Wikis and Collaboration: the CEMS Team’s experience

Marieta Snyman
Overview

• The CEMS Team (purpose, needs)
• What is a wiki?
• What are wikis used for
• How wikis work
• Why Pbworks?
• Positive and Negative Aspects
• Conclusion
Who is the CEMS Team and what do they do?

- Market and promote resources, services and activities
- Knowledge Transfer and Peer Training
- Communication
CEMS TEAM
What is a Wiki?

• Wiki in Hawaiian means fast
• 1994 “the simplest online database that could possibly work” (Cunningham)
• Quick, Simple & Inexpensive
• Collaboration
• Encyclopaedia Wikipedia
What are Wikis used for

- Managing Projects
- Sharing Knowledge
- Knowledge Repository
- Collaboration
How Wikis work

• No technical knowledge or web skills
• Most are free and open source
• Information can be easily made available online
• Any user can add or change content
• Collaboration
https://pbworks.com/
PBworks proved its worth practically overnight, and I expect the number of users to balloon.

— Patricia Cloud
University of Chicago
PBworks in your Library

Thousands of librarians use Pbworks every day to collect and organize information, coordinate staff, engage their community and more.

Bring your library into the 21st century with Pbworks online collaboration tools.

Basic workspaces are free for library use. Premium workspaces, with advanced security and access controls, start at just $50 per year.

How can you use Pbworks in your library?

- Patron Service - Publish information about new acquisitions, post library hours and policies. Publish events, such as author visits and reading groups.
- Procedures - Use Pbworks to outline procedures for daily tasks, processing materials, sending out overdue notices, and giving out library cards.
- Staff Communication - Link a busy staff of professionals and volunteers into an online team. Publish agendas and meeting notes. Launch and track projects. Coordinate schedules and coverage hours.
- Technology - Record past problems and solutions with your ILS software, subscription databases, catalog imports, etc. so that if a problem resurfaces in the future, it will be easy to find the solution.

Want more ideas? Check out our educator community to see more suggestions on how to use Pbworks in your library.

Choose A Solution

Pbworks Basic Edition

Create a Free Online Workspace for Your Library

Basic Edition is free for librarians.

Pbworks Classroom Edition

Premium Security and Access Controls for $99/year

Classroom Edition offers more control over who can see and edit the content on your workspace. You also get branding with your library logo and colors, 20x the storage, and more, for just $99 per year.

Pbworks Campus Edition

Unlimited Premium Workspaces for $799/year

Campus Edition offers unlimited premium workspaces for up to 1000 users for just $799 per year.
https://pbworks.com/
https://my.pbworks.com/
## Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Last visited</th>
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</thead>
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</tr>
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<td>×</td>
</tr>
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<td>Administrator</td>
<td></td>
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Welcome to the CEMS team's wiki.

This is the CEMS College Team workspace. As content owners of your own areas you are all welcome to add documents and change information as needed.

- Collection Development
- Personal Librarians
- Search Librarians
- Branch Librarians
- Electronic Resources
  - Electronic Resources
  - Institutional Repository

Important actions that we need to focus on:
- We need to finalise another e-Display by September 2012. Display Feedback Document
- Training on eBooks (August or September)
  - Peer Training Plan
- We need to ensure that the hyperlinks in our electronic brochure are active by September. CEMS Electronic Brochure
- Thanks for the contributions and input so far received for the CEMS newsletter. Ideas for the CEMS Newsletter. We need feedback from Corporate Communication

Actions Completed
- Marketing Plan
  - CEMS Training Plan
  - Client Peer Training Plan
  - Display

Other important pages are:
- CEMS Meeting dates and PDF report dates
  - (including CEMS agenda, minutes and POF reports)
- Team responsibilities
- Training
- Peer Training
  - eBook Packages
  - 2011 Student Satisfactory Survey

Please upload and create links to necessary documents and enjoy playing and participating.

Marlota 10 April 2012
Welcome to the home page of e-resources in CEMS.

Find links from this page to trials, new resources and e-resource renewals.

Links to the latest e-resources statistics will be updated every 6 months.
Electronic Resources Statistics

You can find statistical information on the usage of Electronic Resources on the Library Intranet.

E-Resources usage statistics

General summary on the usage of E-Resources

Overall statistics

- E-resources usage statistics 2010: Complete
- E-resources usage statistics Jan to Jun 2011: Complete
- E-resources usage statistics Jan to Jun 2011: Summary

E-books usage statistics

- E-books usage statistics by publisher: Jan - June 2011
- LexisNexis usage: Mar - Jun 2011
- MyLexisNexis internet and Intranet statistics: June 2011

CEMS ebrary stats:

Look at the January and February ebrary stats they were very impressive!

You can find information on CEMS ePackages purchased and information on this page...
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Electronic Reserve

Electronic Reserves:

Please Remember!!!

The Due date for the submission of material to be placed on the Electronic Reserves for 2013 is 2 May 2012!!! Please remind your Academics to submit their readinglist on the Submission system of MyUnisa.

Copyright:

The University has establish a Workgroup to compile Copyright Guidelines for the University. The Library is also busy to create a Copyright Wiki on MyUnisa to provide some guidelines and answers to general copyright questions for students and staff.

Important links to documents:
Link to the Policy/Policy Prescribing books, readers and journal articles and recommending books and journal articles

Link to a presentation on the submission 2012 for 2013 done by Chantal

Comments (1)

Margarette van Zyl said at 2:51 pm on Apr 11, 2012

A friendly request to kindly upload the latest edition of the Guidelines for Recommended and Prescribed Electronic Reserves on this Wiki.

