

Who needs an intranet anyway?

Unisa Library intranet

Presented by Khuliso Matsheka
Library Technology Event
21 – 23 September 2011



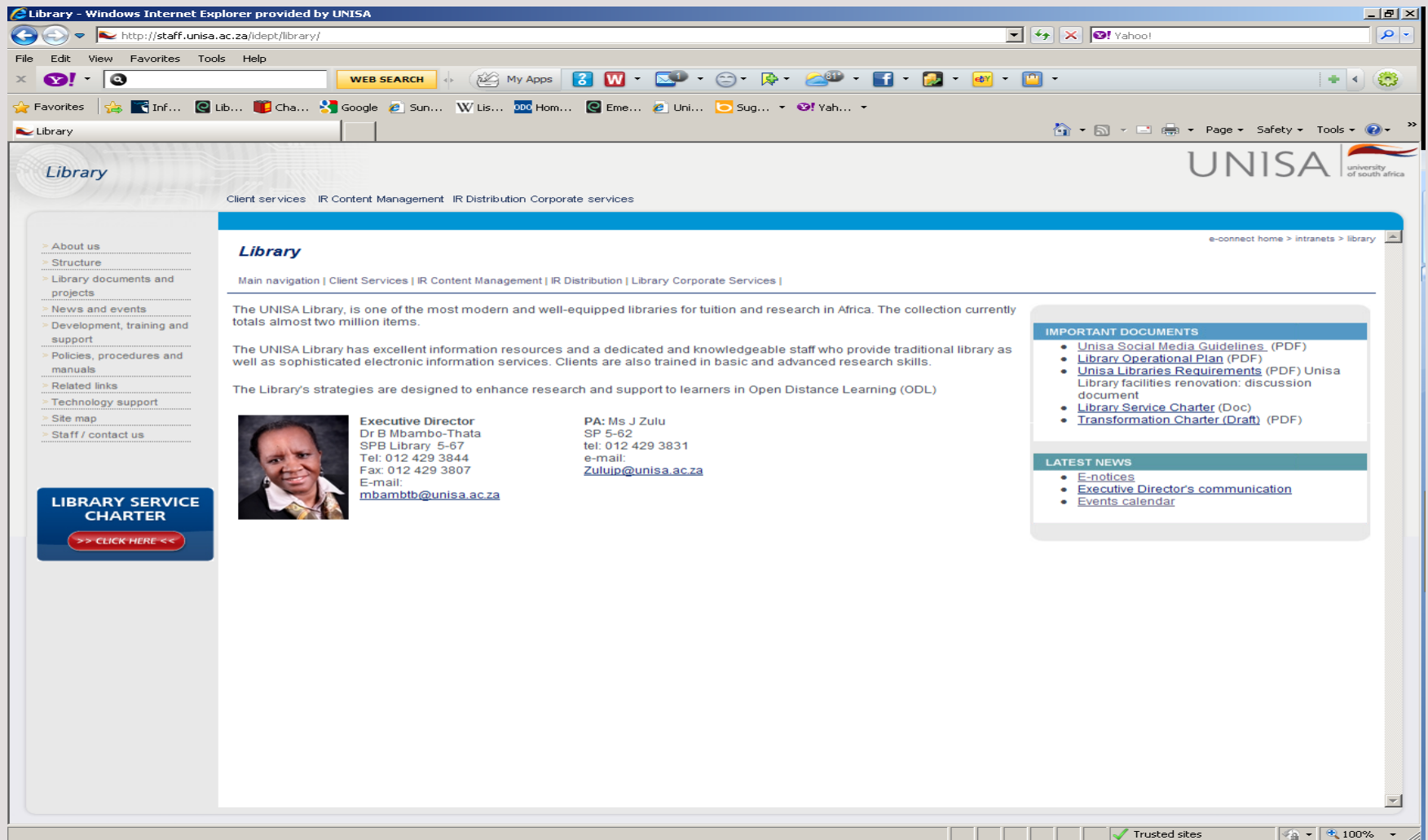
Background

- To have one central point for access to Library internal information
- Have Instant access to the same updated information
 - Communicate easily with the entire staff
 - Connect staff to their functions

