



RGN-HSRC

SENTRUM VIR BIBLIOTEEK- EN
INLIGTINGSDIENSTE

CENTRE FOR LIBRARY AND
INFORMATION SERVICES

VERVALDATUM/DATE DUE

<p>18/1/88</p> <p>1988-03-17</p> <p>1988-06-09</p> <p>22 AUG 1988</p>			
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001.3072068 HSRC BIN 8



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**Register of investigations
into librarianship in
Southern Africa**

**Register van ondersoeke
na die biblioteekwese in
Suider-Afrika**

Report BIN-8

Register of investigations into librarianship in Southern Africa

Register van ondersoek na die biblioteekwese in Suider-Afrika

D.E. Haag

RGN BIBLIOTEK HSRC LIBRARY		
1987 -06-05		
STANDKODE 001.3072068 HSRC BIN 8	REGISTERNUMMER 071471	
BESTELNUMMER R10		

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Unit for Library and Information Research

Buro for Research Support Services
 Executive Director: W. Verhoef

ISBN 0 7969 0442 1

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Printed and published by the HSRC

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A B S T R A C T .

In order to identify the type and the extent of inhouse investigations undertaken in librarianship in Southern Africa, 352 entry forms were distributed to the larger institutions in South Africa, BophuthaTswana, Botswana, Ciskei, Lesotho, SWA/Namibia, Swaziland and Transkei. The co-operation and response were very encouraging: 394 relevant entries were received from 266 investigators in 88 institutions.

The entries which are accessible through a subject, an investigator and an institution index, illustrate the diversity, extent and effort of inhouse investigations and emphasize the potential importance of sharing and exchanging expertise and knowledge, often only gained through costly and time-consuming experiments. It is hoped that particularly the smaller libraries and information services, which so often have to operate under adverse financial and personnel conditions, will benefit from this sharing and exchange.

This edition of the *Register* is a test compilation. Depending on its reception and usefulness, future editions are envisaged, although not necessarily in the same form.

E K S E R P

Om die tipe huisondersoeke na die biblioteekwese wat in Suider-Afrika onderneem word en die omvang daarvan vas te stel, is 352 inskrywingsvorme aan die groter instansies in Suid-Afrika, BophuthaTswana, Botswana, Ciskei, Lesotho, SWA/Namibië, Swaziland en Transkei versprei. Die samewerking en die reaksie was baie bemoedigend, aangesien 394 relevante inskrywings van 266 ondersoekers in 88 instansies ontvang is.

Die inskrywings, wat deur 'n onderwerp-, . ondersoeker- en 'n instansieindeks toeganklik gemaak word, illustreer die verskeidenheid, omvang en insette wat betrokke is in huisondersoeke en beklemtoon die potensiële belangrikheid van die deel en uitruil van kundigheid en kennis wat dikwels net deur duur en tydsame eksperimente verkry kan word. Daar word gehoop dat veral die kleiner biblioteke en inligtingdienste, wat so dikwels onder ongunstige finansiële en personeelomstandighede moet werk, by hierdie deling en uitruiling sal baat.

Hierdie uitgawe van die *Register* is 'n proefsamestelling. Na gelang van sy ontvangs en bruikbaarheid word toekomstige uitgawes beplan, nie noodwendig in dieselfde formaat nie.

1 INTRODUCTION

1.1 Background

One of the findings of the project conducted by the Unit for Library and Information Research to determine the barriers that researchers in the natural and the human sciences come across, is that their need for information on relevant investigations being undertaken in institutions other than their own is not adequately met.

To a certain extent this need also applies to librarianship and information science, because except for theses, dissertations and the larger research projects covered by the published literature and by data bases, the host of unpublished inhouse investigations undertaken by management and the accrued wealth of specialized knowledge and expertise as vested in its investigators is not documented and remains largely inaccessible.

Subsequent discussions with leading librarians confirmed the need for a register of investigations on librarianship, that there were sufficient investigations to justify its compilation and revealed that the former Committee of Education and Research of the South African Institute for Librarianship and Information Science had also suggested that the compilation of such a register be investigated.

This Register aims to meet the need by providing a channel through which colleagues can announce detailed information on their investigations and can learn of other relevant investigations. Hopefully this will lead not only to greater co-ordination and better management and utilization of research effort, but also to improved management of library and information services in Southern Africa.

This edition of the Register was compiled from the 394 relevant entries submitted by 266 investigators in 88 institutions in response to 352 questionnaires distributed throughout Southern Africa. As several entries represent extensive multiproject programmes, the number of individual investigations is considerably larger than indicated. Unfortunately not all the potential contributors invited to submit entries responded, though some indicated that their investigations were not relevant to other organizations and others stated that they did not have sufficient staff to record their investigations. Others recorded only their most important investigations. Nevertheless, the number of contributions received exceed the number of entries expected and the compiler takes this opportunity to thank the contributors most sincerely for their support.

To a certain extent this edition should be regarded as a test compilation in order to

- . determine its viability and usefulness;
- . assess the need for regular updates;
- . test the effectiveness of the compilation method, particularly the scope, coverage and the usefulness of the abstract and the detailed subject index;
- . identify compilation problems;
- . alert and acquaint potential new contributors to the type of entries required for the next edition.

This edition is also intended to supply an historical overview of the investigations undertaken over the last ten years. Future editions will restrict their entries to only recently completed, current and to planned investigations.

In the meantime other methods of compilation (possibly as part of a data base) are being investigated and the compiler would appreciate comments and suggestions on this edition.

1.2 Coverage

The Register includes details of planned, current and completed inhouse investigations, surveys and research projects. Excluded are theses and dissertations not part of a management investigation and reports of investigations published in readily available periodicals.

The contributions reflect investigations conducted and submitted by libraries, information centres, professional organizations and the academic departments of librarianship and information science in Southern Africa. The age of investigations submitted for inclusion was left to the discretion of contributors, though an upper limit of ten years, depending on the importance of the investigation, was suggested.

1.3 Arrangement and presentation

The entries, numbered consecutively, are grouped according to subject with the necessary subdivisions under the broader basic and supporting functions of librarianship and information science, i.e.

- . *collection development* (preselection, selection acquisitions, weeding, relegating, restoration),
- . *information processing* (cataloguing, classification, indexing, abstracting, translating),
- . *information retrieval and reference* (information dissemination),
- . *document delivery* (loans, interlending),
- . *multiple basic function and services*, (e.g. computerized functions and services),
- . *supporting services and management* (e.g. buildings, furniture and equipment, information needs, personnel, professional education, research).

Comprehensive investigations covering several functions are placed under *multiple basic functions and services*, e.g. investigations on computerizing the library system, while entries for computerizing one specific application, e.g. the catalogue, are to be found under *information processing*.

The arrangement of entries within the subdivision is arbitrary. Entries are in English or in Afrikaans, according to the language used by the contributor for the entry.

