The use of myUnisa in the Library environment

Margarette van Zyl

UNISA university of south africa LIBRARY

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…

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myUnisa

The myUnisa student portal has been developed to:

- supplement and enhance academic interaction; and
- improve communication between Unisa staff and 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.

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Business Management Library Site

myUNISA university of south africa

student no / user id: vzylmm password: ••••••••••••

- Welcome
- Claim myLife Email
- Join myUnisa
- Forgotten myUnisa Password?
- Student Affairs
- Learner Support
- Bursaries & Loans
- Jobs & Scholarships
- Prescribed Books
- Official Booksellers
- Assignments
- Examinations
- Graduations
- e-Bookshop

Welcome

News

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...

Other news...

Notices

Unisa's electronic library resources will unavailable from 03:00 to 05:00 on Tue 20 September 2011 due to system upgrades..

You might be experiencing technical difficulties on some of the myUnisa functions. The team is working on resol these issues. We apologise if it causes inconvenience.

Participate in a career survey and stand chance to win some fantastic prizes.

Amendments to the Unisa October/November 2011 examination timetable.

Avoid technical challenges and submit assignments early.

myStudies

- myStudies 2011 brochure (PDF)
- Open Distance Learning
- Your study journey
- Student affairs
- Registration
- Learner support
- Regional services
- Satellite classes
- Assignments & Exams
- Graduation

A-Z Guide

Your guide to student services and procedures, click here.

Contact us

- Regional services
- Email & sms
- Directions

myLife free email
Unisa student email syst

- Gateway
- University of South Africa
- The Sakai Project

Powered by Sakai

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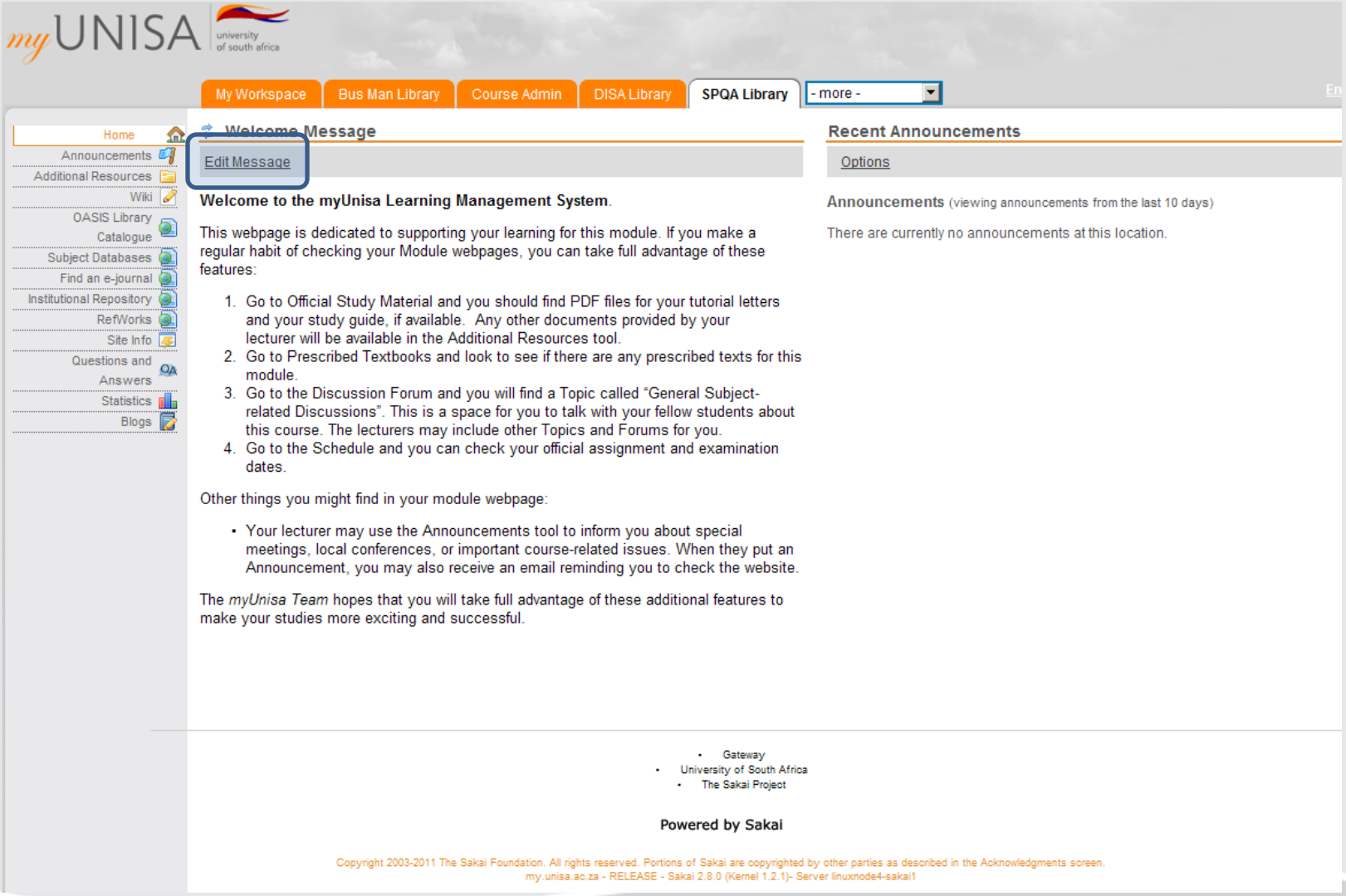
Welcome page



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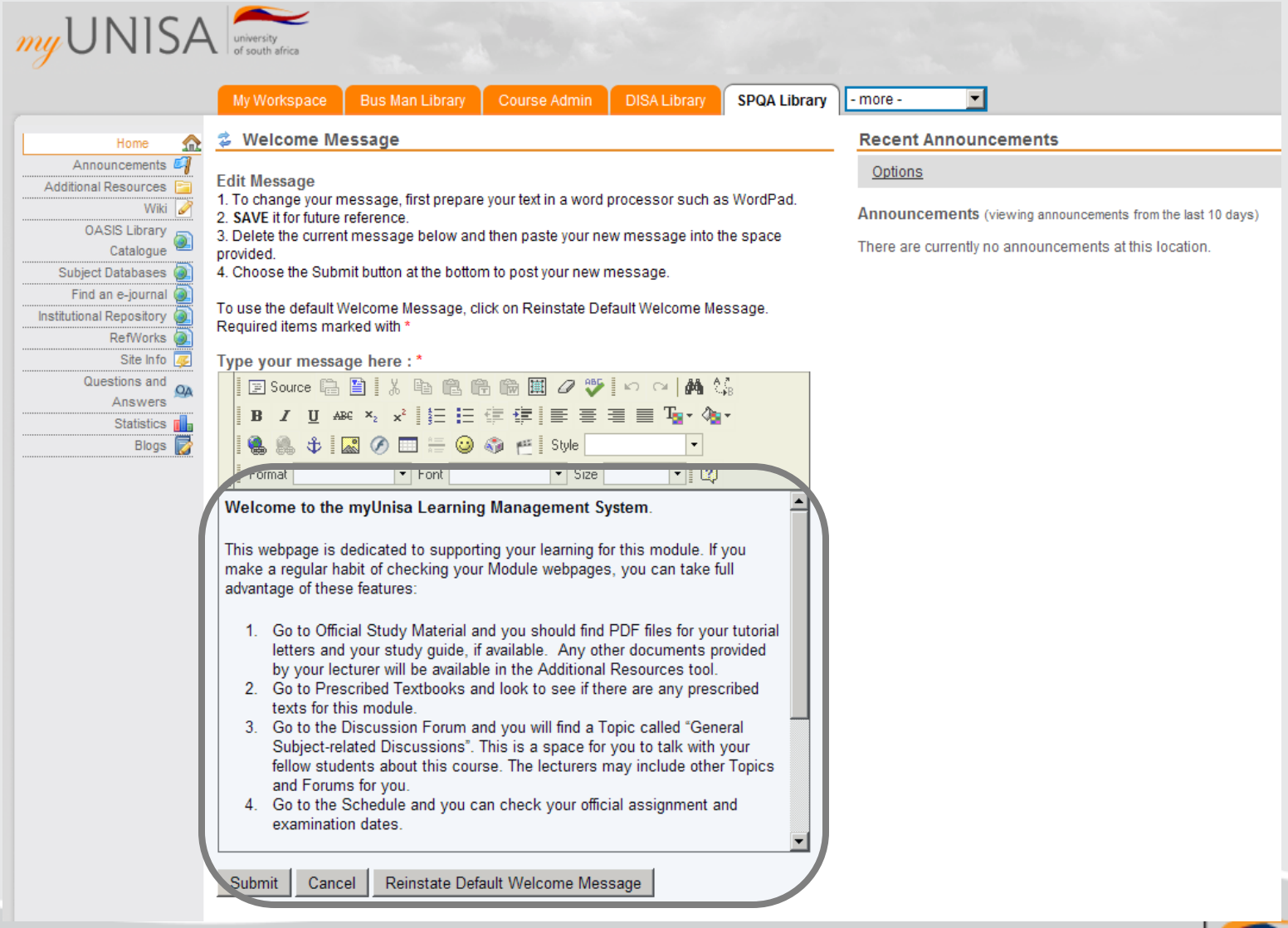
Edit welcome message



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Subject Databases
Find an e-journal
Institutional Repository
RefWorks
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Statistics
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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 Reinstate Default Welcome Message.
Required items marked with *

Type your message here : *

Source | Style | Format | Font | Size

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 informtion resources

Submit | Cancel | Reinstate Default Welcome Message

Recent Announcements

Options

Announcements (viewing announcements from the last 10 days)

There are currently no announcements at this location.