Benefits

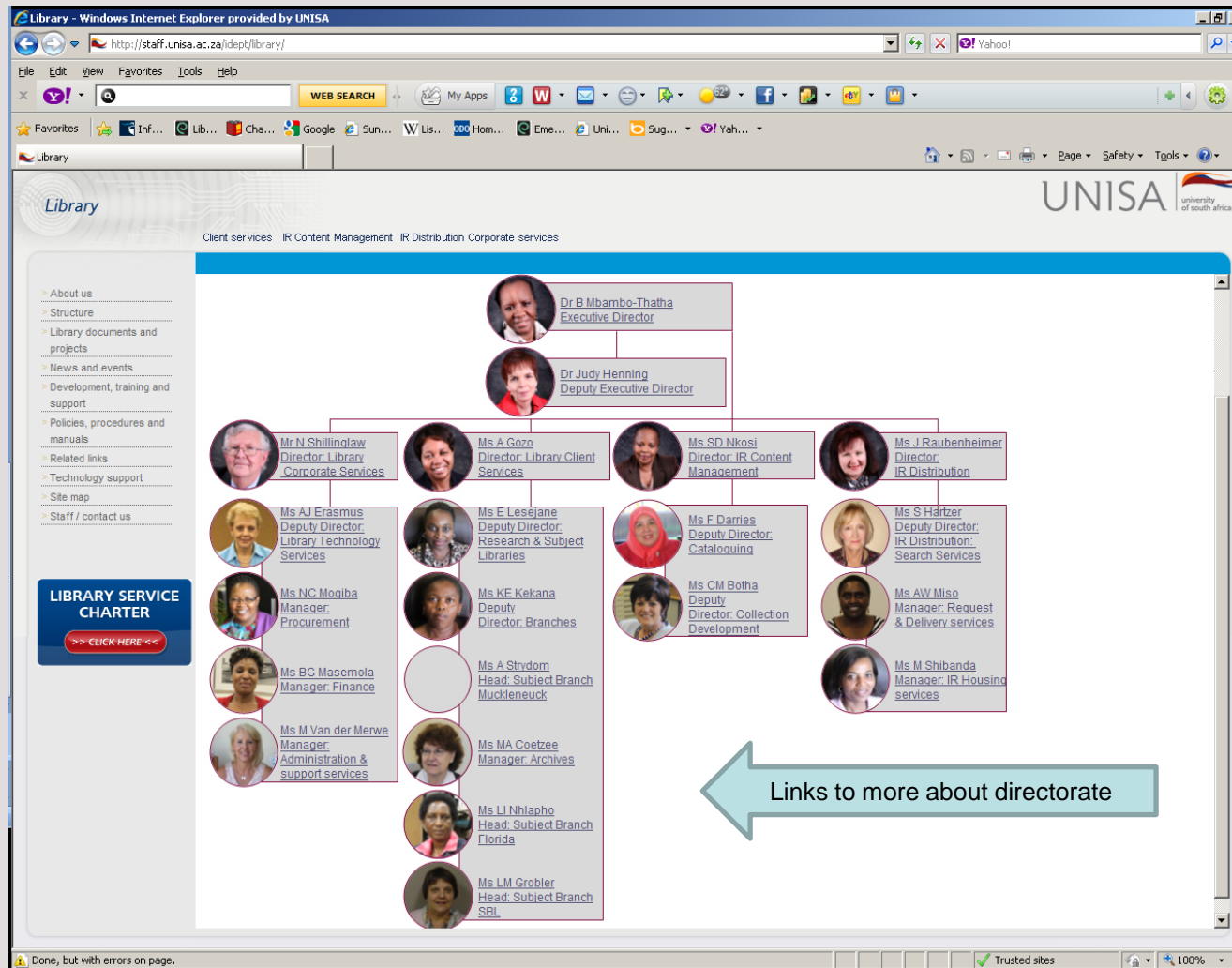
- Easy access to information
- Transparency by making information available and accessible on the intranet
- Important information about the Library in one place
- Be informed through e-notices and news
- Know and understand your work environment
- Be familiar with each other's function
- Combats waste of time, efforts and money
- Empowers clients *e.g. know about Library projects and what they mean*
- Builds a culture of sharing and collaboration

