 2007:Zeiler broers		http://hdl.handle.net/2263/3361
110						
111		Pta-07-10.pdf	Brief	Pretoria Nuusbrief, Oktober(1) 2007:blokhuse		http://hdl.handle.net/2263/4344
112		Pta-07-11.pdf	Brief	Pretoria Nuusbrief, Oktober 2007:Westford		http://hdl.handle.net/2263/4343
113		Pta-07-12.pdf	Brief	Pretoria Nuusbrief, November 2007:klubs Kerkplein		http://hdl.handle.net/2263/4607
114		Pta-07-12a.pdf	Skets	Portret: Opening van Nasionale Bankgebou	27.02.08	http://hdl.handle.net/2263/4606
115						
116		Pta 08-03.pdf	Brief	Tom Jenkins	14.03	http://hdl.handle.net/2263/4734
117		Pta 08-04.pdf	Brief	Paleis van Justisie	21.05	
118		Pta 08-05	Brief	Paleis van Justisie en hospitale	21.05	

Sheet1 / Sheet2 / Sheet3

Implement: Experts in UPSpace

- UPSpace Policies and Procedures : Ina Smith
- Digitization : Ria Groenewald
- Metadata : Amelia Breytenbach
- Copyright: Jacob Motishi
OpenUP : Elsabé Olivier


Training material available ...

UPSpace at the University of Pretoria: Home - Microsoft Internet Explorer

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Items archived since January 2006: 3 439

Inquiries: upspace@up.ac.za

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- [openDOAR](#)
- [ROAR](#)
- [SHERPA RoMEO](#)
- [Wikipedia](#)

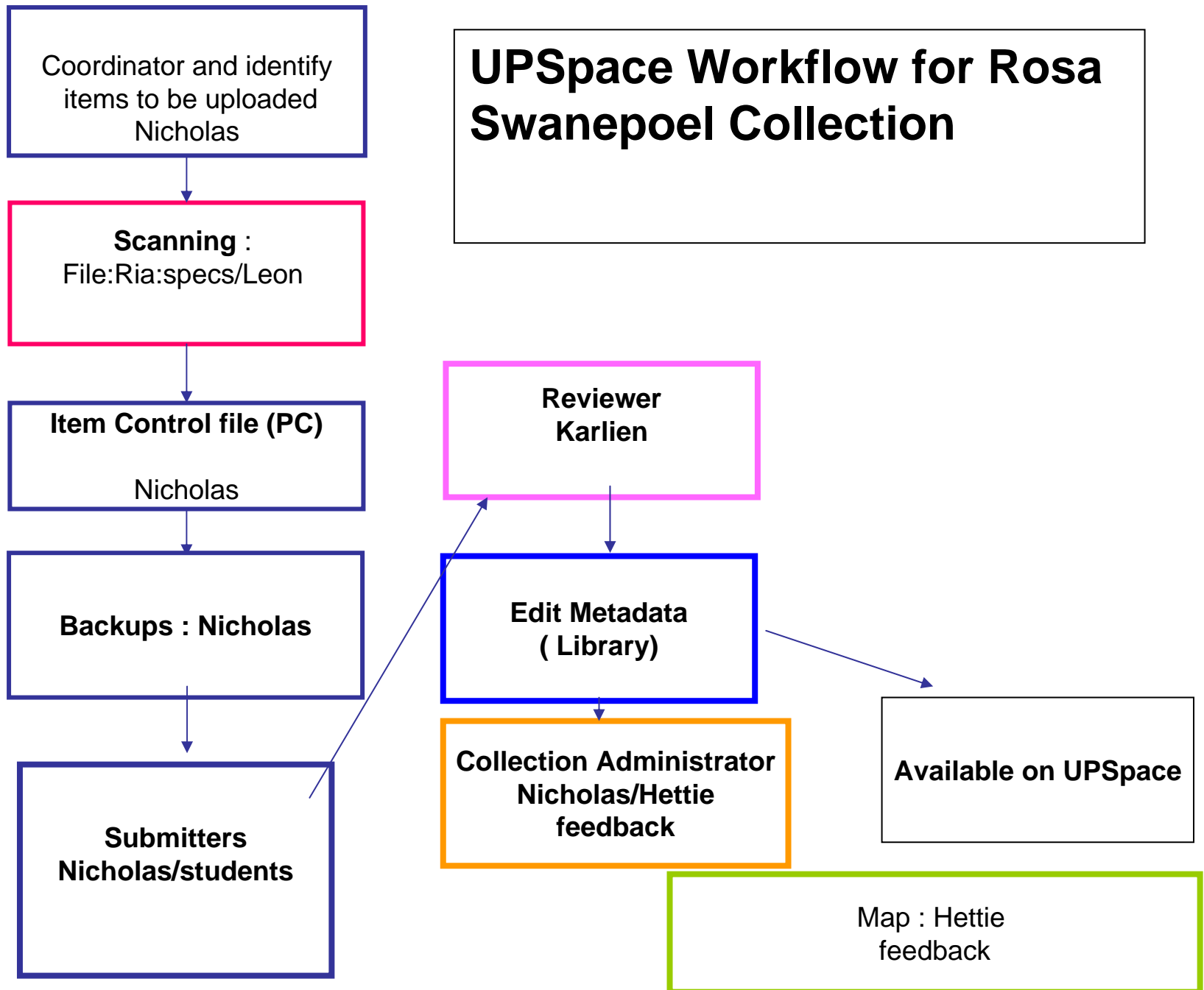
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UPSpace Workflow for Rosa Swanepoel Collection