The entry reflects the details of the investigation in the following order as indicated:

- . The entry number;
- . the title or the name of the investigation;

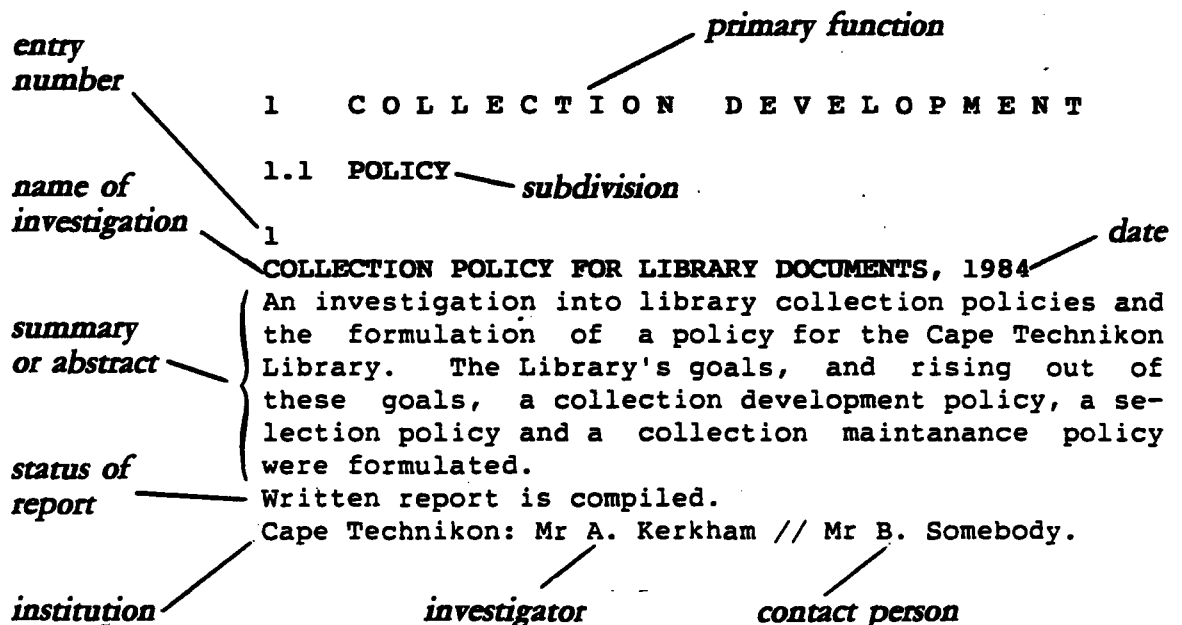
- . the date of the investigation;
- . documentation status;
- . name(s) of the institution(s) involved in the investigation;
- . name(s) of the investigator(s), and
- . name(s) of the person(s) to be contacted for more details (if different to that of the investigator).

The date of the investigation immediately follows the title as indicated in the following examples:

- 1985 (investigation started and completed in 1985);
- 1985-1986 (started in 1985 and completed in 1986);
- 1985+ (started in 1985, completion date unknown);
- 1983 continuous (started in 1983 and repeated regularly since then);
- 1987 proposed (investigation planned for 1987);
- Proposed (starting date of planned investigation unknown).

The name(s) of the institution(s), investigator(s) and contact person(s) follow in that order. If the investigator is also the contact person, the name is not repeated. If not, the sign // precedes the name of the contact person.

A typical entry layout follows:



The entries, with a few exceptions, are presented as submitted without language editing and standardization of terms. During the advanced stage of compilation entries 11,128,202,235,350 and 354 were, for several reasons, withdrawn.

1.4 The indexes

Three indexes are provided: subject, investigator, and an index of the names of institutions. All three indexes refer to entry number and not to page number. Entries that contain or consist of various individual projects with different investigators are subnumbered (e.g. entry number 55). An index entry to such a project within the entry number is indicated, for example, by 55(12), where 12 indicated the project number within entry number 55.

1.4.1 The subject index could, on account of economics and time, be compiled only in English. The index is detailed, for example particular attention is paid to index all the surveys and literature studies.

The translation of Afrikaans subject terms for the subject index was not always straightforward. Terms such as *makro-ontsluiting*, *ontsluiting* or *mikro-ontsluiting* have no exact counterparts. For indexing purposes these terms are translated as *cataloguing and classification*, *cataloguing*, *classification and indexing* and as *micro-indexing* respectively.

The thesaurus of the *Index to South African Literature on Library and Information Science* compiled by the University of South Africa served, with a few exceptions, as guideline for subject terminology. The word *library* as in *library furniture* or *library buildings* is ignored in the subject index, thus these entries appear as *furniture* and as *buildings* respectively.

Although some subject entries are provided under the various type of institution e.g. *public libraries*, the emphasis for entries is on subject access. No subject index entries are provided under the name of institutions.

1.4.2 The investigator index lists the names of investigators and researchers. Investigations under maiden name and married name are indexed separately without references. The names of investigators working on homogeneous projects in a research programme (e.g. entry number 60) are indexed only once but the names of investigators working on diversified projects within an extensive research programme (e.g. entry number 55) are indexed for every numbered project in the programme, except when the investigator is involved in more than three projects in which case the name is indexed only once. The names of contact persons are not indexed.

1.4.3 The institutional index lists the contributing institutions. As the Afrikaans and the English version of the name in a parallel language index would nearly always be next to each other and might thus appear as unnecessary duplication, this index presents the name in the language selected by the institution for most of its contributions, thus: *University of Cape Town*, *Council for Scientific and Industrial Research*, *Universiteit van Pretoria*, and *Oranje-Vrystaat Provinsiale Biblioteekdiens*. Should an institutions' name not be found under the one version, the other version should be consulted.

Furthermore, the Afrikaans names of public libraries starting with *openbare* have been inverted for the index so that entries for public libraries are found under the name of the place in which they are

located, e.g. *Kimberley Openbare Biblioteek* and not *Openbare Biblioteek Kimberley*.

1.5 References

BORKO, H. & BERNIER, C.L. *Indexing concepts and methods*. New York: Academic, 1978, 261 pp. ISBN 0-12-118660-1.

BRITISH STANDARDS INSTITUTION. *Recommendations for the preparation of indexes for books, periodicals and other publications*. London: BSI, 1964. 31pp. (B.S. 3700:1964).

CHICAGO *manual of style for authors, editors and copywriters*. 13th ed., revised and expanded. Chicago: University of Chicago Press, 1982. 737 pp. ISBN 0-226-10390-0 (Section on indexes pp. 511-557).

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION. *Documentation - Methods for examining documents, determining their subject, and selecting indexing terms*. Geneva: ISO, 1985. 5pp. (ISO 5963).

KNIGHT, G.N. *Indexing, the art of*. London: Allen & Urwin, 1979. 218 pp. ISBN 0-04-029002-6.

THESAURUS *for the index to South African literature on library and information science*. Pretoria: University of South Africa. 1984. Unnumbered computer printout.

1.6 Acknowledgements

Mrs M.M. de Klerk for typing and Mrs P.M. Malherbe, head of the Section for Indexing at the State Library, Pretoria, for comments and suggestions on the subject index.