Easy access to information

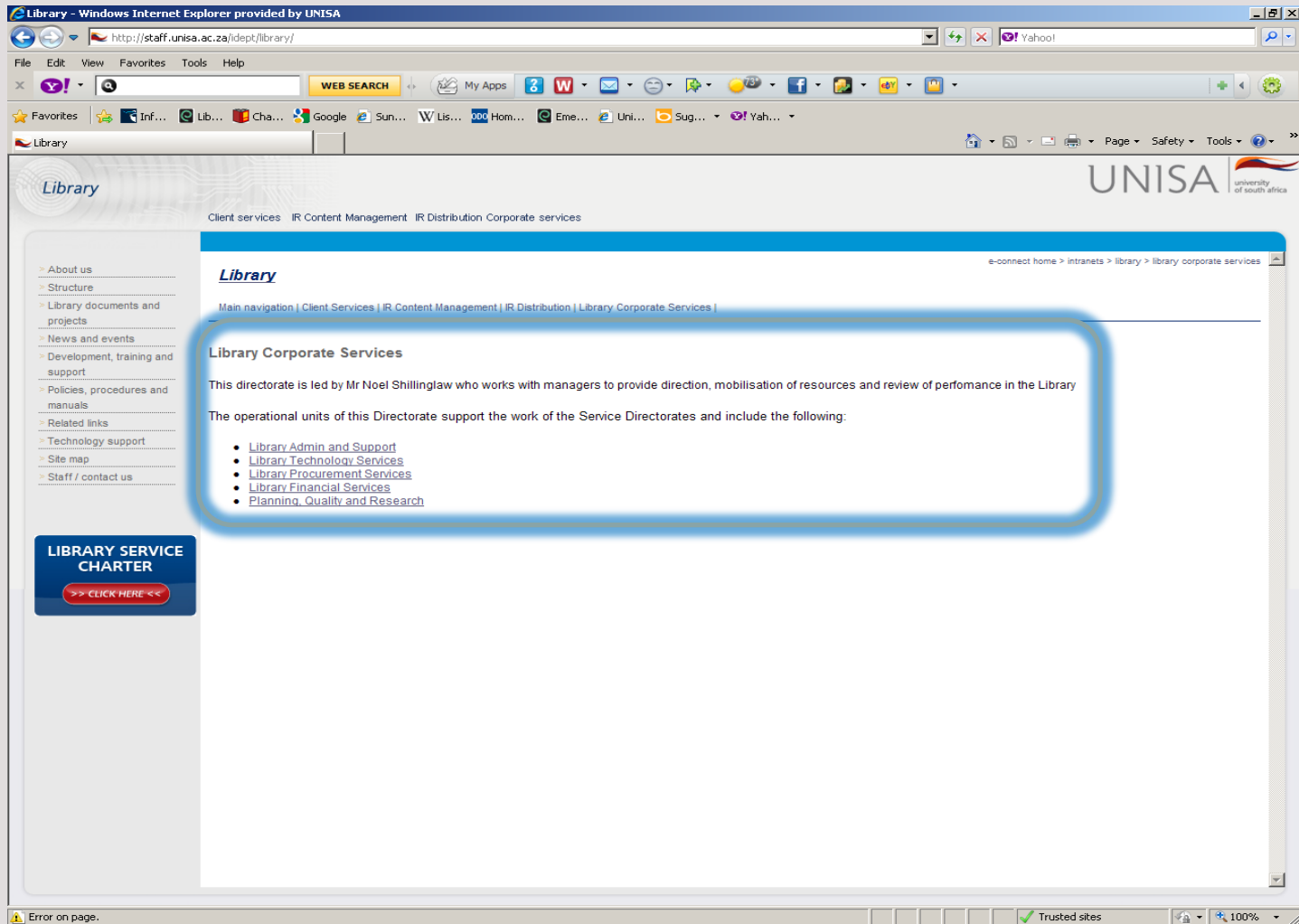


Done

Know the D's, DD's, Managers and their sections



Information about directorates and sections



Know your colleagues, their functions, and contact details

The screenshot shows a Windows Internet Explorer browser window displaying the UNISA Library website. The address bar shows the URL <http://staff.unisa.ac.za/dept/library/>. The website has a blue header with the UNISA logo and navigation links. A left sidebar contains a menu with items like 'About us', 'Structure', 'Library documents and projects', 'News and events', 'Development, training and support', 'Policies, procedures and manuals', 'Related links', 'Technology support', 'Site map', and 'Staff / contact us'. A 'LIBRARY SERVICE CHARTER' button is also present. The main content area is titled 'Delivery services' and contains a table with staff contact information.

Job name and Description	Staff member	Contact details
Manager: Request and Delivery Services Job description (pdf)	Wanda Miso	012 429 3202 Misoaw@unisa.ac.za
Supervisor: IR Delivery Officer Job Description (pdf)		
Purpose <ul style="list-style-type: none">To provide leadership and supervision to the Information Resources Delivery team	Vacant	
IR Delivery Officer Job Description (pdf)		
Purpose <ul style="list-style-type: none">To perform all post preparation and dispatch activities required for requested Information	Amanda Jordaan	012 429 8699 Jordaa@unisa.ac.za
	Hayley Reid	012 429 2460 Reidh@unisa.ac.za
	Tshotetsi G Tlallane	012 429 6383 Tlallor1@unisa.ac.za
	Benneth A Isaacs	012 4296383 Isaacha@unisa.ac.za
	Thuthukani V Msomi	012 429 2770 Msomiv@unisa.ac.za
Mail Administrator Job Description (pdf)		
Purpose <ul style="list-style-type: none">Receive and dispatch mail in the Library	Schoeman Kobola	012 429 3341 Kobolis@unisa.ac.za
IR Reproduction Officer		