Welcome page

myUNISA university of south africa

My Workspace | Bus Man Library | Course Admin | DISA Library | FinRiskBank Library | - more -

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Welcome Message

Edit Message

Margarette van Zyl
vzylmm@unisa.ac.za
Tel +27 12429 3201
Fax

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- Promote the Library's services and informtion resources

Recent Announcements

Options

Announcements (viewing announcements from the last 100,000,000 days)

Business Management Library Website on myUnisa
(MRS MM VAN ZYL - 19-Nov-2010 11:32)
Dear Colleagues,

I sent an email to all if you on the 7th of September 2010 to inform you of the
...

Business Management Library blog entry
(MRS MM VAN ZYL - 15-Sep-2011 14:16)

Dear Colleagues,
I started a blog on the myUnisa Business Management Library site and it will incl

...

Calendar

Options

September, 2011 < Today

Sun	Mon	Tue	Wed	Thu	Fri
28	29	30	31	1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

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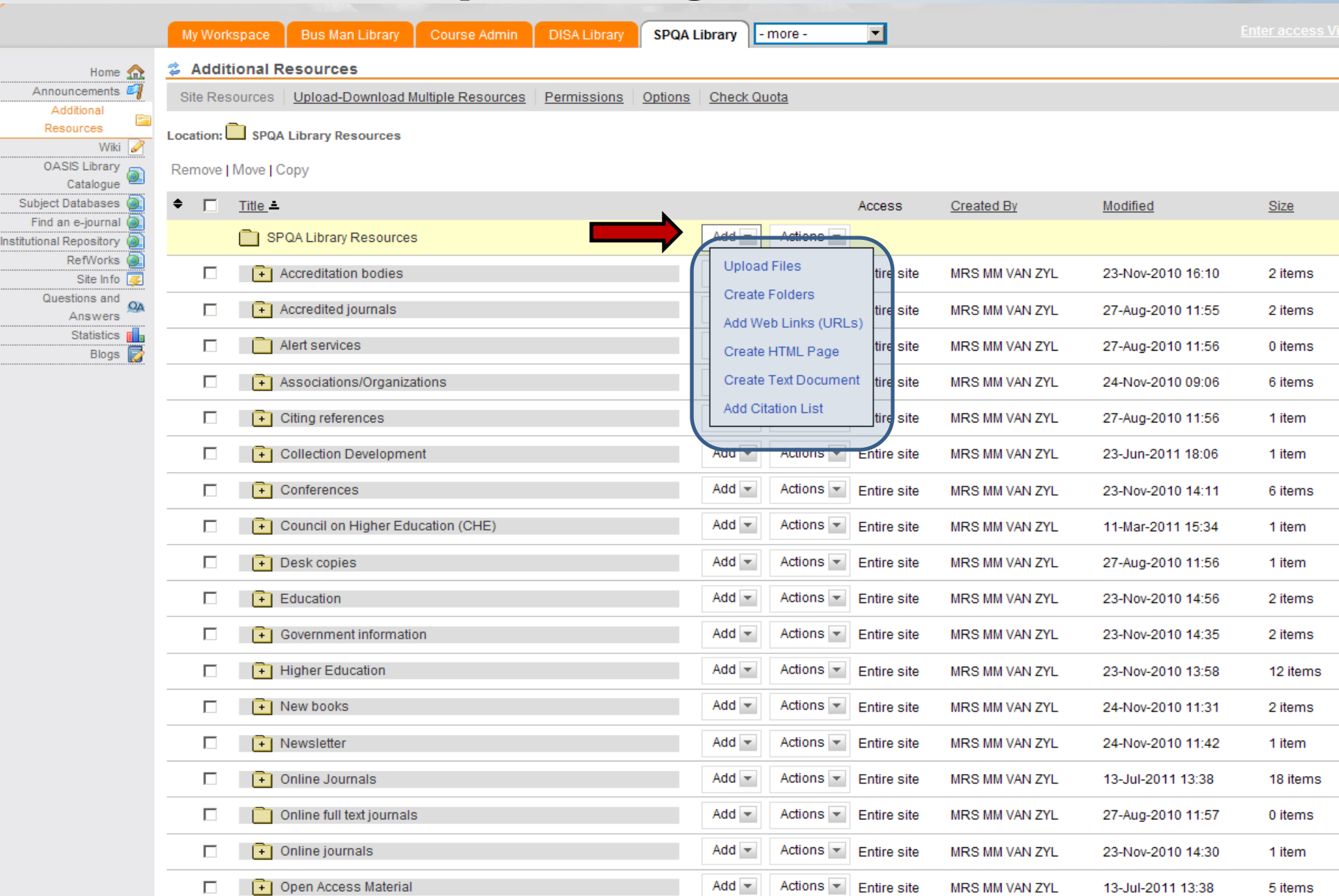
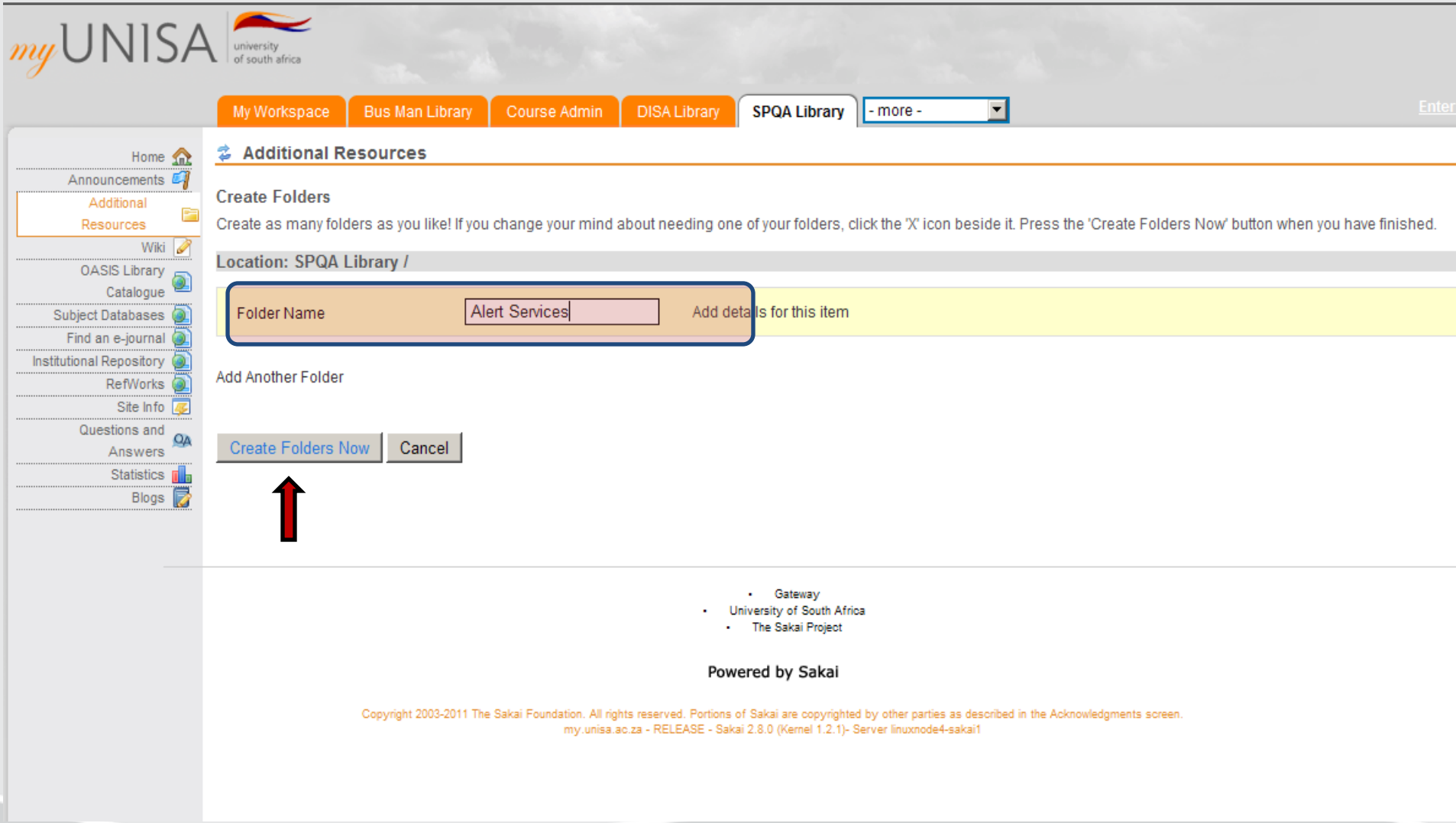
Populating the site