1 I N L E I D I N G

1.1 Agtergrond

Een van die bevindings van die projek wat deur die Eenheid vir Biblioteek- en Inligtingkundige Navorsing van stapel gestuur is om die versperrings wat navorsers in die natuur- en geesteswetenskappe teëkom te bepaal, is dat daar nie genoegsaam voorsien word in hul behoefte aan inligting oor tersaaklike ondersoeke wat in ander instansies onderneem word nie.

Hierdie bevinding geld in 'n sekere mate ook vir biblioteek- en inligtingkunde: buiten proefskrifte, verhandelings en die groter navorsingsprojekte wat deur die gepubliseerde literatuur en databasisse beskikbaar gestel word, bly die magdom ongepubliseerde huisondersoeke wat deur bestuur onderneem word en die verkreeë rykdom van gespesialiseerde kennis en kundigheid waaroor navorsers beskik ongedokumenteër en groten-deels ontoeganklik.

Besprekings met toonaangewende biblioteekkundiges het bevestig dat daar 'n behoefte bestaan aan so 'n register van ondersoeke vir biblioteekkunde, dat genoeg ondersoeke onderneem is om sy samestelling te regverdig en het aan die lig gebring dat die voormalige Komitee vir Onderwys en Navorsing van die Suid-Afrikaanse Instituut vir Biblioteek- en Inligtingwese ook voorgestel het dat die samestelling van so 'n register ondersoek behoort te word.

Deur die *Register* word gepoog om aan hierdie behoefte te voorsien: 'n weg word geskep waardeur kollegas uitvoerige inligting oor hul ondersoeke kan aankondig en van ander tersaaklike ondersoeke te hore kan kom. Dit sal hopelik nie slegs lei tot groter koördinasie en beter bestuur en benutting van navorsingspogings nie, maar ook tot verbeterde bestuur van biblioteek- en inligtingdienste in Suider-Afrika.

Hierdie uitgawe van die *Register* is saamgestel uit die 394 tersaaklike inskrywings wat ontvang is van 26 ondersoekers in 88 instansies in antwoord op 352 vraelyste wat oor die hele Suider-Afrika uitgestuur is. Aangesien verskeie inskrywings omvangryke multiprojek-programme verteenwoordig, is die aantal afsonderlike ondersoeke aansienlik groter as wat aangedui is. Ongelukkig het nie al die potensieële bydraers wat genooi is om inskrywings in te dien, gereageer nie, hoewel sommige te kenne gegee het dat hul ondersoeke nie vir ander organisasies van belang sou wees nie en ander laat weet het dat hulle nie oor genoeg personeel beskik om hul ondersoeke op skrif te stel nie. Ander respondente het slegs hul belangrikste ondersoeke opgeteken. Die aantal bydraes wat wel ontvang is, het nietemin die aantal verwagte inskrywings oorskry, en die samesteller gebruik hierdie geleentheid om die bydraers vir hul ondersteuning hartlik te bedank.

Hierdie uitgawe moet in 'n sekere mate beskou word as 'n proefsamestelling, wat gebruik sal word om

- . sy lewensvatbaarheid en nuttigheid aan te dui,
- . die behoefte aan gereelde bywerk vas te stel,
- . die doeltreffendheid van die samestellingsmetode, veral die omvang, dekking en die nuttigheid van die ekserp en die gedetailleerde onderwerpindeks te bepaal,
- . die probleme by die samestelling van so 'n register te identifiseer,

- . potensieële nuwe bydraers in te lig oor en vertrouwd te maak met die soort bydraes wat vir die volgende uitgawe verlang word.

Met hierdie uitgawe word ook beoog om 'n historiese oorsig te bied van ondersoeke wat oor die afgelope tien jaar onderneem is. Toekomstige uitgawes as inskrywings sal beperk word tot slegs onlangs voltooide, lopende en beplande ondersoeke.

Ondertussen word ander metodes van samestelling ondersoek (moontlik as deel van 'n databasis) en die samesteller sal kommentaar en voorstelle oor hierdie uitgawe verwelkom.

1.2 Dekking

Die *Register* bevat besonderhede oor beplande, lopende en afgehandelde huisondersoeke -opnames en -navorsingsprojekte. Dit bevat nie proefskrifte en verhandelings wat nie deel van 'n bestuursondersoek is nie en ook nie inskrywings oor ondersoeke wat in maklik bekombare tydskrifte gepubliseer is nie.

Die bydraes weerspieël ondersoeke wat deur biblioteke, inligtingsentrums, professionele organisasies en die akademiese departemente van biblioteek- en inligtingkunde in Suider-Afrika onderneem en voorgelê is. Die ouderdom van ondersoeke wat vir insluiting voorgelê is, is aan die diskresie van bydraers oorgelaat. 'n Boonste grens van tien jaar, na gelang van die belangrikheid van die ondersoek, is egter aan die hand gedoen.

1.3 Rangskikking en aanbieding

Die inskrywings is opeenvolgend genommer en volgens onderwerp gerangskik met die nodige onderafdelings onder die breër basiese en ondersteunende funksies van biblioteek- en inligtingkunde, d.w.s.

- . *versamelingsontwikkeling*, (preseleksie, seleksie, keuring, aanwinste, evaluering, uitdunning, relegering, restorering),
- . *inligtingverwerking* (katalogisering, klassifisering, indeksering, ekserpering, vertaling),
- . *inligtingherwinning en -verwysing* (inligtingverspreiding),
- . *dokumentlewering* (lenings, interlenings),
- . *veelvoudige basiese funksie en dienste* (bv. gerekenariseerde funksies en dienste),
- . *ondersteunende dienste en bestuur* (bv. geboue, meubels en toerusting, inligtingbehoefte, personeel, professionele opvoeding, navorsing).

Omvattende ondersoeke wat verskeie funksies dek word ingedeel by *veelvoudige basiese funksies en dienste (multiple basic functions and services)*, bv. ondersoeke na rekenarisering van die biblioteekstelsel, terwyl inskrywings vir die rekenarisering van een spesifieke toepassing, bv. die katalogus, by *inligtingverwerking (information processing)* ingedeel is.

Die rangskikking van inskrywings binne die onderafdeling is arbitrêr. Inskrywings is in Engels of in Afrikaans, volgens die taal wat deur die bydraer vir die inskrywing gebruik is.