Sectional processes

Library - Windows Internet Explorer provided by UNISA

http://staff.unisa.ac.za/idept/library/

File Edit View Favorites Tools Help

WEB SEARCH My Apps

Library

UNISA university of south africa

Client services IR Content Management IR Distribution Corporate services

Library

e-connect home > intranets > library > ir content management > ir content development

Main navigation | Client Services | IR Content Management | IR Distribution | Library Corporate Services |

IR Content Development Staff

Job name and Description	Staff member	Contact details
Deputy Director: IR Collection Development	Marie Botha	012 429 3702 cmbotha@unisa.ac.za
Collection Developers		
Job purpose <ul style="list-style-type: none"> The Collection Development Division is responsible for the selection, investment, divestment (weeding) and management of information resources for Unisa's registered researchers and learners 	Benny Phaladi	012 429 2182 phalamp@unisa.ac.za
	Chantal van der Merwe	012 429 3040 vdmerc1@unisa.ac.za
	Jane Phiri	012 429 3447 phirjin@unisa.ac.za
	Karlén de Beer	012 429 3140 dbeerk@unisa.ac.za
	Maggie Makwela	012 429 3348 mmakwela@unisa.ac.za
	Marieta Snyman	012 429 3662 snymami@unisa.ac.za
	Mduduzi Ntetha	012 429 3072 ntethma@unisa.ac.za
	Nico Ferreira	012 429 3352 ferrenm@unisa.ac.za
	Nomvula Nyoni	012 429 8541 nvonins@unisa.ac.za
	Rose Madumo	012 429 3347 rmadumo@unisa.ac.za
	Sunette Steyn	012 429 3096 stevnsm@unisa.ac.za
	Thabi Ndlovu	012 429 3246 ndlovta@unisa.ac.za

Processes

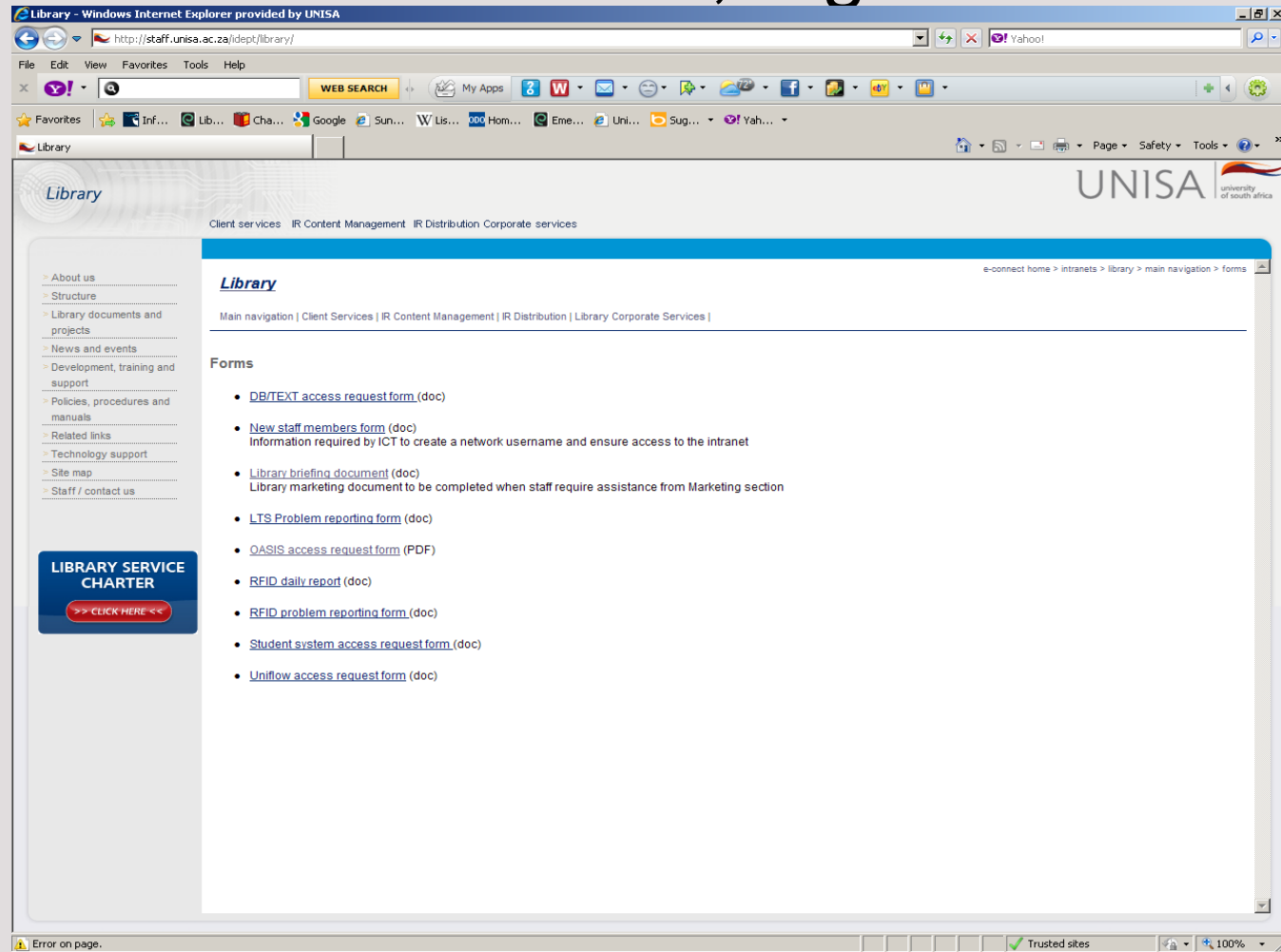
- [Investment Policy](#) (PDF)
- [Select Information Resources](#) (PDF)
- [Divest Information Resources](#) (PDF)
- [Identify Information Resources](#) (PDF)
- [Display Information Resources and Content](#) (PDF)
- [Create General Awareness](#) (PDF)
- [Link and Integrate Structured Study Material](#) (PDF)