Creating folders



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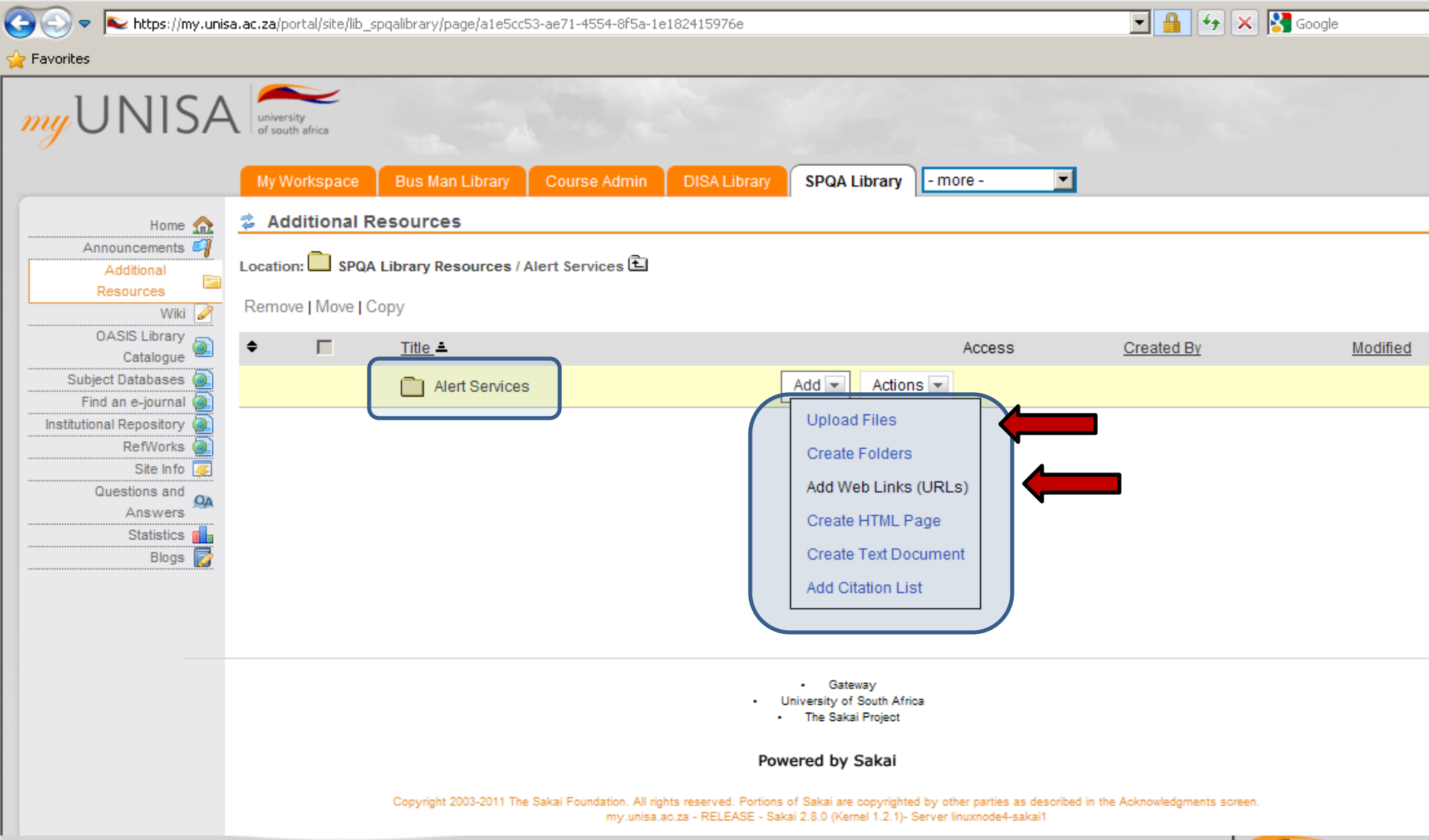
Add URL's & upload files



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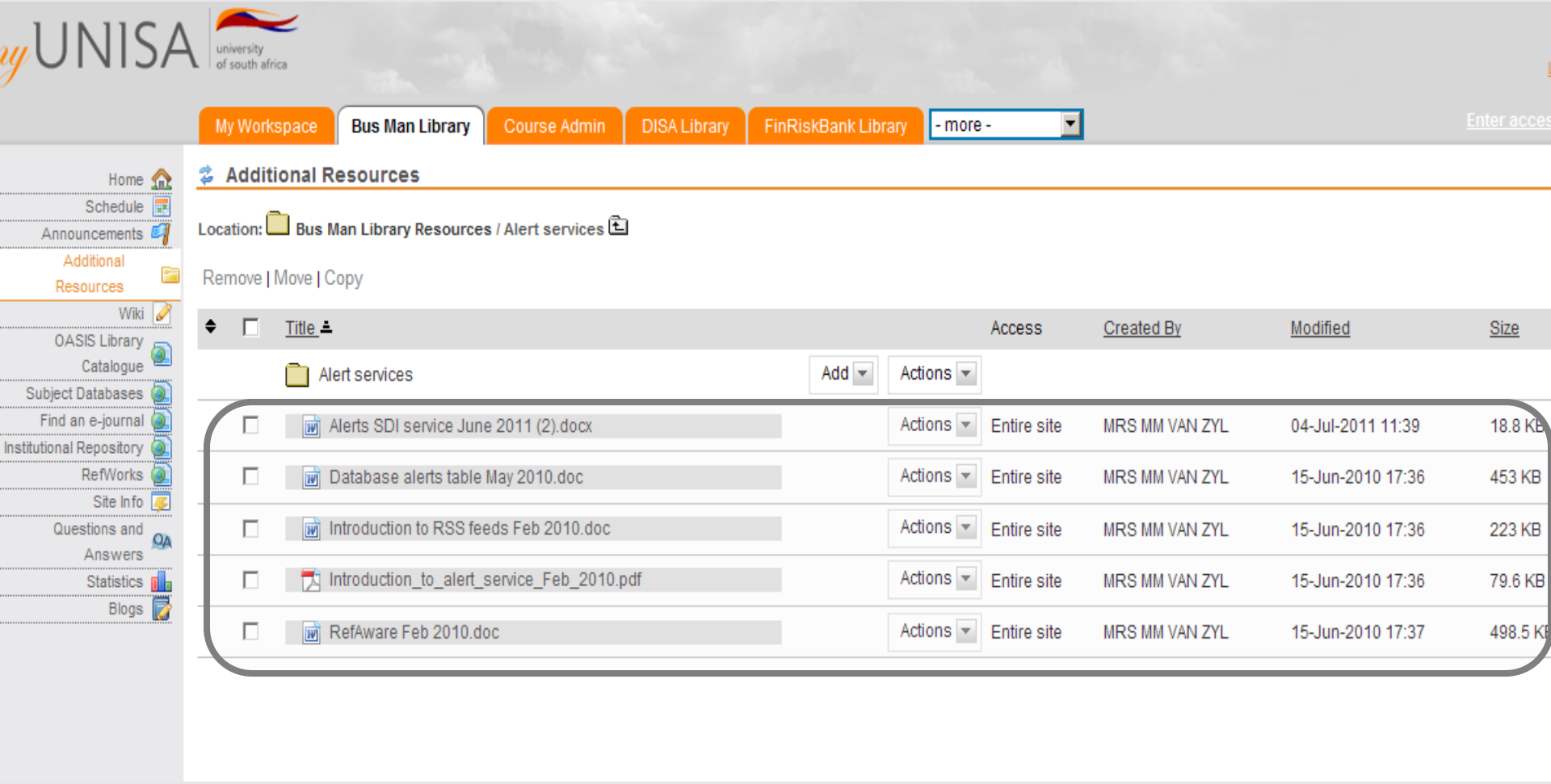
Folder with files & links