Implement: Training and template

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Element	Qualifier	Value	Language	
contributor	author	Swanepoel, Rosa		<input type="button" value="Remove"/>
contributor	editor	Van Niekerk, Karlien		<input type="button" value="Remove"/>
description		Copy of a document compiled by Rosa Swanepoel discussing a photo of Skinnerspruit in the western part of Church street.		<input type="button" value="Remove"/>
description	abstract	AFRIKAANS SUMMARY: ENGLISH SUMMARY:		<input type="button" value="Remove"/>
relation	ispartofseries	CD 1		<input type="button" value="Remove"/>
rights		Complies with rights as specified by the Collection Administrator		<input type="button" value="Remove"/>
subject		Kruger, Paul [1825-1904]		<input type="button" value="Remove"/>
subject	lcsh	Pretoria (South Africa) -- History	en	<input type="button" value="Remove"/>
		Transvaal (South Africa) -- History		

Training of end-user

As Part of training for students:

- **Collections of research material**
- **Electronic format**
- **Digitized material**
- **Web accessible**

Integrate ... Web page


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Life Cycle Engineering



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Publications

2006

Heuberger R, Brent AC, Santos L, Sutter C, Imboden D. CDM projects under the Kyoto Protocol: A methodology for sustainability assessment – experiences from South Africa and Uruguay. *Environment, Development and Sustainability*, in press.

Rogers DEC, Brent AC. Small-scale medical waste incinerators: Experiences and trials in South Africa. *Waste Management*, in press.

Urio AF, Brent AC. Solid waste management strategy in Botswana: The reduction of construction waste. *Journal of the South African Institute of Civil Engineers*, in press.

Landu L, Brent AC. Environmental Life Cycle Assessment of Water Use in South Africa: The Rosslyn industrial area as a case study. *Water SA*, 32 (2), 249-256.

Strauss K, Brent AC, Hietkamp S. Characterisation and normalisation factors for

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Integrate ... ClickUP

Blackboard Learning System - Windows Internet Explorer

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2008

Prescribed Literature: Theme 1, 2 and 3 Supplementary Reading : Theme 3 : Life Cycle Management E-Resources International Websites

Prescribed Literature

Theme 1: Health and Safety Management						
Jansen J.C., Brent A.C. (2005). Reducing accidents in the mining industry: An integrated approach. <i>Journal of the South African Institute of Mining and Metallurgy</i> , 105 (10), 719-725.						
pp 1 [562 kb]	pp 2 [482 kb]	pp 3 [562 kb]	pp 4 [688 kb]	pp 5 [562 kb]	pp 6 [742 kb]	pp 7&8 [562 kb]
Theme 2: Environmental Management						
Labuschagne C, Brent A.C., van Erck R.P.G. (2005). Assessing the sustainability performances of industries . [340 kb] <i>Journal of Cleaner Production</i> , 13 (4), 373-385. UPSpace: SLCM Research articles						
IAIA EIA Principles of Environmental Impact Assessment: Best practice [26 kb]						
IAIA SIA Social Impact Assessment : International principles . [42 kb]						
ISO 14001 standard						
International Organisation for Standardization (1998): ISO 14000. - Meet the whole family ! [287 kb]						

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Catalogue Library, CSIR and GIBS

Copyright Information on Copyright

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Johann Kirsten > University of Pretoria - Windows Internet Explorer

http://web.up.ac.za/default.asp?ipkCategoryID=4497


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Johann Kirsten > University of Pretoria

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Louise Feldman (2006)

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