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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Collecting

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

-Morning and After Lunch

-Kept in boxes of different levels

(level 1, 2, 4, 5 and 6)
Arrangement

Grouped according to Dewey Number - (Selko 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 (every day before and after shelving)
- Misplaced 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 level 5)
- Teaching student on how to use the facilities
- Helping with scanning of documents and pictures (for their assignment)
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 at the University of Pretoria)
Thank u all