The use of myUnisa in the Library environment

Margarette van Zyl
Personal Librarian Functions

The Personal Librarians are responsible for satisfying the information needs of the academics by:

- Liaising with academic staff / understanding their information needs
- Creating alerting and current awareness profiles
- Conducting advanced subject searches
- Training of customers in the use of electronic information resources
- Rendering assistance with the structuring of course material (Tut 101)
- Marketing library services
In short...

To provide access to global information through services appropriate to ODL...
myUnisa

The myUnisa student portal has been developed to:

- supplement and enhance academic interaction; and
- improve communication between Unisa staff and students.
myUnisa Library project sites

• The primary focus of the Library sites is on providing academics with relevant and current information and training material to support their teaching and research.

• Personal Librarians partner with academics in order to use their myUnisa sites to reach M and D students.
Apply for a project site

Name: Margarette van Zyl       Date of Application: 22-2-2010

Project Sites Application Form

Please note that every application will be decided on an individual basis. Applications will be considered by the joint ICT and ICLD myUnisa Team.

Application Information Required

1  Site Name - that should appear on navigation bar
   [Guidelines: Site name should be short, about 12 characters]
   Business Management Library

2  Purpose of project site
   Guidelines: Appropriate use would include for post-graduate research that benefits
   Unisa and/or Unisa students.
   Non-appropriate use would include any grouping that is defined by a registration
   period or a qualification group e.g. all Masters students

   The Personal Librarians are responsible for satisfying the information needs of the academics
   by liaising, delivering training, providing alerting and awareness services for new information
   and marketing library services.

   This project site will be used to communicate important library related information to market
   library services and products and to offer online training to academic staff members. The
   primary focus of the site will be to provide academics with relevant/current information and
   training material to support their teaching and research.
Use your cellphone to vote in Unisa’s upcoming SRC elections
31 Aug 2011

We need you! We need you to vote in the upcoming Unisa Student Representative Council (SRC) elections which will take place from Monday 26 September 2011 to Friday 7 October 2011. Read more...
Welcome page

Welcome to the myUnisa Learning Management System.

This webpage is dedicated to supporting your learning for this module. If you make a regular habit of checking your Module webpages, you can take full advantage of these features:

1. Go to Official Study Material and you should find PDF files for your tutorial letters and your study guide, if available. Any other documents provided by your lecturer will be available in the Additional Resources tool.
2. Go to Prescribed Textbooks and look to see if there are any prescribed texts for this module.
3. Go to the Discussion Forum and you will find a Topic called "General Subject-related Discussions". This is a space for you to talk with your fellow students about this course. The lecturers may include other Topics and Forums for you.
4. Go to the Schedule and you can check your official assignment and examination dates.

Other things you might find in your module webpage:

• Your lecturer may use the Announcements tool to inform you about special meetings, local conferences, or important course-related issues. When they put an Announcement, you may also receive an email reminding you to check the website.

The myUnisa Team hopes that you will take full advantage of these additional features to make your studies more exciting and successful.

Powered by Sakai
Welcome Message

Edit Message
1. To change your message, first prepare your text in a word processor such as WordPad.
2. SAVE it for future reference.
3. Delete the current message below and then paste your new message into the space provided.
4. Choose the Submit button at the bottom to post your new message.

To use the default Welcome Message, click on Reinstall Default Welcome Message.

Required items marked with *

Type your message here :

Welcome to the Business Management Library

As your Personal Librarian I will provide you with the following services.

- Training in the use of subject databases
- Support in setting up of alerting services (for current awareness)
- Compilation of literature searches to support teaching, research and course material development
- Assistance in structuring study material requirements
- Gathering of subject specific input for collection development
- Promote the Library's services and information resources
Welcome to the Business Management Library

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- Gathering of subject specific input for collection development
- Promote the Library’s services and information resources
Populating the site

### Additional Resources

#### Site Resources

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- **Upload Files**
- **Create Folders**
- **Add Web Links (URLs)**
- **Create HTML Page**
- **Create Text Document**
- **Add Citation List**
Creating folders

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Location: SPQA Library /

Folder Name: Alert Services

Add Another Folder

Create Folders Now  Cancel

Powered by Sakai

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Add URL’s & upload files
## Additional Resources

**Location:** Bus Man Library Resources / Alert services

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### Site participants

#### Site Info
- **Site URL:** https://my.unisa.ac.za/portal/site/ie_busman
- **Site Contact and email:** Site participants only
- **Available to:** Site participants only
- **Display in public site list:** No (Tell me more...)
- **Creation Date:** 24-Feb-2010 10:28

#### Site Description
A site for the Library to assist academics in Business Management...

#### Bus Man Library Participant List (6 of 56)

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Departmental Library Sites

Message Of The Day

SLOW RESPONSE TIME ON myUNISA TOOLS

Please Note: You may experience technical difficulties or slow response times on some of the myUnisa services. The Assignment Submission Tool is currently not functional. The UNISA technical teams are working on resolving these issues. We apologise for any inconvenience caused.

Students who have assignments due on 19 September, will be accommodated. Further an announcement regarding assignments arrangements will be published on myUnisa.