LIBRARY SERVICE CHARTER

>>> CLICK HERE <<<

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Save time, effort and money with regularly essential items, e.g. forms



Know your work environment through accessing strategic documents

Library - Windows Internet Explorer provided by UNISA

http://staff.unisa.ac.za/dept/library/

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WEB SEARCH My Apps

Library

UNISA university of south africa

Client services IR Content Management IR Distribution Corporate services

Library

e-connect home > intranets > library

About us
Structure
Library documents and projects
News and events
Development, training and support
Policies, procedures and manuals
Related links
Technology support
Site map
Staff / contact us

LIBRARY SERVICE CHARTER
>> CLICK HERE <<


Library

Main navigation | Client Services | IR Content Management | IR Distribution | Library Corporate Services |

The UNISA Library, is one of the most modern and well-equipped libraries for tuition and research in Africa. The collection currently totals almost two million items.

The UNISA Library has excellent information resources and a dedicated and knowledgeable staff who provide traditional library as well as sophisticated electronic information services. Clients are also trained in basic and advanced research skills.

The Library's strategies are designed to enhance research and support to learners in Open Distance Learning (ODL)

 **Executive Director**
Dr B Mbambo-Thata
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E-mail: mbambtb@unisa.ac.za

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SP 5-62
tel: 012 429 3831
e-mail: Zuluip@unisa.ac.za