Die inskrywing weerspieël die gegewens van die ondersoek in die volgende volgorde:

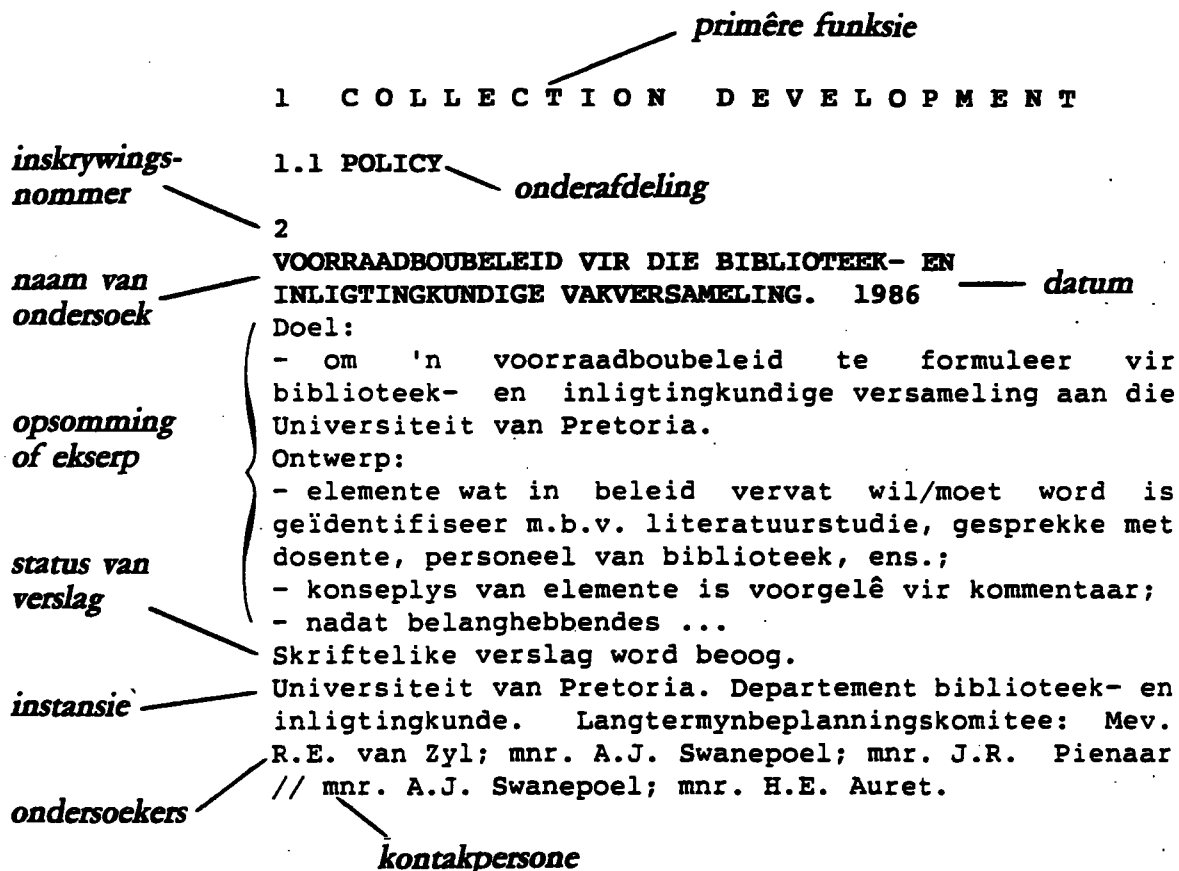
- . Die nommer van die inskrywing;
- . titel of die naam van die ondersoek;
- . datum van die ondersoek;
- . dokumentasiestatus ;
- . naam (name) van die betrokke instelling(s);
- . naam (name) van die ondersoeker(s), en
- . naam (name) van mense wat om meer besonderhede genader kan word (indien dit verskil van dié van die ondersoeker).

Die datum van die ondersoek volg onmiddellik op die titel, soos wat in die volgende voorbeelde aangedui word:

- 1985 (ondersoek begin en afgehandel in 1985);
- 1985-1986 (begin in 1985 en afgehandel in 1986);
- 1985+ (begin in 1985, afgehandelingsdatum onbekend);
- 1983 deurlopend (begin in 1983 en gereeld herhaal van toe af);
- 1987 voorgestel (ondersoek beplan vir 1987);
- Voorgestel (aanvangsdatum van beplande ondersoek onbekend).

Die naam (name van die instelling(s), ondersoeker(s) en kontakpersoon (-persone) word in daardie volgorde aangegee. Indien die ondersoeker ook die kontakpersoon is, word die naam nie herhaal nie; indien nie, word die naam van die kontakpersoon voorafgegaan deur die teken // .

Hier is 'n tipiese inskrywingsuitleg:



Die inskrywings, met enkele uitsonderings, word weergegee soos ontvang, sonder taalversorging of standaardisering van terme. Inskrywings 11,128,202,235,350 en 354 is om verskeie redes onttrek tydens die gevorderde stadium van samestelling.

1.4 Die indekse

Drie indekse word voorsien: onderwerp, ondersoeker, en 'n indeks van die name van instansie. Al drie indekse verwys na inskrywingsnommer en nie na bladsynommer nie. Inskrywings wat verskeie afsonderlike projekte met verskillende ondersoekers bevat of daaruit bestaan word verder onderverdeel (bv. inskrywingsnommer 55). 'n Indeksinskrywing tot so 'n projek binne die inskrywingsnommer word bv. deur 55(12) aangedui, waar 12 die projeknommer aandui binne inskrywingsnommer 55.

1.4.1 Die onderwerpindeks kon op grond van ekonomiese- en tydsfaktore slegs in Engels opgestel word. Die indeks is gedetailleerd: so word besondere aandag geskenk aan die indeksering van al die opnames en literatuurstudies.

Die vertaling van Afrikaanse onderwerpsterme vir die onderwerpindeks was nie altyd eenvoudig nie. Terme soos *makro-ontsluiting*; *ontsluiting* of *mikro-ontsluiting* het geen presiese ekwivalent in Engels nie. Vir indekseerdoeleindes word hierdie terme onderskeidelik vertaal as *cataloguing and classification*, *cataloguing*, *classification and indexing* en as *micro-indexing*.

Die woordelys van die *Index to South African Literature on Library and Information Science*, saamgestel deur die Universiteit van Suid-Afrika, het gedien as riglyn tot vakterminologie. Die woord *library* soos in *library furniture* of *library buildings* word veronagsaam in die opskrif van die onderwerpindeks, en daarom verskyn hierdie inskrywings onderskeidelik as *furniture* en as *buildings*.

Alhoewel sommige onderwerpinskrywings vir die verskeie tipes instansies bv. *openbare biblioteke*, voorsien word, word toegang tot die onderwerp beklemtoon. Geen onderwerpinskrywings word voorsien vir die naam van instansies nie.

1.4.2 Die ondersoekersindeks gee die name van ondersoekers en navorsers aan. Ondersoeke onder nooiensvan en getroude van word afsonderlik sonder verwysings geïndekseer. Die name van ondersoekers wat aan homogene projekte in 'n navorsingsprogram werk (bv. inskrywingsnommer 60) word slegs een keer geïndekseer, maar die name van ondersoekers wat aan gediversifiseerde projekte binne 'n uitvoerige navorsingsprogram werk (bv. inskrywingsnommer 55) word geïndekseer vir elke genommerde projek in die program, behalwe wanneer die ondersoeker betrokke is by meer as drie projekte, in welke geval die naam slegs een keer geïndekseer word. Die name van kontakpersone word nie geïndekseer nie.