Posted: 19 September 2011

My Workspace Information

Welcome to your personal workspace.

In myUnisa each user has his or her own individual worksite called My Workspace. My Workspace is a place where you can maintain a schedule and set your preference.

You can revise what appears in this space by using the options tab above.
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Provide links to relevant info
Use of the Wiki tool

Dear Mrs Margaretha van Zyl,

Please find below the results for your saved search alert request:

Results for entrepreneurs (AND year / *2000 - 2011* Keywords / entrepreneur AND All Fields / "south africa")

Journal: International Journal of Entrepreneurial Behaviour & Research
Title: Managing success factors in entrepreneurial ventures: a behavioral approach
Authors: Syed Awaas Ahmad Tariq, Faisal Manzoor Arain
Article Type: Case study
Volume: 17 Issue: 5 Year: 2011

Results for banking south africa (All Fields / banking and south africa)

Journal: International Journal of Entrepreneurial Behaviour & Research
Title: Entrepreneurship and SME growth: evidence from advanced and laggard transition economies
Authors: Iraj Hashi, Bensnik A. Krasniqi
Article Type: Research paper
Volume: 17 Issue: 5 Year: 2011

Journal: International Journal of Social Economics
Title: Poverty as a transient reality in a globalised world: an economic choice
Authors: A.D. Slabbert, W.I. Ukpere
Article Type: Viewpoint
Volume: 30 Issue: 10 Year: 2011

You are registered to Emeralds Saved Search alerts under the email address vzvmm@unisa.ac.za

If you wish to change your contact details, add or remove an alert please login using the link below

Want to make sure that you keep receiving our valuable content? Be sure to add us to your address book!

Warm Regards,

Emerald Group Publishing Limited

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mailto:enquiries@emeraldinsight.com [http://www.emeraldinsight.com](http://www.emeraldinsight.com)

Be the first to comment
Use of the blog tool

**Quote of the month:**

Any fool can make things bigger, more complex, and more violent. It takes a touch of genius—and a lot of courage—to move in the opposite direction. (Albert Einstein - Quote 290)


**Website of the month:**

Emerald's Teaching Zone is designed to provide support and ideas for Faculty involved in teaching Business and Management...

For more information access: [http://www.emeraldinsight.com/teaching/index.htm?PHPSESSID=7h0pu4ru1fukjdebspib84gcan5](http://www.emeraldinsight.com/teaching/index.htm?PHPSESSID=7h0pu4ru1fukjdebspib84gcan5)

**Database of the month:**


The Business, Management and Economics eBook Series Collection includes 65 series titles with new content added each year. Featuring titles from the highly regarded JAI imprint, the collection offers access to over 380 volume titles covering subjects such as strategy, accounting and finance, organisational studies and economics. This means that students and researchers alike can enjoy cost-effective access to a vast but easily searchable array of content. Also included are approximately 1,100 case studies, specifically selected for their quality and suitability for teaching and learning.


To see a full list of e-resources available on this page, access: [http://www.emeraldinsight.com/products/ebooks/series/collections.htm?id=3](http://www.emeraldinsight.com/products/ebooks/series/collections.htm?id=3)
## Links to other library sites

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<td>Add</td>
<td>Entire site</td>
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</tr>
</tbody>
</table>
Partner with academics to use their myUnisa sites to reach M and D students

- Liaise with academic staff to ascertain whether they desire a Library presence on their sites
- Decide in cooperation with academic staff which material to include
- Populate the sites with the relevant library material
Partnering with academics

Welcome to the myUnisa Learning Management System.

This webpage is dedicated to supporting your learning for this module. If you make a regular habit of checking your Module webpages, you can take full advantage of these features:

1. Go to Official Study Material and you should find PDF files for your tutorial letters and your study guide, if available. Any other documents provided by your lecturer will be available in the Additional Resources tool.
2. Go to Prescribed Textbooks and look to see if there are any prescribed texts for this module.
3. Go to the Discussion Forum and you will find a Topic called “General Subject-related Discussions”. This is a space for you to talk with your fellow students about this course. The lecturers may include other Topics and Forums for you.
4. Go to the Schedule and you can check your official assignment and examination dates.

Other things you might find in your module webpage:

- Your lecturer may use the Announcements tool to inform you about special meetings, local conferences, or important course-related issues. When they put an Announcement, you may also receive an email reminding you to check the website.

The myUnisa Team hopes that you will take full advantage of these additional features to make your studies more exciting and successful.
Library content on academic sites
<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
<th>Created By</th>
<th>Modified</th>
<th>Size</th>
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<tbody>
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<td>Entire site</td>
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<td>2 items</td>
</tr>
<tr>
<td>Accredited journals</td>
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<td>Entire site</td>
<td>MRS MM YAN ZYL</td>
<td>5 items</td>
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<td>Alert services</td>
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<td>1 item</td>
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<td>Associations</td>
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<td>MRS MM YAN ZYL</td>
<td>2 items</td>
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<tr>
<td>Banks</td>
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<tr>
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<tr>
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<td>Family enterprises</td>
<td>Add</td>
<td>Entire site</td>
<td>MRS MM YAN ZYL</td>
<td>1 item</td>
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</table>
Announcements

- Business Management Library blog entry
- Collection development for the Department of Business Management
- Business Management Library Website on myUnisa
Dear Academics,

Please note that new information has been made available on the myUnisa Business Management Library Site. Please let me know if there are any material or topics you would like me to include on this site.