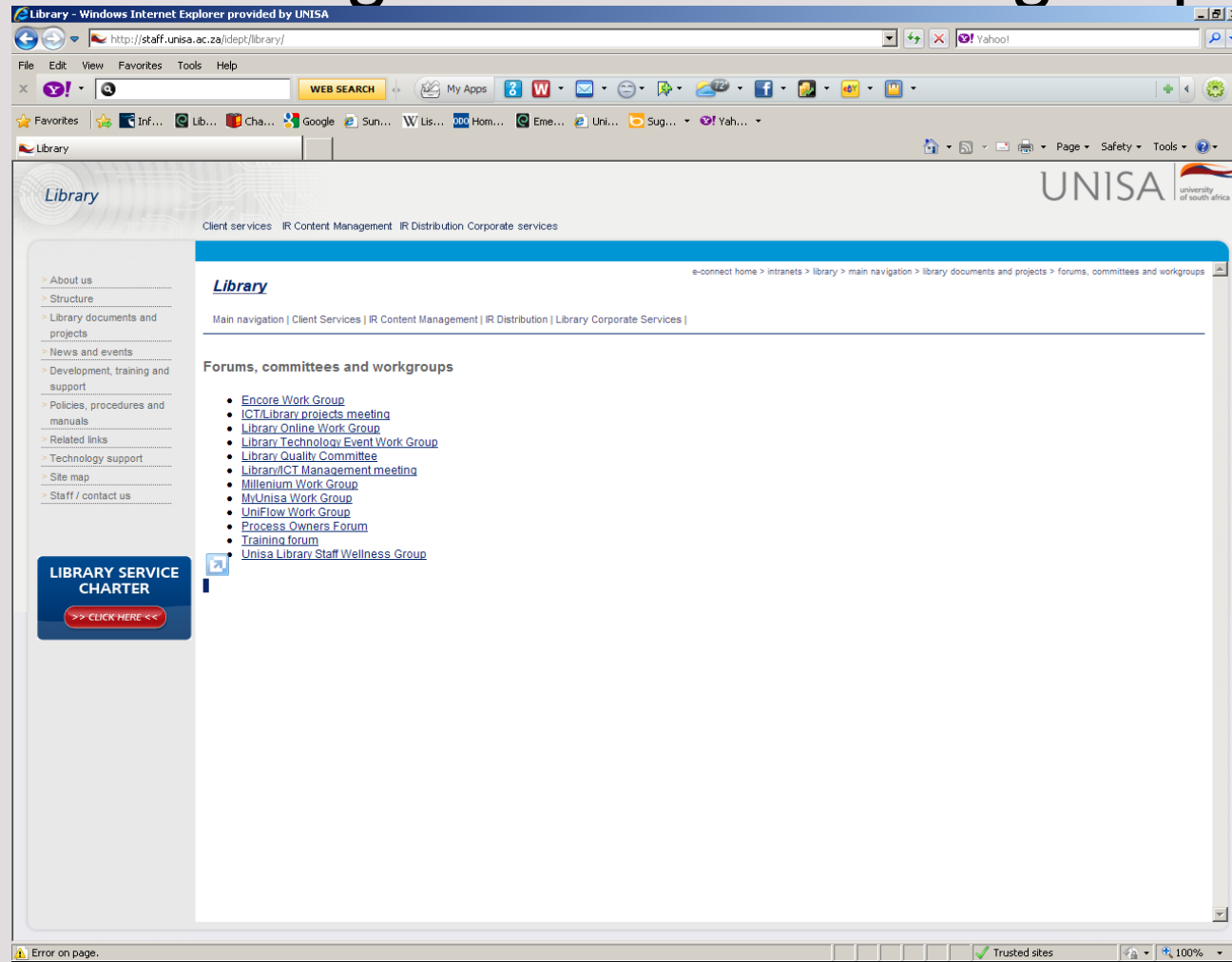
IMPORTANT DOCUMENTS

- [Unisa Social Media Guidelines \(PDF\)](#)
- [Library Operational Plan \(PDF\)](#)
- [Unisa Libraries Requirements \(PDF\)](#) Unisa Library facilities renovation: discussion document
- [Library Service Charter \(Doc\)](#)
- [Transformation Charter \(Draft\) \(PDF\)](#)

LATEST NEWS

- [E-notices](#)
- [Executive Director's communication](#)
- [Events calendar](#)

Know your work environment through accessing forums and workgroups



Know your work environment through policies, procedures, etc

The screenshot shows a web browser window displaying the UNISA Library website. The browser's address bar shows the URL <http://staff.unisa.ac.za/dept/library/>. The website has a blue header with the UNISA logo and navigation links. A sidebar on the left contains a menu with links like 'About us', 'Structure', 'Library documents and projects', 'News and events', 'Development, training and support', 'Policies, procedures and manuals', 'Related links', 'Technology support', 'Site map', and 'Staff / contact us'. Below the sidebar is a 'LIBRARY SERVICE CHARTER' button. The main content area is titled 'Library Policies' and contains a table with two columns: 'Policies' and 'Procedures'. The table lists various documents such as 'Authority Control (pdf)', 'Access to OASIS staff modules (pdf)', 'Bibliographic description (pdf)', 'Collection Development Policy (pdf)', 'Government Publications (pdf)', 'Reclassification (pdf)', 'Serial Collection Policy (pdf)', 'Payment for Reprography Services rendered by the Library (pdf)', 'Requesting purchase of hardware (pdf)', 'Swapping assets', 'Unisa Library Laptop Issuing guidelines (Doc)', 'Admission (pdf)', 'Annexure A: Obtaining admission to the Unisa Library (pdf)', 'Annexure B: Secondary Client Group - categories (pdf)', 'Configuring RFID self-help units (doc)', 'Conversion station statistics', 'Course reserve manual (pdf)', 'Guidelines for submission of electronic theses and dissertations', 'How to install Biblotag (doc)', 'Reset the bookdrop (Doc)', 'Release and print multiple print jobs (pdf)', 'Unisa Institutional Repository Guidelines for Submissions', 'Clock rules (pdf)', 'Donor Relations Co-ordinator: Roles and responsibilities (Doc)', and 'Unisa policies'.

Library - Windows Internet Explorer provided by UNISA

http://staff.unisa.ac.za/dept/library/

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Library

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Client services IR Content Management IR Distribution Corporate services

Main navigation | Client Services | IR Content Management | IR Distribution | Library Corporate Services |