1.4.3 Die indeks van die name van instansies lys die instansies wat 'n bydrae gemaak het. Aangesien die Afrikaanse en die Engelse weergawes van die name in 'n parallelle taalindeks byna altyd langs mekaar verskyn, en dit dus na onnodige herhaling kan lyk, bied hierdie indeks die gekose naam in die taal wat deur die instansie vir die meeste van sy bydraes gebruik word, dus: *University of Cape Town*, *Council for Scientific and Industrial Research*, *Universiteit van Pretoria*, en *Oranje-Vrystaat Provinsiale Biblioteekdiens*. Indien 'n instansie se naam nie onder die

een weergawe gevind word nie, behoort die ander weergawe geraadpleeg te word.

Voorts is die Afrikaanse name van openbare biblioteke wat met *Openbare* begin, vir die indeks omgedraai en kan gevind word onder die naam van die plek waarin hulle voorkom, bv. *Kimberley Openbare Biblioteek* en nie *Openbare Biblioteek Kimberley* nie.

1.5 Verwysings

BORKO, H. & BERNIER, C.L. *Indexing concepts and methods*. New York: Academic, 1978, 261 pp. ISBN 0-12-118660-1.

BRITISH STANDARDS INSTITUTION. *Recommendations for the preparation of indexes for books, periodicals and other publications*. London: BSI, 1964. 31 pp. (B.S. 3700:1964).

CHICAGO *manual of style for authors, editors and copywriters*. 13de uitg., hersien en uitgebrei. Chicago: University of Chicago Press, 1982. 737 pp. ISBN 0-226-10390-0. (Section on indexes pp.511-557).

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KNIGHT, G.N. *Indexing, the art of*. London: Allen & Urwin, 1979. 218 pp. ISBN 0-04-029002-6.

THESAURUS *for the index to South African literature on library and information science*. Preroria: University of South Africa. 1984. Unnumbered computer print-out.

1.6 Bedankings

Mevrou M.M. de Klerk vir tikwerk en mevrou P.M. Malherbe, hoof van die Seksie Indeksering by die Staatsbiblioteek, Pretoria, vir kommentaar en voorstelle op die onderwerpindex.

1 COLLECTION DEVELOPMENT

Entries 1-43

1.1 POLICY

1

COLLECTION POLICY FOR LIBRARY DOCUMENTS. 1984

An investigation into library collection policies and the formulation of a policy for the Cape Technikon Library. The library's goals, and rising out of these goals, a collection development policy, a selection policy and a collection maintenance policy were formulated.

Written report is compiled.

Cape Technikon, Library: Mr A. Kerkham.

2

VOORRAADBOUBELEID VIR DIE BIBLIOTEEK- EN INLICHTINGKUNDIGE VAKVERSAMELING. 1986

Doel:

- om 'n voorraadboubeleid te formuleer vir biblioteek- en inligtingkundige vakversameling aan die Universiteit van Pretoria.

Ontwerp:

- elemente wat in beleid vervat wil/moet word is geïdentifiseer m.b.v. literatuurstudie, gesprekke met dosente, personeel van biblioteek, ens.;

- konseplys van elemente is voorgelê vir kommentaar;

- nadat belanghebbendes se kommentaar verwerk is, is konsepbeleid geformuleer deur navorsers;

- konsepbeleid is voorgelê aan belanghebbendes vir kommentaar;

- nadat kommentaar verwerk is, word finale beleid geformuleer.

Skriftelike verslag word beoog.

Universiteit van Pretoria. Departement biblioteek- en inligtingkunde.

Langtermynbeplanningskomitee: Mev. R.E. van Zyl; mnr. A.J. Swanepoel;

mnr. J.R. Pienaar // mnr. A.J. Swanepoel; mnr. H.E. Auret.

3

COLLECTION DEVELOPMENT GUIDELINES FOR THE CSIR. 1984-1986

The aim of this project is to draw up collection development guidelines for all the institutes at the CSIR. Its purpose is to bring structure and direction to previous ad hoc ordering procedures and to ensure that the document collection is representative of national, as well as CSIR requirements, in the broad field of science and technology. Each guideline will consist of two parts. An introductory section will explain the nature and purpose of the institute, as well as describing the materials collected, materials excluded, languages preferred, time and geographical priorities, and location of material. The subject list forms the second part, and this includes both broad and narrow subject areas dealt with by that institute, as well as subjects of importance to the wider national interest. Each subject will be qualified by a symbol, or collecting level which represents the comprehensiveness with which library materials are collected in that subject area. The guidelines will also be used to monitor current orders, and to see how accurately the guidelines reflect the actual needs on an institute.

Written report intended.

CSIR, National Institute for Informatics: Mrs H.M. Cochrane.

4

AANSKAFBELEID VIR DIE AFRICANA-VERSAMELING. 1985

Die doel van die projek behels die daarstel van 'n aanskafbeleid vir die Africana-versameling van die UOVS-Biblioteekdiens waarin breë riglyne verskaf word waarvolgens die Africana-versameling uitgebou moet word.

INHOUD: (i) Geskiedenis van die Africana-versameling van die UOVS; (ii) Die begrip Aricana en die afbakening daarvan vir die Africana-versameling van die UOVS; (iii) Doel van die aanskafbeleid; (iv) Riglyne vir die aanskaf van Africana-materiaal: a) tipes materiaal, b) vakgebiede; (v) Uitvoering van die beleid.

Inligtinginsameling geskied deur middel van samesprekinge met 'n kern-groep dosente, opvolgonderhoude met dosente, samesprekinge met 'n komitee van belangstellendes in die Biblioteekdiens asook kundiges op die gebied van Africana aan die UOVS. Hiervolgens is die vakgebiede en onderwerpe en tipes materiaal wat versamel moet word, die vlakke van versamelings-intensiteit ten opsigte van onderwerpe en vakgebiede, chronologiese en geografiese afbakening en tale waarin versamel word, bepaal. Die afbakening van die begrip "Africana" vir hierdie biblioteek asook ander aspekte soos skenkings, verantwoordelikheid ten opsigte van die keuring van Africana-materiaal, keuringshulpmiddele, ens., het aandag geniet. Skriftelike verslag is opgestel.

Universiteit van die Oranje-Vrystaat, Biblioteekdiens: Mev. M.E. Steyn.

5

BOOK SELECTION POLICY. 1985

We are in the process of formulating a book selection policy. A literature search was undertaken and the literature studied by a committee. We have drawn up a rough draft and hope to formalise this soon.

Written report is compiled (in rough).

Natal Provincial Library Services: Ms L.J. Beacham.