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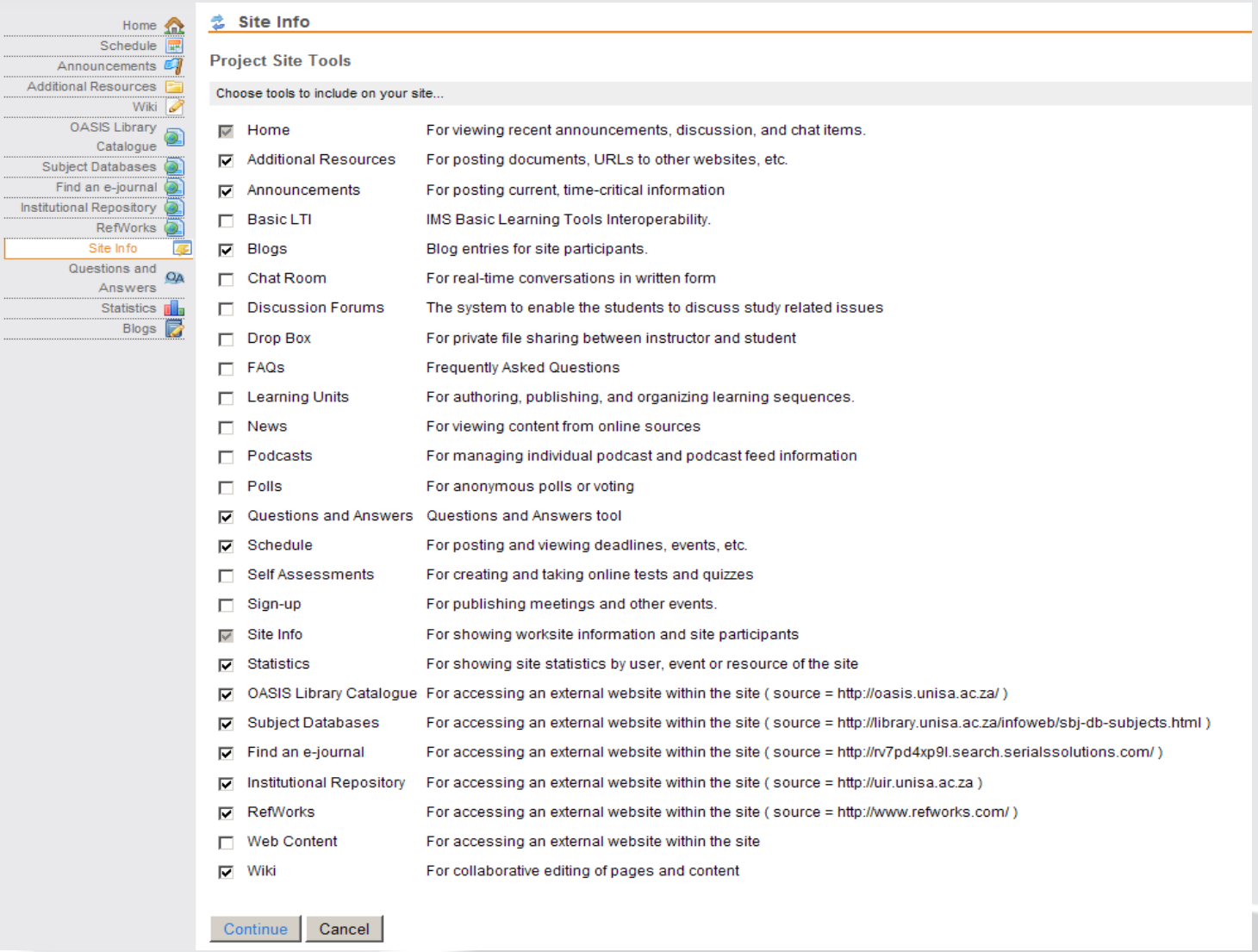
Site tools



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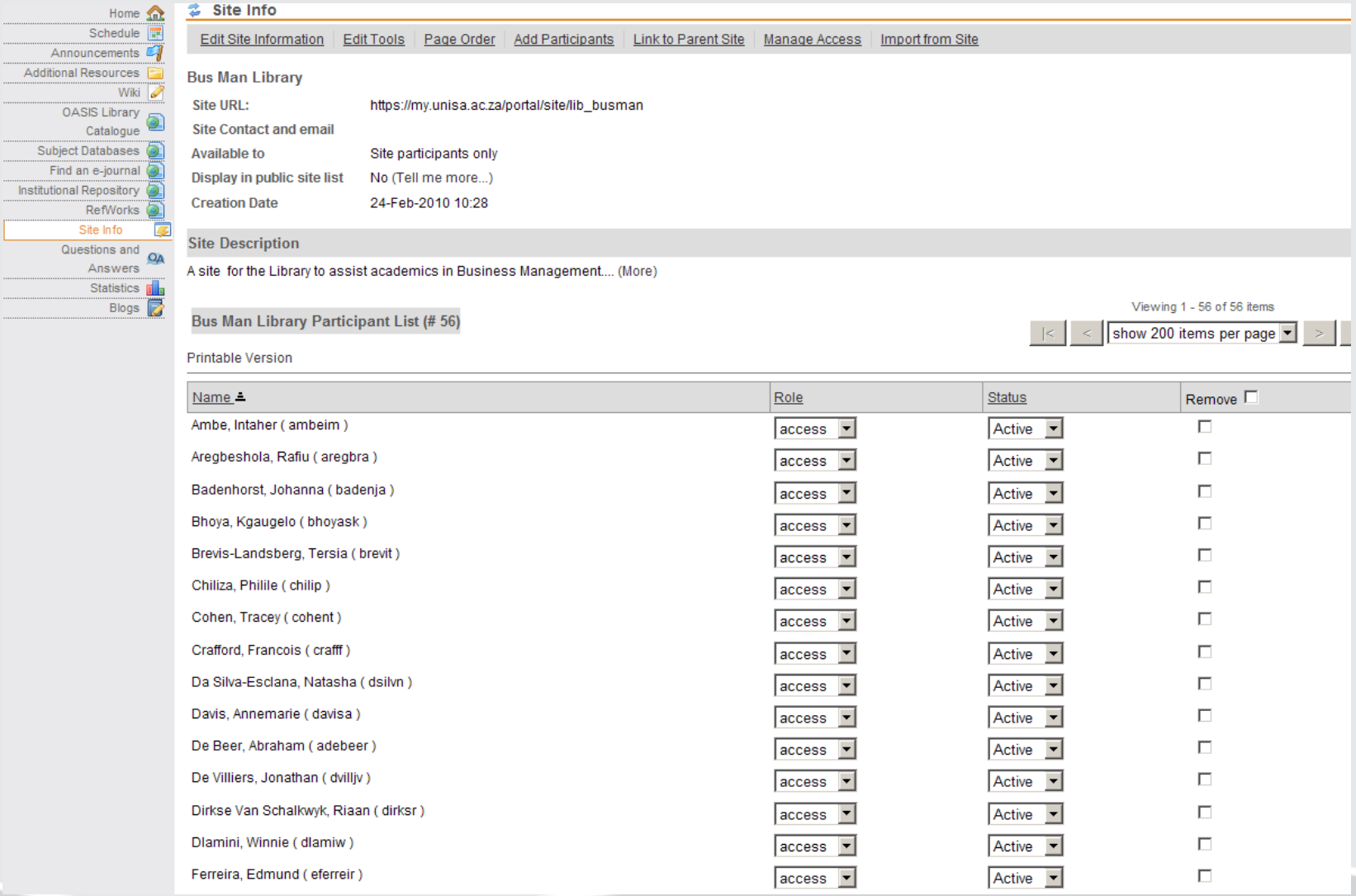
Site participants



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Departmental Library Sites

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Additional Resources

Site Resources | Upload-Download Multiple Resources | Permissions | Options | Check Quota