Library Policies

Policies	Procedures
<ul style="list-style-type: none">Authority Control (pdf)Access to OASIS staff modules (pdf)Bibliographic description (pdf)Collection Development Policy (pdf)Government Publications (pdf)Reclassification (pdf)Serial Collection Policy (pdf)	
<ul style="list-style-type: none">Payment for Reprography Services rendered by the Library (pdf)	<ul style="list-style-type: none">Payment for Reprography Services rendered by the Library<ul style="list-style-type: none">Annexure A: Secondary Client Groups (pdf)
	<ul style="list-style-type: none">Requesting purchase of hardware (pdf)Swapping assetsUnisa Library Laptop Issuing guidelines (Doc)
Directives	
<ul style="list-style-type: none">Admission (pdf)	<ul style="list-style-type: none">Annexure A: Obtaining admission to the Unisa Library (pdf)Annexure B: Secondary Client Group - categories (pdf)
Manuals	Other
<ul style="list-style-type: none">Configuring RFID self-help units (doc)Conversion station statisticsCourse reserve manual (pdf)Guidelines for submission of electronic theses and dissertationsHow to install Biblotag (doc)Reset the bookdrop (Doc)Release and print multiple print jobs (pdf)Unisa Institutional Repository Guidelines for Submissions	<ul style="list-style-type: none">Clock rules (pdf)Donor Relations Co-ordinator: Roles and responsibilities (Doc)Unisa policies

Done Trusted sites 100%

Know purpose and members of workgroups, and have access to minutes

Library - Windows Internet Explorer provided by UNISA

http://staff.unisa.ac.za/idept/library/

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WEB SEARCH My Apps

Library

Client services IR Content Management IR Distribution Corporate services

Library

e-connect home > intranets > library > main navigation > library documents and projects > forums, committees and workgroups > library/ict management meeting

Main navigation | Client Services | IR Content Management | IR Distribution | Library Corporate Services |

Library/ICT Management meeting

Frequency

Quarterly

Purpose

The purpose of the meeting includes:

- Sharing of future plans of both the Library and ICT e.g. Library going mobile, Library buses, ICT Architecture, ICT connectivity project, etc.
- Engagement procedures and SLAs
- Progress of projects will be discussed and monitored and issues arising from the projects will be addressed such as availability of human resources, funding, adherence to timelines etc.
- Last meeting of the year will be used to approve Library projects for the coming year.

Membership

Dr Buhle Mbambo Thata	Ms Lungi Sangqu
Ms Lungi Nqcingwana	Dr Judy Henning
Mr Noel Shillinglaw	Mr Deon van der Merwe
Ms Lettie Erasmus	

Minutes of meeting held on:

- 25 May 2011
- 25 August 2011

LIBRARY SERVICE CHARTER

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Error on page. Trusted sites 100%

Report efficiently

Library - Windows Internet Explorer provided by UNISA

http://staff.unisa.ac.za/idept/library/

File Edit View Favorites Tools Help

WEB SEARCH My Apps

Library

UNISA university of south africa

Client services IR Content Management IR Distribution Corporate services

Library

e-connect home > intranets > library > main navigation > library documents and projects > forums, committees and workgroups > ict/library projects meetings

Main navigation | Client Services | IR Content Management | IR Distribution | Library Corporate Services |

ICT/Library projects meetings

Purpose

To discuss progress regarding Library ICT related Projects

Membership

Lettie Erasmus	Magdaleen Arlow
Francette Myburgh	Hanneri Botha
Peter Bronkhorst	

Minutes of meetings held on:

- [23 August 2011 \(doc\)](#)
- [21 July 2011 \(doc\)](#)
- [23 June 2011 \(doc\)](#)
- [19 May 2011 \(doc\)](#)
- [04 May 2011 \(doc\)](#)
- [17 March 2011 \(doc\)](#)
- [20 February 2011 \(doc\)](#)

LIBRARY SERVICE CHARTER

CLICK HERE

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Report efficiently – continued ...

The screenshot displays the UNISA Library website within a Windows Internet Explorer browser. The address bar shows the URL <http://staff.unisa.ac.za/dept/library/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains a search bar, a 'WEB SEARCH' button, and various application icons. The website's header features the 'Library' logo and the UNISA University of South Africa logo. Below the header, a navigation menu lists 'Client services', 'IR Content Management', 'IR Distribution', and 'Corporate services'. A left sidebar contains a 'Library' menu with links to 'About us', 'Structure', 'Library documents and projects', 'News and events', 'Development, training and support', 'Policies, procedures and manuals', 'Related links', 'Technology support', 'Site map', and 'Staff / contact us'. A 'LIBRARY SERVICE CHARTER' button is also present. The main content area is titled 'Library statistics' and is organized into a grid of links and reports. The grid includes sections for 'E-Resources usage statistics', 'E-books usage statistics', 'College of law', 'RFID circulation statistics', 'Unisa Institutional Repository usage and growth statistics', 'Google analytics Reports', 'Airpac for smartphones', and 'Report fields description'. Each section contains a brief description and a list of available reports or links.