6

PROCEDURE FOR ASSENSING NON-FICTION TO BE CONSIDERED FOR PURCHASE. 1984

The purpose of this procedure is to consider for purchase a large number of books at each book selection meeting and at the same time avoid errors in purchasing decisions. The books are arranged into rough subject categories and titles and prices are listed in numerical order with a numbered slip of paper in each book. Concise notes indicating the subject of the book (if this is not clear from the title), the format (if this is not particularly acceptable, eg. poor binding, ring binding or staples), the author (if well-known) the series (if well-known) or holdings (if it is a new edition, a sequel or a re-order) are added next to each title. The list is then typed and photocopied and copies are distributed to the regional librarians a week or two in advance of the date of the meeting so that they can assess their stock and note subject gaps. The Central Reference Library staff look at the books some days before the meeting and decide which titles they need for stock. The day before the meeting the regional librarians travel up to look at the books and make a final decision on which books they need. A member of the book selection staff also studies the books in order to act in an advisory capacity.

Written report not intended.

Natal Provincial Library Services: Miss C.M. Blight.

1.2 FUNDING

7

THE EVOLUTION OF ALLOCATION GUIDELINES. 1981-1986

This is a current project initiated as the result of a MA thesis by R.A.B.A. Eave to determine a methodology for the distribution of library funds for the purchase of books and journals to the component departments in the University of Cape Town. It proposes the use of average price and title range determined from various computer data bases in order to establish the correct ratio of allocation to faculties to ensure an equal buying power among faculties.

Written report is compiled.

University of Cape Town, Libraries: Mr R.A.B.A. Eave.

8

ONDERSOEK NA DIE STELSEL VIR DIE TOEKENNING VAN DEPARTEMENTELE FONDSE VIR DIE AANKOOP VAN MONOGRAFIEË & TYDSKRIFTE IN UNIVERSITEITSBIBLIOTEKE. 1978

Doel:

Om die huidige stelsels van toekenning te ondersoek en bepaalde formules voor te stel.

Inhoud:

Versoek inligting oor hoe begroot word en verdeling vir departemente gedoen word.

Bevindinge:

Van dertien universiteitsbiblioteke wat gereageer het was daar net een wat van 'n vooropgestelde formule gebruik gemaak het. Verder 3 vorme van toekenning (i) fondse word min of meer gelyk tussen departement verdeel (ii) fondse word volgens sekere behoeftes van departemente verdeel (iii) departemente begroot self vir boekaankope.

Skriftelike verslag nie opgestel nie (net notules van Biblioteekkomitee).

Universiteit van Zoeloeland, Biblioteekdiens: Dr. P. Minnaar.

9

AANKOPE DEUR DEPARTEMENTELE EN INSTITUTE UIT LABORATORIUM- EN GESKENKFONDSE. 1977

Besonderhede nie verstrekkend nie.

Verslag is opgestel (verslag van 20 Sep. 1977 aan die Biblioteekkomitee).

Universiteit van Pretoria, Biblioteekdiens: Dr. H. de Bruin; mej. A. Pienaar.

1.3 GENERAL MANAGEMENT

10

VOORRAADBESTUUR. 1975-1984

Opruiming van departementele biblioteekversamelings (1975)

(1) Berekening van persentasie rakbesetting in die hoofbiblioteek van die Universiteit van Pretoria. Die biblioteek beskik oor omtrent 28 000m² rakruimte, waarvan omtrent 54 % beset is. (mnr. P.D. de Kock, mej. M. Viljoen. 5 April 1976).

(2) Merensky-biblioteek: huidige en moontlike toekomstige besetting van beskikbare rakruimtes (15 April 1976).

- (3) Akkommodasie van minder gebruikte voorraad. Moontlikhede: mikroverfilming, terugkry van die ou-Merensky-gebou, aanbouing, samewerking met ander biblioteke in 'n koöperatiewe skema (1976?).
- (4) Verslag en aanbevelings oor die beleid van tydskrifklassifikasie en berging in die Merensky-biblioteek (mej. E. Coertze, 1976).
- (5) Verslag van besluite geneem tydens 'n vergadering van die Tydskrifteklassifikasiekomitee (Aug. 1976).
- (6) Biblioteekkundige pamfletversameling (mev. R.E. van Zyl. 25 Okt. 1976).
- (7) Verslag oor sentralisasie/desentralisasie (mnr. H. Heymann. Jan. 1977).
- (8) Gesentraliseerde of gedesentraliseerde biblioteekdienste: musiekbiblioteek (mnr. H. Heymann, 7 Maart 1977).
- (9) Huidige stand van ruimte en verwagte aanwas van materiaal in die Merensky-biblioteek: voorlopige verslag. Vooruitskating van die toekomstige groei van materiaal. 'n Saamgestelde groeikoers van 5.5 % per jaar as uitgangspunt. Bespreking van programme van uitdunning, faktore wat groeikoers beïnvloed en kompaktusrakke (mnr. P.J. Lor, mev. I.M. Koekemoer. 24 Nov. 1978).
- (10) Kompaktusberging: voorlopige evaluering van G.K.N. Sankey se voorstel (mev. I.M. Koekemoer. 19 Jul. 1978).
- (11) Huisvesting en beskikbaarstelling van reggeleerdheidsmateriaal aan universiteitsbiblioteke in Suid-Afrika: verslag oor 'n ondersoek, Aug. 1979.
- (12) Rasionalisering van kodes waarmee spesiale versamelings, hanteer vorms ensovoorts in katalogi en op boekrûe aangedui word: voorstelle (mej. E. Coertze, mnr. R.E. Tönsing. 20 Nov. 1979).
- (13) Sentralisering van die tydskrifversameling in die Merensky-biblioteek: uitvoerbaarheidstudie (mej. E. Weyers; mev. R. Pretorius; mnr. M. Syphus; mej. M. van der Walt. 1 Okt. 1984).
- Verslae is opgestel.
 Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mnr. R.E. Tönsing; mnr. W.W. Duminy.

12

INVESTIGATION INTO ESTABLISHMENT OF A CENTRE FOR LITTE USED MATERIAL AS A NATIONAL LOAN CENTRE FOR SOUTH AFRICA. Proposed

Purpose:

To investigate the need for and feasibility of the centre.

Design:

- Analysis of demand for such a service;
- establishment of the financial basis for such a centre;
- analysis of the rôle and effect of SABINET and library participation in the network on the envisaged centre;
- specification of organisational and other inputs necessary for such a centre.

Written report intended.

State Library: Mrs M.A. Botha.

13

DIE PROBLEMATIEK VAN DIE UNIVERSITEITSBIBLIOTEK EN NASIONALE INLIGTINGSVOORRAADBOU. 1986+

Besonderhede nie verstrekkend nie.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Biblioteekdiens: Prof. E.D. Gerryts.

1.4 ORDERS AND THEIR ADMINISTRATION

14

DIE PLASING VAN BESTELREKORDS OP SABINET : FINANSIËLE IMPLIKASIES VIR UNIVERSITEITSBIBLIOTEKE. 1986 voorgestel

'n Onderzoek word beoog om vas te stel of dit die geld werd sal wees om bestelrekords op SABINET te plaas.