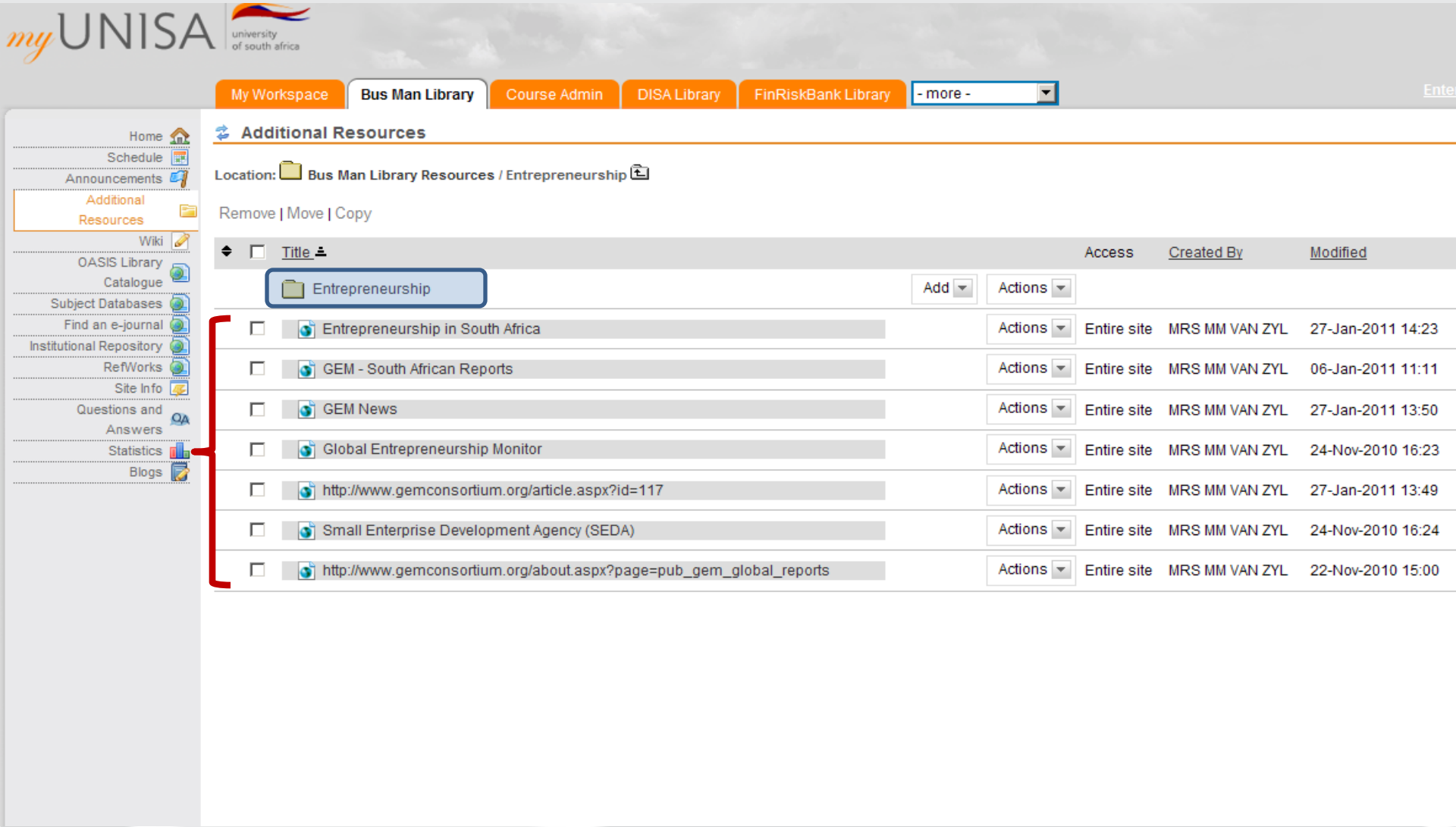
Location: Bus Man Library Resources

Content

Remove | Move | Copy

	Title	Access	Created By	Modified	Size
	Bus Man Library Resources				
	Accredited journals	Entire site	MRS MM VAN ZYL	30-Jun-2010 09:09	2 items
	Alert services	Entire site	MRS MM VAN ZYL	15-Jun-2010 17:34	5 items
	Associations	Entire site	MRS MM VAN ZYL	22-Nov-2010 15:35	1 item
	Banks	Entire site	MRS MM VAN ZYL	19-Nov-2010 14:57	6 items
	Benchmarks, data & ratings	Entire site	MRS MM VAN ZYL	24-Dec-2010 08:51	1 item
	Business Directories	Entire site	MRS MM VAN ZYL	15-Sep-2011 16:53	4 items
	Business Websites	Entire site	MRS MM VAN ZYL	15-Sep-2011 16:55	2 items
	Case studies	Entire site	MRS MM VAN ZYL	28-Jan-2011 11:58	1 item
	Citing references	Entire site	MRS MM VAN ZYL	15-Jun-2010 17:38	1 item
	Collection Development	Entire site	MRS MM VAN ZYL	06-Jun-2011 10:58	4 items
	Company information	Entire site	MRS MM VAN ZYL	19-May-2011 10:45	2 items
	Competitiveness	Entire site	MRS MM VAN ZYL	04-Jul-2011 11:55	8 items
	Conferences	Entire site	MRS MM VAN ZYL	02-Nov-2010 15:48	2 items
	Country risk reports	Entire site	MRS MM VAN ZYL	19-Nov-2010 11:35	1 item
	Desk copies	Entire site	MRS MM VAN ZYL	30-Jun-2010 09:12	1 item
	Dictionaries - Online	Entire site	MRS MM VAN ZYL	26-Jul-2011 16:13	1 item

Provide links to relevant info



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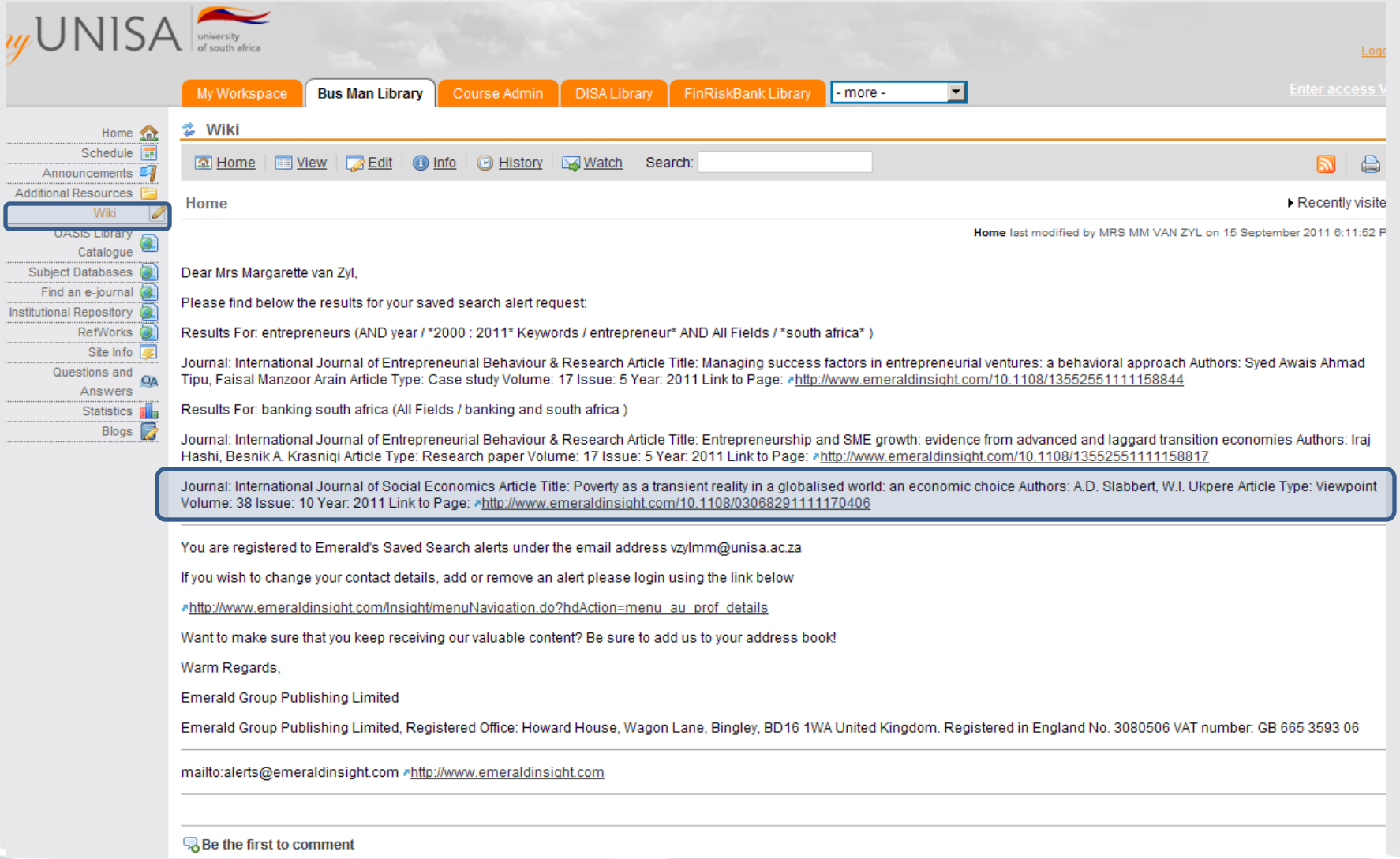
Use of the Wiki tool



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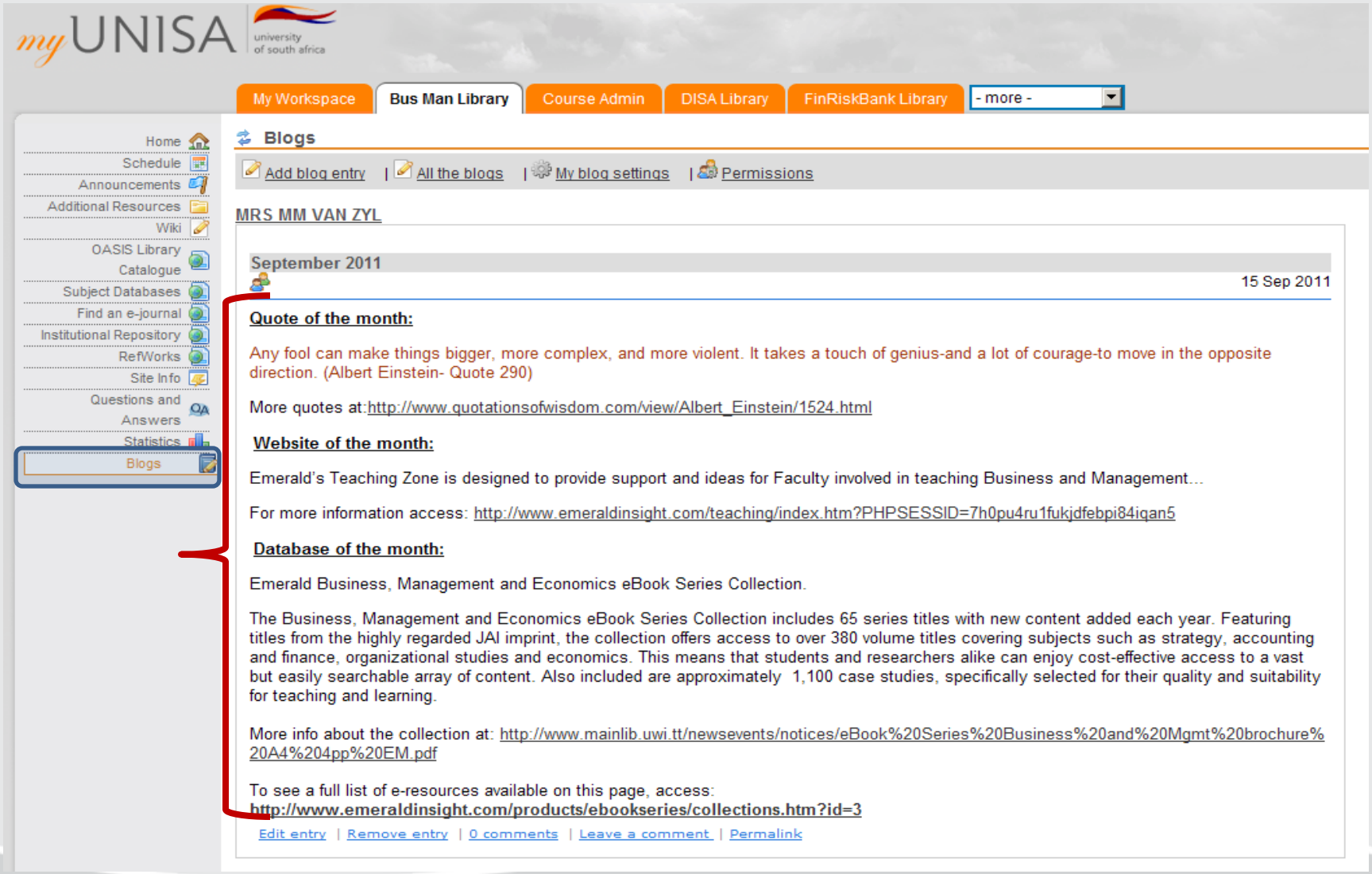
Use of the blog tool



