

From survivors to an amazing race team

Sello Baloyi and Patson Nyalungu



Southern African Online User Group (SAOUG)
Training Tips Talk
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UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
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Denkelelers • Leading Minds • Dikgopolo tša Dihalefi

Books



Shelving

Collection

Arrangement

Collecting

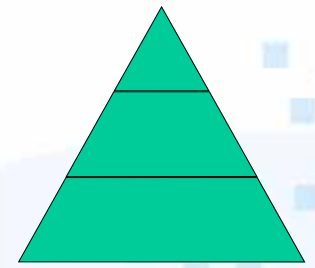


- Level 3 (collecting Point) **Sello or Patson**

- Morning and After Lunch

- Kept in boxes of different levels
(level 1,2,4,5and 6)

Arrangement



Grouped according to Dewey Number-(Sello or Patson)

-G (003-027)

-G (500-599)

-G (600-697)

-G (711-919) and

References (library use only)

Shelving



- Shelving is done throughout the day
- Books are shelved according to Dewey no
- Numbers should follow one another accurately

Books

missing and
maintenance



Missing Books (Sello)

- List of missing books** (everyday before and after shelving)

Msplaced or in use (at other levels)

Helping student in finding books

Restoration of Books (Patson)

- Books needing restoration are pulled off the shelves**

- incorporation of books from agricultural library**

by correcting old stickers with new ones

(Patson was offered books restoration training at the binders)

Journals



- Shelved according to Dewey-n and arranged by subject (**Patson**)
- Within that Dewey-n Journals Are shelved alphabetically
- Same title journals are combined together for binding
- Journals are classified in different years volume and Issue
(library use only)

Scanning



- Requested articles** (lectures and Long distance student) **Sello and Patson**

- Articles from Journals** (not online)

Email to client

- Scanning facilities** (Scanning room-level5)

Teaching student on how to use the facilities

Helping with Scanning of documents and pictures
(for their assignment)

UP Space



- Specific titles are selected for uploading (**Sello**)
 - Submitted
 - Submission goes through a workflow process
 - If approved
 - Listed on the UP Space collection
- (Sello was offered training as submitter @ the University of Pretoria)

Thank u all