REGARDS
Margarette
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The total eBooks CEMS have purchased so far are 8891 (excluding database subscriptions). For more information on the aggregators and publishers download the CEMS eBooks spreadsheet.
Can import files
## Download Excel Spreadsheet

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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[University of South Africa Library]
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- Training on eBooks (August or September)
- **Peer Training Plan**

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Thanks for the contributions and input so far received for the CEMS newsletter Ideas for the CEMS Newsletter We need feedback from Corporate Communication

Actions Completed
- Marketing Plan
- CEMS Training Plan Clients
- Peer Training Plan
- Display
## Peer Training

The Peer training group had a meeting on the 1st of June and came with the following suggestions for peer training. We will have one 2-hour training on eBooks in the ELC and a short training session (half an hour) in our meetings.

<table>
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<tr>
<th>Topic</th>
<th>Planning</th>
<th>Duration</th>
<th>Date</th>
<th>Trainees</th>
<th>Coordinator</th>
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<td>PL’s, CD’s, ISL’s</td>
<td>Megan</td>
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<td>PL’s</td>
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Peer Training Plan
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Other important pages are:
**CEMS Meeting dates and POF report dates** (including CEMS agenda, minutes and POF reports)
- Team responsibilities
- Training
- Peer Training
- eBooK Packages
- 2011 Student Satisfactory Survey

Please upload and create links to necessary document and enjoy playing and participating

Marieta 10 April 2012

**Comments (11)**

- molckn@unisa.ac.za said at 2:03 pm on April 16, 2012
  Emily Debbie

Dear Marieta, thanks for your efforts and track. How many posters do you think you will need designed? and also, other images we can use off the net? without having to pay for them?

- Marieta Snyman said at 3:28 pm on April 11, 2012
  Emily Debbie
### CEMS Meeting dates and POF report dates

<table>
<thead>
<tr>
<th>First Report</th>
<th>Date of POF Meeting</th>
<th>Submission to POF</th>
<th>CEMS Meeting Dates</th>
<th>Content according to IPMS</th>
<th>Additional Content</th>
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<tr>
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<td>12 April 2012</td>
<td>16 March 2012 (9-11)</td>
<td>Display Plan</td>
<td>Planning and minutes</td>
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<td>Minutes</td>
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<th>CEMS Meeting Dates</th>
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<td><a href="#">Agenda 29 June Minutes 29 June Display (14-22 June)</a></td>
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<table>
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<td>12 November 2012 (9-11)</td>
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</table>
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Marieta 10 April 2012

molcbn@unisa.ac.za said at 2:29 pm on April 14, 2012

Dear Marieta, thanks for your efforts and track. How many posters do you think you will need designed? and also, other images we can use off the net? without having to pay for them?

Marieta Snyman said at 3:26 pm on April 11, 2012

Comment Post
## Team Responsibilities

### CEMS Team Responsibilities and Groups

<table>
<thead>
<tr>
<th>Groups</th>
<th>Goals / purpose</th>
<th>Team Members (co-ordinator)</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Marketing</td>
<td>Write Marketing Plan</td>
<td>Marieta Smyman</td>
<td>Get group together. Discuss with group each member’s tasks within group. See to it that outcomes and deadlines are met. Give feedback.</td>
<td>3662</td>
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<tr>
<td></td>
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<td>Leanne Brown</td>
<td>Compiling and editing of marketing documents and marketing plan</td>
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<td></td>
<td>Anna Mondu</td>
<td>Content for QR Codes</td>
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<td>Normula Nyoni</td>
<td>Updating of CEMS brochure with team</td>
<td>8541</td>
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<td>Yronne van Stuyenberg</td>
<td>Help. Powerpoint presentation for Electronic Board. Collage Poster</td>
<td>3036</td>
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<td>Noczi Mayekiso</td>
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<td>CEMS Newsletter</td>
<td>Decide on content and meet deadlines Frequency: monthly. Need to finish by 20th of each month. First contribution 20 April</td>
<td>Marita Ramtha (co-ordinator)</td>
<td>Get group together. Discuss with group each member’s tasks within group. See to it that outcomes and deadlines are met. Give feedback.</td>
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<td>Aina Mondu</td>
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<td>Noczi Mayekiso</td>
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<td>Normula Nyoni</td>
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<td>Megan Scheepers</td>
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<td>Marita Smyman</td>
<td>Support, need to have overall picture of activities and progress and will only be part of the team in the beginning.</td>
<td>8541</td>
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<td>Facebook</td>
<td>Identify and put content on facebook Make use of wiki to get ideas from team Can market databases and ebooks, market resources linked to assignments</td>
<td>Margarette van Zyl (co-ordinator)</td>
<td>Get group together. Discuss content with group members. See to it that outcomes and deadlines are met. Give feedback.</td>
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<td>Amah Mondu</td>
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<td>Yronne van Stuyenberg</td>
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<td>Marita Smyman</td>
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DISCUSSIONS
SEARCH FUNCTION

Widgets come in many shapes and sizes, but two of the major types today are Web widgets and Desktop widgets, and can sometimes be called gadgets or portlets. A web widget is a mini application that can be embedded into a website, blog, wiki, facebook account, etc. In simple terms a web widget is a client side, browser based application, with a small functionality, which displays data coming from different sources.

Desktop widgets, on the other hand, are embedded on local computers, which means that they do not impact Search Engine Optimization or webpage performance.

Widgets are created in either JavaScript, Adobe Flash, DHTML, or XML, and are inserted into the website by copying and pasting the code to the HTML of your page.

You also get mobile web widgets that are designed for access on mobile devices.

Benefits
• widgets enhance your website, blog, wiki or profile page, and
• enrich user experience due to their interactive nature.

Below are examples of web widgets:

Website visitors counter
Peer Training: Widgets

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Below are examples of web widgets:

http://en.wikipedia.org/wiki/Web_widget
File Structure
Online Content Repository
Positive and Negative Aspects