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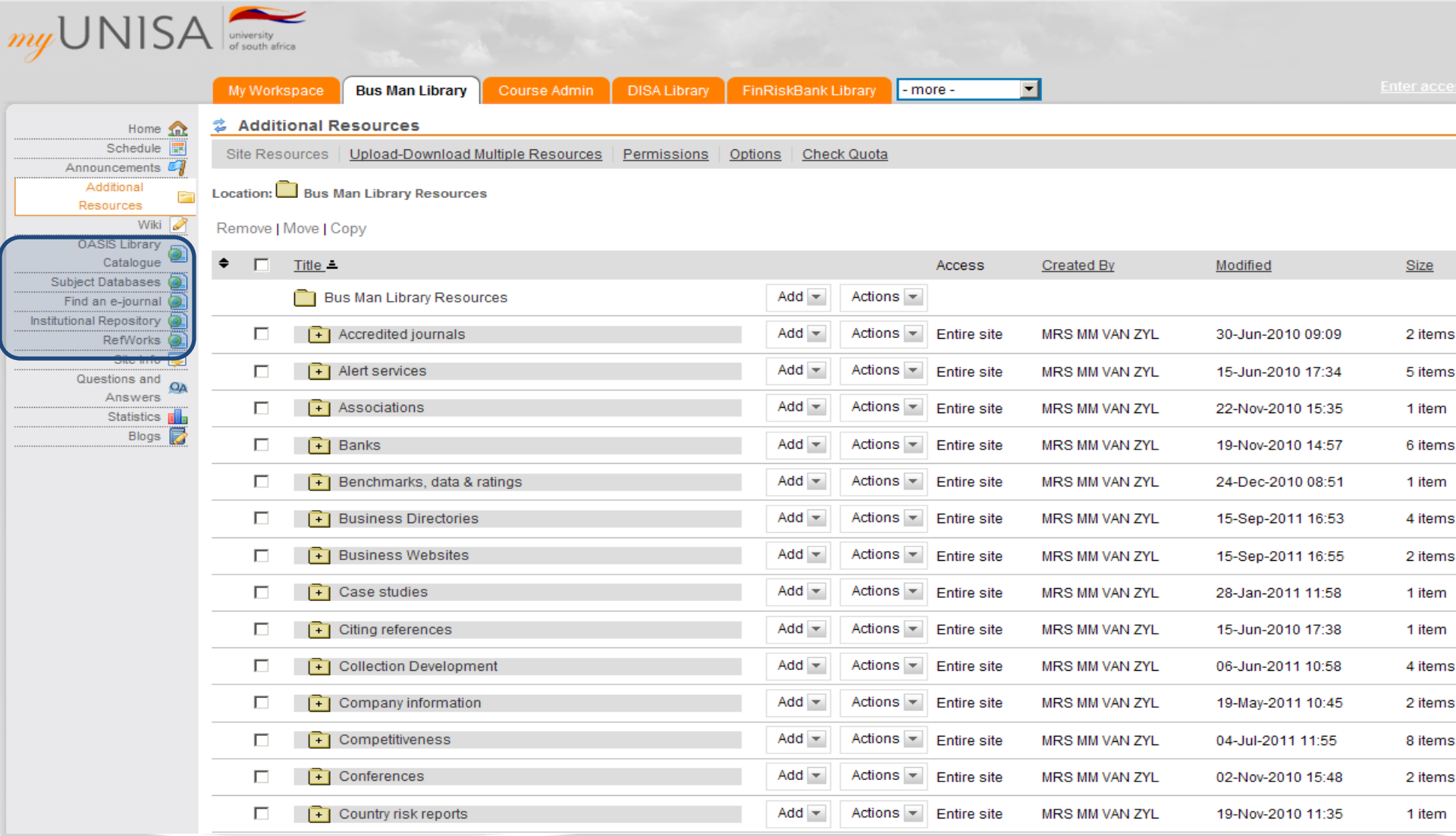
Links to other library sites