Aandag sal geskenk word aan verskeie faktore; o.a. die finansiële implikasies (koste van terminale, koste per transaksie, moontlike besparings), personeelimplikasies, snelheid van afhandeling van bestellings en of 'n verbeterde rekord van bestellings gehou kan word.

Skriftelike verslag word beoog.

Universiteit van Port Elizabeth, Biblioteek. Navorsingseenheid vir Bestuursinligting: Mnr. H.J. Oosthuizen.

15

MEDIAAN-LEWERINGSTYPE VAN VERNAAMSTE LEWERANSIERS VIR BOEKE. Deurlopend

Van tyd tot tyd, gewoonlik so teen Julie van 'n jaar ondersoek ons die tydsverloop tussen datum bestel en datum ontvang vir ons vernaamste leweransiers van boeke.

Skriftelike verslag word nie beoog nie.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mnr. M.H.C du Preez.

16

EVALUERING VAN BOEKHANDELAARS: METODOLOGIE. 1985-86

Besonderhede nie verstrek nie.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Biblioteekdiens: Mev. E. Nel.

17

TENDER SYSTEM OF BOOK SELECTION DEPARTMENT. 1981 continuous

Cartons of books are submitted by booksellers daily. Each bookseller includes a tender slip in every book submitted on approval. This slip quotes: (i) published pound sterling or dollar price converted to R at the current exchange rate, or local R price (ii) discount offered (iii) author and title. The books are unpacked on the day they arrive by the library assistant responsible, and each tender slip is stamped with the date of receipt. A 14-day tender period for each title comes into operation on the day it is received. If duplicate copies of a particular title are unpacked within this period, the copies are compared and only the book with the highest discount is retained. For the record, all tender slips (crossed out) are kept together with the winning tender, in the book retained.

This system ensures healthy competition and the earliest possible submission of new books.

Written report not intended.

Natal Provincial Library Services: Mr C.J. Fourie.

18

REDES VIR AANKOOP VAN ONGEWENSTE DUPLIKATE VAN BOEKE. Deurlopend kwartaalliks

Alle duplikate wat bestel word en by ontvangs blyk te wees boeke wat ons reeds besit en nie nog van wou hê nie, word getel en die redes waarom ons

nie by besitkontrolle kon vasstel dat ons die titels besit nie, word aangeteken. Aan die einde van elke kwartaal word 'n ontleding van die redes gemaak en bepaal watter persentasie sodanige bestellings van ons totale aankope uitmaak.

Skriftelike verslag word nie beoog nie.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mnr. M.H.C. du Preez.

19

REDES WAAROM BESTELLINGS NIE UITGEVOER KON WORD NIE. 1976

Al die bestellings wat in 1976 nie uitgevoer kon word nie, is ondersoek om te sien hoekom hul nie gelewer kon word nie en die redes daarvoor is getabuleer op 'n enkele vel.

Skriftelike verslag is opgestel.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mnr. M.H.C. du Preez.

20

GEMIDDELDE AANKOOPPRYSE VAN BIBLIOTEKEMATERIAAL. Deurlopend jaarliks

Die inligting is op drie maniere beskikbaar:

- 1) Uit ons SANSO-inligting word gemiddelde aankooppryse bereken.
- 2) Gemiddelde pryse vir alle aangekoopte media anders as boeke word in die begin van elke jaar ten opsigte van die vorige jaar gedoen.
- 3) Ons ouditeurs stel in die begin van elke jaar vas wat die gemiddelde aankoopprys van boeke gedurende die laaste 3 maande van die vorige jaar was. Die syfer neem ons dan as 'n beraamde waarde waar ons nie pryse het nie.

Skriftelike verslag is opgestel.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mnr. M.H.C. du Preez.

21

KANSELLASIE VAN TYDSKRIFSUBSKRIPSIES IN UNIVERSITEITSBIBLIOTEKE: ALTERNATIEWE OPLOSSINGS BINNE DIE SUID-AFRIKAANSE KONTEKS. 1986 voorgestel

As gevolg van hoë boek- en tydskrifpryse en die swak waarde van die Rand, moet tydskrifsubskripsies in toenemende mate gekanselleer word. 'n Ondersoek word beoog om vas te stel (1) of die kansellasië van tydskrifsubskripsies die beste manier is om fondse vry te stel vir die aankope van boeke; (2) watter rol die IBK in dié verband kan speel; en (3) watter alternatiewe oplossings binne die Suid-Afrikaanse konteks gevind kan word. 'n Literatuuroorsig en navrae by ander universiteitsbiblioteke word beoog.

Skriftelike verslag word beoog.

Universiteit van Port Elizabeth, Biblioteek. Navorsingseenheid vir bestuursinligting: Mnr. H.J. Oosthuizen.

22

COMPUTERISATION OF BOOK ORDERS, BUDGET CONTROL, BOOK PROCESSING AND ACCESSIONING LABELS. 1981

Purpose:

- 1) To allow orders to appear in the microfiche catalogue.
- 2) To provide a book-keeping i.e. budget system for books ordered.
- 3) To stream-line book processing and accessioning.

Design:

Books catalogued before ordering.

Individual printed orders produced for books plus financial summaries (e.g. monthly).

Processing sticky labels printed by computer when books arrive.

Accessioning labels printed on demand.

Accession registers replaced by print-out/fiche.

System implemented 1981.

Written report is compiled.

Natal Provincial Library Services: Mrs. M. Gray.

23

COMPUTER BASED SERIALS CONTROL SYSTEM. 1985

- System currently being developed

- Will include checking-in of issues

- Claims Candidates list

- Claims printed

- Online access to records by titles, place

- ISSN, Supplier, etc.

- Initially implemented on newspapers only.

Written report intended.

South African Library: Mr N.J. Prinsloo.

24

TYDSKRIFINSAMELING BY 'N PAAR SUID-AFRIKAANSE UNIVERSITEITSBIBLIOTEKE. 1984

Die doel was om te probeer bepaal of die plaaslike tydskrifte-afdeling onderbeman is. 'n Kort vraelys is uitgestuur om te bepaal watter take verrig word, die omvang van lopende titels en die getal VTE-personeellede betrokke. Die bevinding was dat die take wat verrig word van so 'n uiteenlopende aard is dat 'n vergelyking nie werklik moontlik is nie.

Skriftelike verslag is opgestel.

Universiteit van Stellenbosch, Biblioteekdiens. Navorsing en Ontwikkeling: Mev. E. Taylor.

25

'N ONDERSOEK NA DIE REKENARISERING VAN DIE STAATSIBLBIOTEEK SE TYDSKRIFTE - ADMINISTRASIE INTYDS. 1981+

Besonderhede nie verstrekkend nie.

Verslag word beoog.

Staatsbiblioteek: Mev. J.E. Botha; mev. W. Schiel; mev. H. Uys // mev. J.E. Botha.

26

TYDSKRIFADMINISTRASIE. 1975-1976

(1) Rasionalisering van prosedures (mev. R.E. van Zyl. Jun. 1975).