Library statistics

Client services IR Content Management IR Distribution Corporate services

E-Resources usage statistics
General summary on the usage of E-Resources

- [E-resources usage statistics 2010 Complete \(xls\)](#)
- [E-resources usage statistics Jan to Jun 2011: Complete \(xls\)](#)
- [E-resources usage statistics Jan to Jun 2011: Summary \(xls\)](#)

E-books usage statistics

- [E-books usage statistics by publisher Jan - June 2011 \(xls\)](#)

College of law

- [Justis Unisa usage report - Feb - Jul 2011 \(pdf\)](#)
- [LexisNexis usage Mar - Jun 2011 \(pdf\)](#)
- [MyLexisNexis internet and intranet statistics - June 2011 \(xls\)](#)

RFID circulation statistics
Comparison of desk and RFID circulation for May 2011

- [RFID circulation statistics August 2011 \(ppt\)](#)
- [RFID circulation statistics July 2011 \(ppt\)](#)
- [RFID circulation statistics June 2011 \(ppt\)](#)
- [RFID circulation May 2011 \(ppt\)](#)

Unisa Institutional Repository usage and growth statistics
Detailed statistics about growth and usage of various colleges, departments, collections and even individual items are also captured and can be obtained from [Ansie van der Westhuizen](#)

- [UnisaIR statistical overview January - May 2011 \(xls\)](#)
- [UnisaIR comparative statistics January 2010 - May 2011 \(ppt\)](#)

Google analytics Reports

[Report fields description \(doc\)](#)
Web products usage reports for AirPac for Smartphone, Millennium and Encore

Airpac for smartphones

- [Content depth](#)
- [Depth of visit](#)
- [Geomap report - City](#)
- [Geomap report - Country](#)
- [Length of visit](#)
- [Mobile devices](#)
- [Monthly comparison](#)
- [OS browser](#)
- [Time on site](#)
- [Top content](#)
- [Traffic sources](#)
- [UnisaIR summary](#)

Be informed about Library projects

The screenshot shows a Windows Internet Explorer browser window displaying the UNISA E-connect website. The address bar shows a URL from staff.unisa.ac.za. The website has a blue header with the 'econnect' logo and the UNISA university of south africa logo. A navigation menu includes links for Management, Departments, Policies, Services & Groups, News & Communications, Forms, Resources, Institutional Information, and Contact. On the left, there is a login section with fields for Username and Password, a Login button, and a note to login with a Network user id and password. The main content area is titled 'Library projects' and contains two sections: 'Unisa Library requirements' and 'E- resources new web page'. The 'Unisa Library requirements' section has a 'Description' link and a 'Documents' link. The 'E- resources new web page' section has a 'Description' link and a 'Documents' link. The 'Description' for 'E- resources new web page' states that the library subscribes to 300 main titles of electronic databases and the number is growing. It also lists the library's goals: to communicate information related to the library e-resources on the library web pages to the clients, to update the information as a result of changes and new information made available by the database vendors, to provide easy access to the variety of e-resources and subject databases, and to support additional services related to the e-resources and subject databases e.g. training, rss feeds, alerts. The 'Documents' link for 'E- resources new web page' lists four documents: '02 February 2011', '18 April 2011', '30 June 2011', and '18 July 2011'. The footer of the website includes links to 'Contribute to E-connect, E-notice, E-news', 'Request help with websites', and 'Guidelines and procedures for Electronic Communication and the Web'. The browser's status bar shows 'Done' and 'Trusted sites'.

UNISA Library projects

Unisa Library requirements

Description

Unisa Library facilities renovation

Documents

Discussion document (pdf)

E- resources new web page

Description

The Library subscribes to 300 main titles of electronic databases and the number is growing. Each of these titles has a unique URL and contains many more individual titles. The Digital Commercial Collection Developer is responsible for the administrative duties related to these databases and the Millennium (OASIS) Electronic Resource Management module is used for this purpose. The Library subscribes not only to new titles but information related to the existing electronic databases changes and needs to be updated at an ongoing basis.

The Library would like to have the ability to:

- Communicate information related to the library e-resources on the library web pages to the clients
- Update the information as a result of changes and new information made available by the database vendors
- Provide easy access to the variety of e-resources and subject databases
- Support additional services related to the e-resources and subject databases e.g. training, rss feeds, alerts

Documents

Project plan

Marketing minutes

Minutes

- 02 February 2011
- 18 April 2011
- 30 June 2011
- 18 July 2011

Contribute to E-connect, E-notice, E-news | Request help with websites | Guidelines and procedures for Electronic Communication and the Web

Staff cooperation

- Provide content to Web Services Developer
- Provide regular updates of content
- Provide suggestions and recommendations

Future developments

- Comprehensive staff list
- Research reports
- Staff presentations
- Integration with the University's Electronic Content Management System

Conclusion

- Intranet is a journey, not destination
- Staff members play a major role in making the intranet a success
- Send suggestions and recommendations to Matshdk@unisa.ac.za

Thank you