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Expand service to students

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

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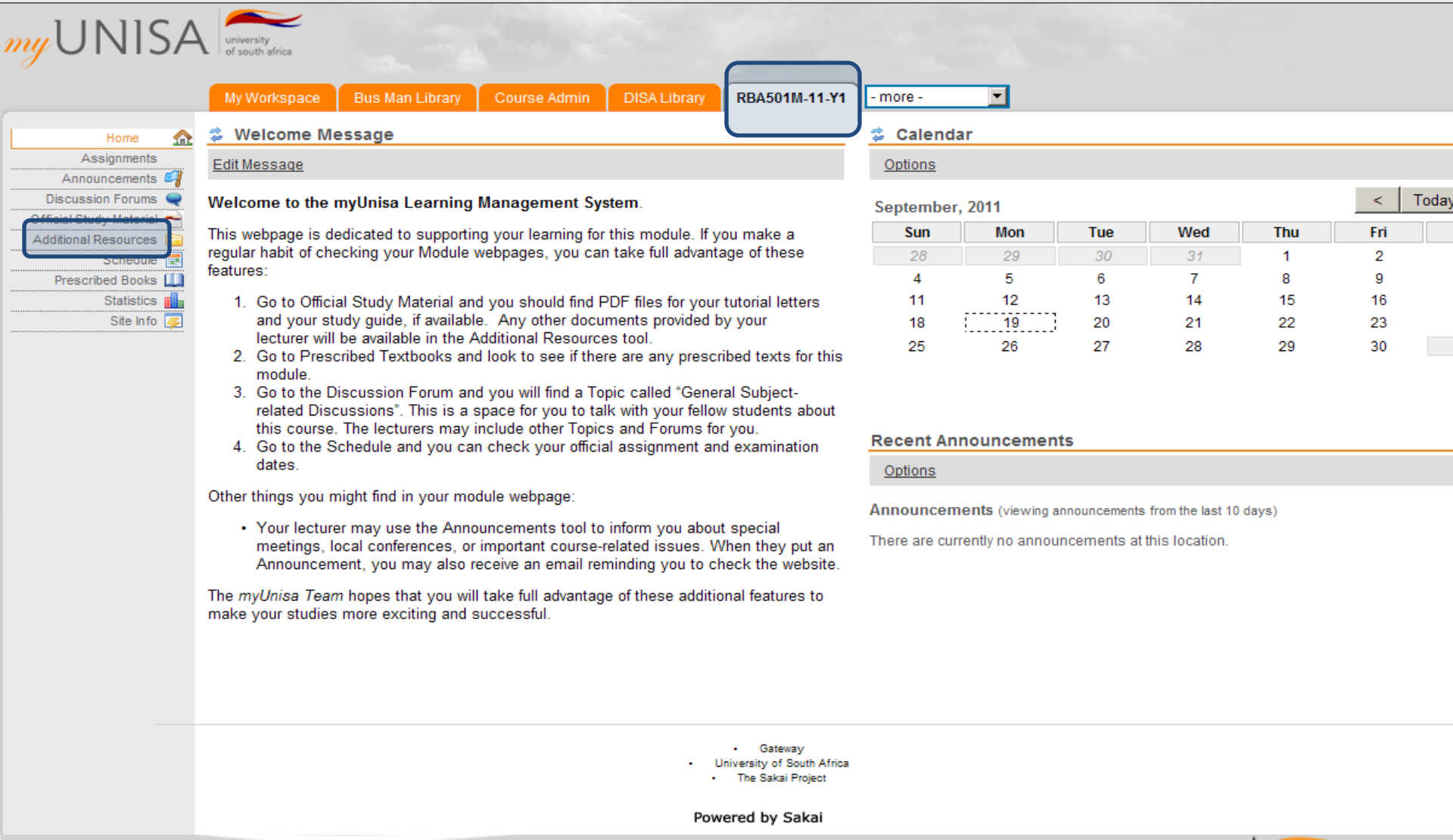
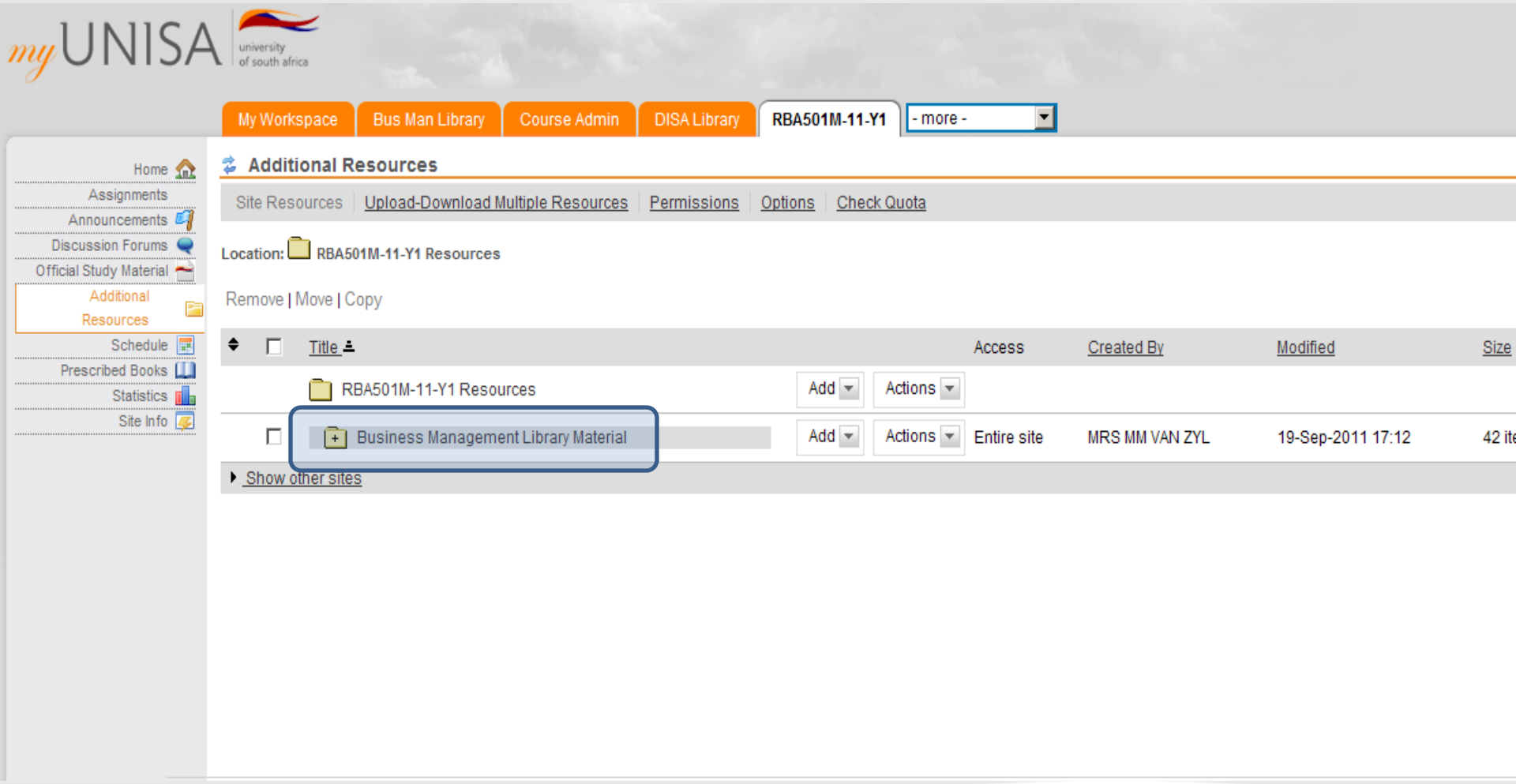
Partnering with academics



Library content on academic sites



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Additional Resources

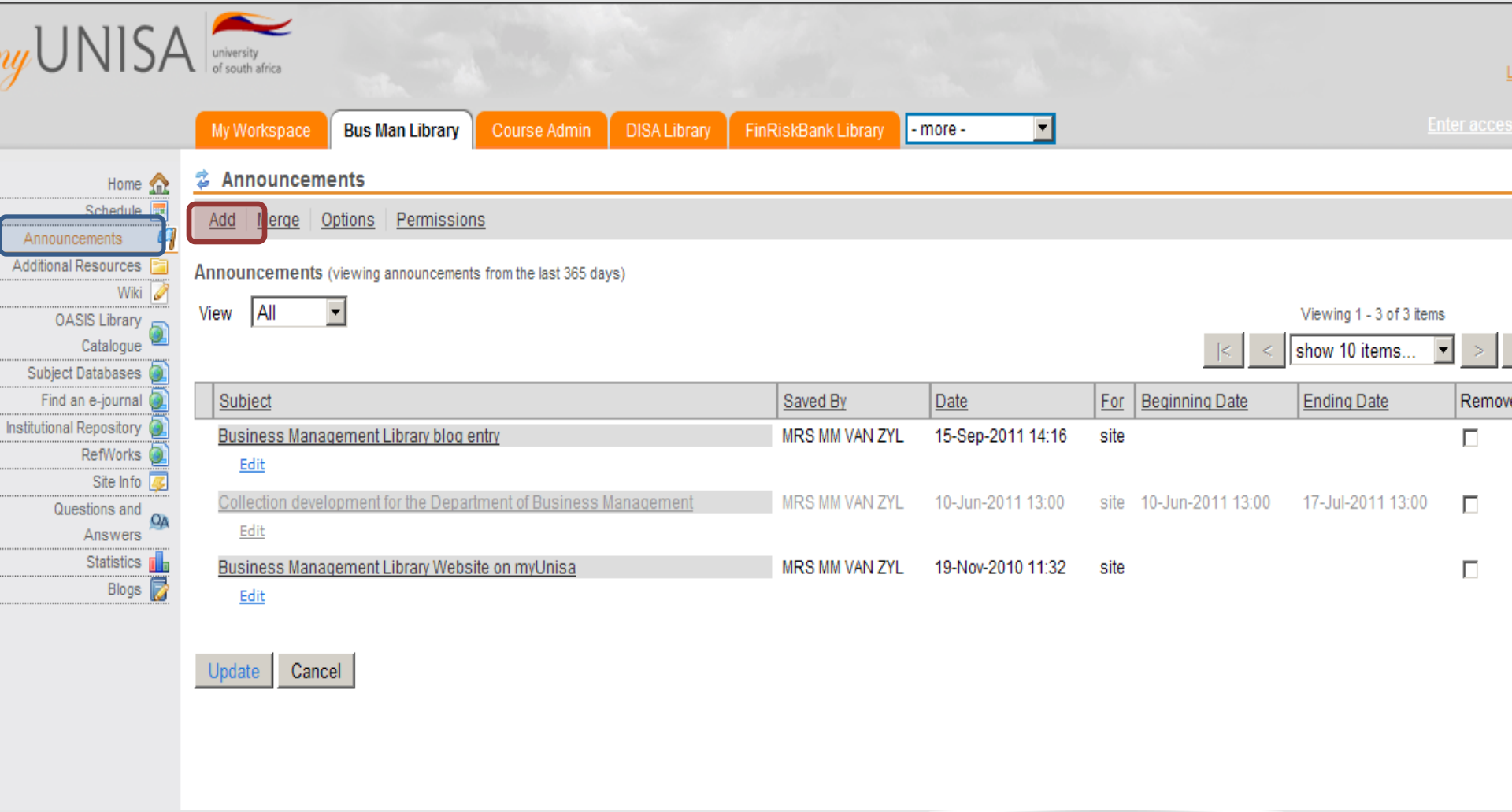
Location: RBA501M-11-Y1 Resources / Business Management Library Material

Remove | Move | Copy

	Title	Access	Created By	Modified	Size
	Business Management Library Material				
	Accredited journals	Entire site	MRS MM VAN ZYL	05-Jul-2011 14:55	2 items
	Alert services	Entire site	MRS MM VAN ZYL	05-Jul-2011 14:55	5 items
	Associations	Entire site	MRS MM VAN ZYL	05-Jul-2011 14:55	1 item
	Banks	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	6 items
	Benchmarks, data & ratings	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	1 item
	Business Management Websites	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	2 items
	Business search	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	1 item
	Case studies	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	1 item
	Citing references	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	1 item
	Company information	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	1 item
	Competitiveness	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	8 items
	Conferences	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	2 items
	Country risk reports	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	1 item
	Entrepreneurship	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	7 items
	Family enterprises	Entire site	MRS MM VAN ZYL	13-Jul-2011 09:21	1 item