Kind regards,
Margaret
Future developments

- Expanding the service to all postgraduate students
- Using of persistent URL’s - immediate update of information on all sites
- Including training material and podcasts
Use of persistent URL’s

ASSIGNMENT SUBMISSION SERVICE UPDATE

You may have noticed that myUnisa had experienced intermittent problems with the Assignment Submission 2011. The situation had finally culminated in a complete hardware failure.

The UNISA technical team has now implemented an interim solution to allow for assignment submission. Please note that this solution may be slow to respond at first. We ask for your patience.

Students who had assignments due on 19 and 20 September, will have until Thursday 22 September to submit their assignments. The original assignment due date will still display on myUnisa and you may find that on submission it might indicate to you that your assignment is late. You can ignore that message.

Your assignment, if submitted by 22 September, will be accepted.

Posted: 20 September 2011 17:35

My Workspace Information

Welcome to your personal workspace.

In myUnisa each user has his or her own individual worksite called My Workspace. My Workspace is a place where you can maintain a schedule and set your preference.

You can revise what appears in this space by using the options tab above.
Use of persistent URL’s
LINKS TO UP-TO-DATE LIBRARY CONTENT FOR THE USE IN MYUNISA SITES

- Information regarding accredited journals
  [http://www.unisa.ac.za/accreditedjournals](http://www.unisa.ac.za/accreditedjournals)

- Plagiarism
  [http://www.unisa.ac.za/plagiarism](http://www.unisa.ac.za/plagiarism)

- Interlibrary loan
  [http://www.unisa.ac.za/interlibraryloan](http://www.unisa.ac.za/interlibraryloan)

- Library Information for Academics
  [http://www.unisa.ac.za/libinfoacademics](http://www.unisa.ac.za/libinfoacademics)

- Library Information for Honours students
  [http://www.unisa.ac.za/libinfohonors](http://www.unisa.ac.za/libinfohonors)

- Library Information for Masters and Doctorate students
  [http://www.unisa.ac.za/libinfoamd](http://www.unisa.ac.za/libinfoamd)

- Library information for Undergraduate students
  [http://www.unisa.ac.za/libinfoundergrad](http://www.unisa.ac.za/libinfoundergrad)

- How to set up an alert service
  [http://www.unisa.ac.za/alertservice](http://www.unisa.ac.za/alertservice)
OVERVIEW OF LIBRARY AND INFORMATION SERVICES AVAILABLE TO UNISA MASTERS AND DOCTORAL CANDIDATES

The Unisa Library welcomes you as a student. The library, with its extensive range of information resources, forms an integral part of your journey towards completing your degree successfully.

1. **SIGNING ON**

You will need to sign on to the Unisa Library's network to make use of its online resources which include the library’s catalogue, subject databases, e-journals, book and article requests, inter-library loans, and renewing your books.

**PLEASE NOTE:**

- You will be prompted to provide your myUnisa password and student number whenever you want to access any of the library’s services or resources.

- **Problems** or queries regarding your myUnisa password, should be e-mailed to the myUnisa contact centre at myUnisaHelp@unisa.ac.za or phone 0861 670411 (for South African students) and +27 11 670 9000 (for international students). This applies to all queries where you are unable to sign on to the library’s online resources.

- The myUnisa Contact Centre has a turnaround time of between 24-48 hours.
Persistent URL’s

LINKS TO UP-TO-DATE LIBRARY CONTENT FOR THE USE IN MYUNISA SITES

Information regarding accredited journals
http://www.unisa.ac.za/accreditedjournals

Plagarism
http://www.unisa.ac.za/plagarism

Interlibrary loan
http://www.unisa.ac.za/interlibraryloan

Library Information for Academics
http://www.unisa.ac.za/libinfoacademics

Library Information for Honours students
http://www.unisa.ac.za/libinfohon

Library Information for Masters and Doctorate students
http://www.unisa.ac.za/libinormd

Library information for Undergraduate students
http://www.unisa.ac.za/libinfoundergrad

How to set up an alert service
http://www.unisa.ac.za/alertservice

These persistent links are available for use by the academics on their myUnisa sites
Expansion of pool of information

• All sections in the Library are invited to participate in this project
• If they have material they want to add, they can bring it to the myUnisa Forum
• Will be considered and when approved, it can be loaded to the information pool
• Library and academic staff can source this material for use
Conclusion

Personal Librarians strive to partner with all Unisa researchers in providing a quality services to clients where ever they are and whatever level of research they are undertaking. We endeavor to have a close relationship with our research clients and to assist them on their research journey...
Conclusion

...and the myUnisa Library sites is one of the means which we use in trying to accomplish this objective.