Add / Actions

Announcements



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Announcements

Add Announcement

Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

* Announcement title: myUnisa Business Management Library Site

* Body

Source | Style | Format | Font | Size

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,
Margarette

Access

- (•) Only **members of this site** can see this announcement
- ( ) This announcement is **publicly viewable**

Availability

- (•) Show - (**Post** and display this announcement immediately)
- ( ) Hide - (**Draft mode** - Do not display this announcement at this time)
- ( ) Specify Dates - (**Choose when** this announcement will be displayed)

Attachments

No Attachments Yet

Add Attachments

Email Notification: None - No notification

- High - All participants
- Low - Not received by those who have opted out
- None - No notification

Add Announcement | Preview

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

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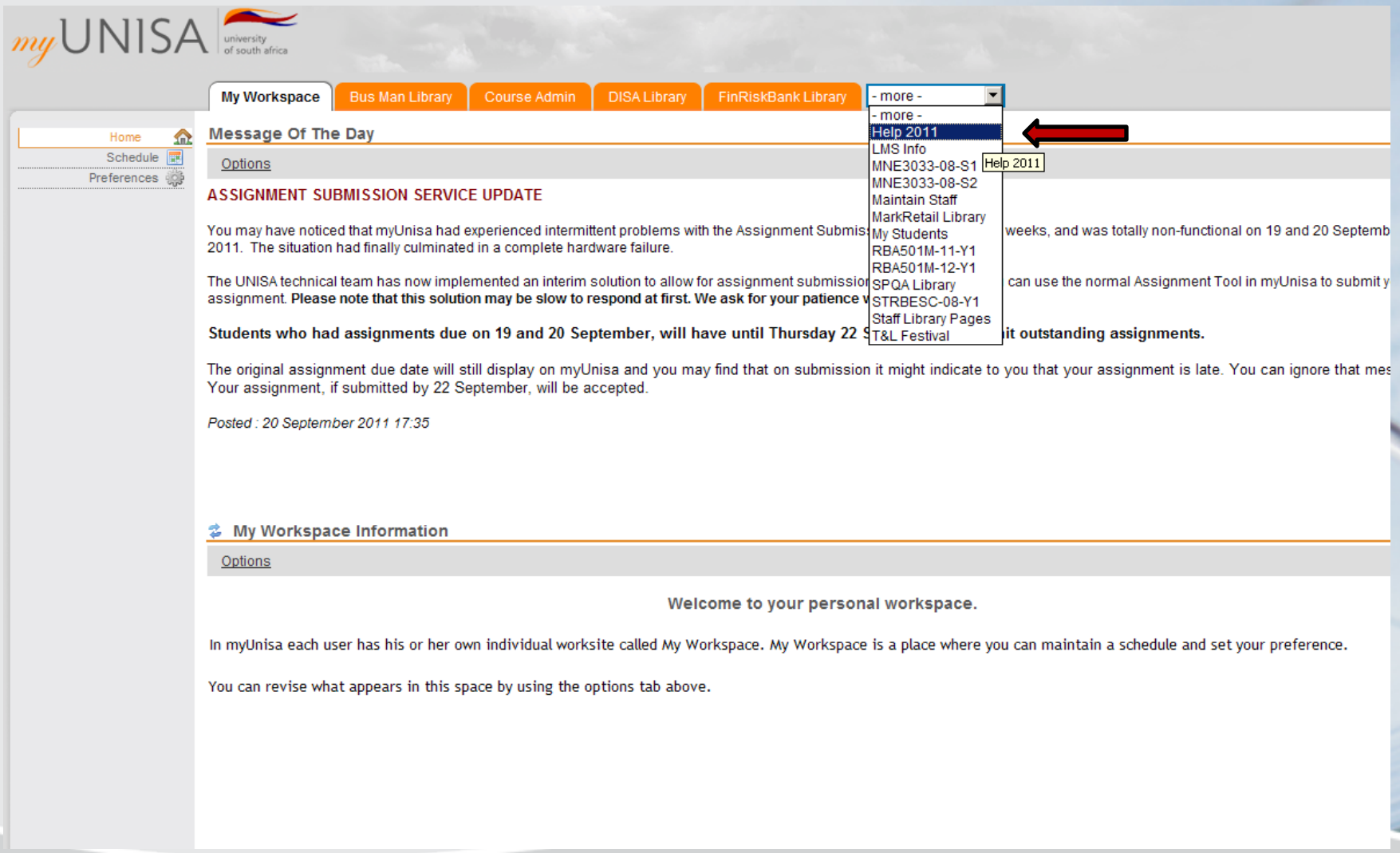
Use of persistent URL's



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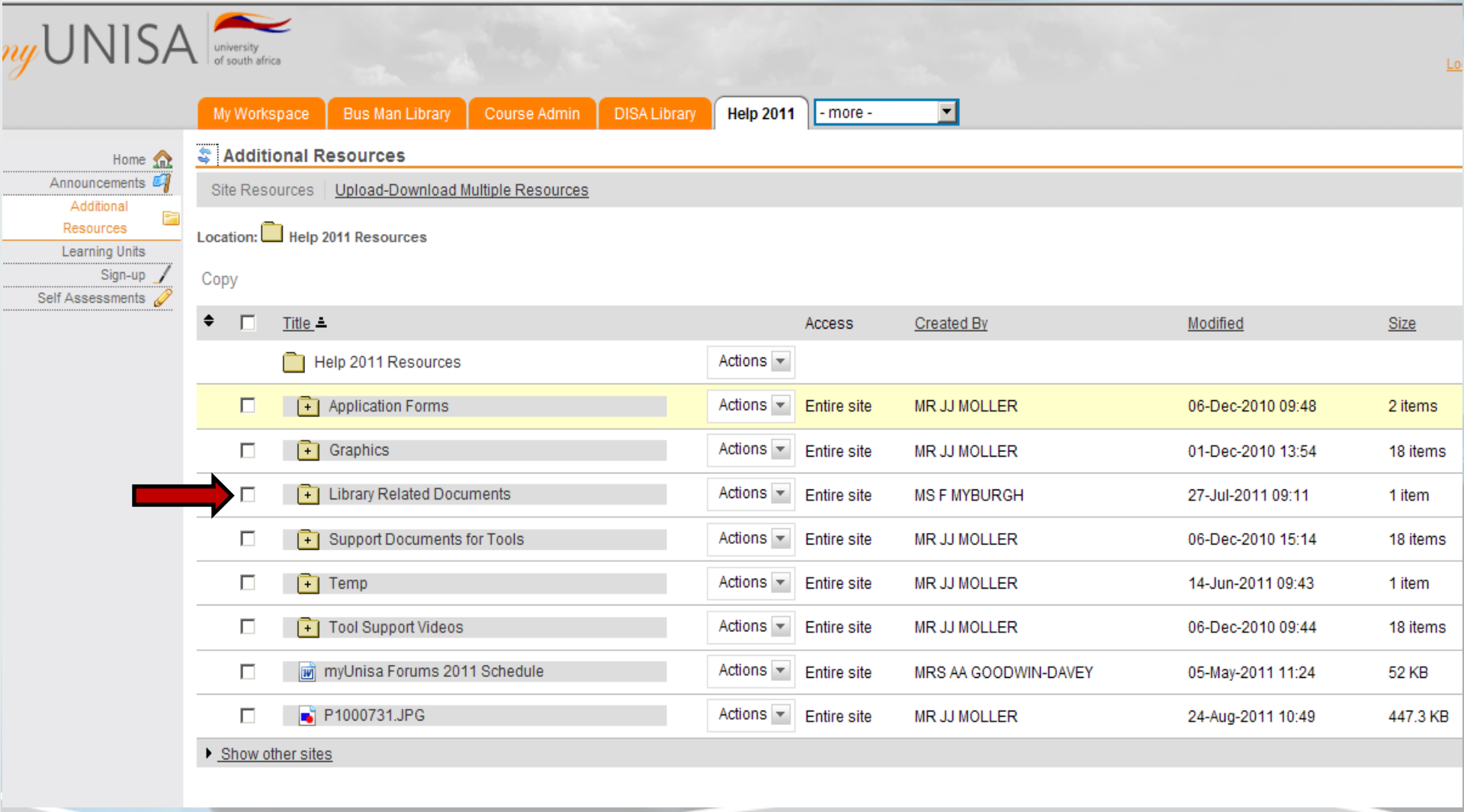
Use of persistent URL's



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university of south africa

My Workspace | Bus Man Library | Course Admin | DISA Library | Help 2011 | - more -

Additional Resources

Location: Help 2011 Resources / Library Related Documents

Copy

Title

Library Related Documents

Library Information to use in your myUnisa s

Copyright 2003-2011 The Sakai Foundation. All rights
my.unisa.ac.za

https://my.unisa.ac.za/access/content/group/help2011/Library%20Related%20Documents/Library%20In - Wind...

https://my.unisa.ac.za/access/content/group/h

Google

Favorites

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/libinfohons

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

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

How to set up an alert service
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/libinfohons

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

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

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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…

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Conclusion

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

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