(2) Rasionalisering in die huidige tydskrifteafdeling van Merensky (prof. M.C. Boshoff, mev. R.E. van Zyl. 3 Mei 1976).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersoon mev. E. Langkilde.

27

REKENARISERING: TYDSKRIFADMINISTRASIE. 1976-1977

(1) Produksie van tydskriflyste (mev. R.E. van Zyl. 28 Jul. 1976).

- (2) Spesifikasies vir tydskriflyfs-stelsel (mev. R.E. van Zyl. 11 Aug. 1976).
- (3) Prosedure vir die produksie van tydskriflyste (mev. R.E. van Zyl. 11 Aug. 1976).
- (4) Die tydskrif- en binderyfunksies van DOBIS (mev. R.E. van Zyl. 1976?).
- (5) Rekenarisering van rekordhouding van tydskrifintekengeld (mnr. H. Heymann. 15 Jun. 1977).
- Verslae is opgestel.
- Universiteit van Pretoria, Biblioteekdiens: Kontakpersoon mnr. R.E. Tönsing.

1.5 EVALUATION OF THE COLLECTION

28

EVALUATION OF THE LIBRARY COLLECTIONS. 1984 continuous

The purpose of this project is to complement the collection development programme currently underway at the CSIR. It aims to determine whether or not the present collection is appropriate to the needs of all users of the CSIR collection, both within the CSIR and in the wider scientific and technical community in South Africa. The main method to be used for the evaluation is a bibliographic checking technique. This will be applied in two ways. Firstly, specialized subject areas will be chosen and the collection, of both monographs and journals, in those subjects will be compared with a bibliography compiled by random sampling of citations appearing in the most recent international journals in that field. The second method will be applied to the journal collection only, and will involve a comparison of CSIR journal holdings with several appropriate standard lists, such as *Science Citation Index list of sources* and *Chemical Abstracts - 100 Most Cited Journals*.

Written report intended.

CSIR, National Institute for Informatics: Mrs M.M. Cochrane.

29

INVESTIGATION INTO THE RELATIONSHIP BETWEEN ACCESSIONS AND CIRCULATION. Continuous, every 2-3 years

The purpose of these studies is to ascertain whether or not book selection policies are in tune with user requirements. For the sample period (anything from 6 weeks to 3 months) books acquired by the Vereeniging Public Library are recorded, sometimes by individual title, other surveys by subject. For a comparable period the issue is counted on selected days (a Monday one week, Tuesday the next, etc.) with a view to tracing these specific titles or to record subject issues in detail. Comparisons are then made with the accessions record and provide a guideline for the selection staff.

Written report not intended.

Vereeniging Public Library: Mrs R.U. Dirmeik.

30

ONDERSOEK NA DIE FUNKSIONELE- EN NUTSASPEKTE VAN DIE WAARDEVOLLE VERSAMELING. Voorgestel

Doel:

om die funksionele probleme en waarde van die versamelingsprojek te identifiseer.

Ontwerp:

'n ondersoek na die kriteria waarvolgens die projek bestuur word, veral in die lig van veranderende dokumentwaardes;
die identifisering van bedryfskundige probleme met die projek;
die bepaling van die waarde wat hierdie projek, en die dokumente self, vir die Staatsbiblioteek en die breër biblioteekgemeenskap inhou.
Skriftelike verslag word beoog.
Staatsbiblioteek: Mev. J.C. Nel.

31

'N ONDERSOEK NA TYDSKRIFTE WAARUIT SUID-AFRIKAANSE BIBLIOTEKE DIKWELS VAN OORSEE FOTOKOPIEË BESTEL. 1983+
Besonderhede nie verstrekkend.
Verslag word beoog.
Staatsbiblioteek: Mev. K. Förtsch.

1.6 MICROFILMING

32

PUBLICATION OF TEXT OF GOVERNMENT PUBLICATIONS FROM NATIONAL STATES OF SOUTH AFRICA ON MICROFICHE. 1983-1986
Purpose:
To investigate the need for microfiche editions of the full texts of government publications of the national states, in order to enable more libraries to acquire complete sets of these publications.
Written report not intended.
State Library: Mrs M. de Waal // Mrs M.A. Botha.

33

HERDRUK VAN SKAARS PUBLIKASIES OP MIKROFICHE. Voorgestel

Doel:

Om publikasies in die tydperk 1926 tot 1985 wat nie tans in die Staatsbiblioteek versameling is nie, daartoe te voeg; en dit wyer beskikbaar te stel.

Ontwerp:

identifikasie van skaars publikasies uit rekords geskep tydens die samestelling van die RSANB;
identifikasie van beperkinge in terme van die Wet op Outeursreg;
verkryging; en mikroverfilming van publikasies.
Skriftelike verslag word beoog.
Staatsbiblioteek: Mev. V. du Plessis.

34

MIKROFILM VERSUS INBIND VAN TYDSKRIFTE. 1982

Om vergelykenderwys die koste van inbind versus die aankoop van mikrofilms te ondersoek. Werklike kostes en oorhoofse kostes is bereken, en verskeie bergingsmoontlikhede is ondersoek. Daar is bevind dat die berging asook die aankoop van materiaal op mikrofilm goedkoper is as die inbind en berging van tydskrifbande.
Skriftelike verslag is opgestel.
Universiteit van Suid-Afrika, Sanlam-biblioteek: Mev. A.M. Mouton.

1.7 CONSERVATION AND RESTORATION

35

THE PLANNING AND LAYOUT OF A PAPER CONSERVATION LABORATORY. 1981

During June 1981 a paper restorer konservator was appointed to the staff of U.C.T. Libraries. Apart from initial surveys and first aid treatment one of the first priorities was the planning of a Paper Conservation Laboratory. Apart from experience gained overseas by visiting various laboratories - (there is actually very little literature available on this subject) we had to develop our own plans and designs for a number of pieces of laboratory equipment. The laboratory is basically divided in 3 areas: dry lab., wet lab. and storeroom. It was not possible to design a new building but we had to adopt 3 former classrooms to suit our needs. One of the most important requirements was the aspect of enough and good natural light.

Written report not intended.

University of Cape Town, Libraries: Mr J.C.N. Maree.

36

INVESTIGATION INTO THE PRESERVATION OF NEWSPAPERS ON A REGIONAL BASIS. 1984

Aim:

To document the binding and preservation practices of the five Legal Deposit Libraries in respect of newspapers, with a view to the sharing of responsibility on a regional basis and relieving the South African Library of part of its burden in this respect.

Methods:

Questionnaire was circulated to all libraries concerned. Replies received from all and tabulated. From these figures graphs were compiled to show the respective current preservation policy by region by each library.

Findings:

It was found that if each legal deposit library (excluding Library of Parliament) kept the original newspapers originating in their region, the State Library would have to make the greatest increase in volumes preserved (318 volumes per annum). This would have enabled the South African Library to reduce the number of titles it preserved by 36 %.

Recommendations:

The findings were presented to a meeting of Heads of Legal Deposit Libraries which refused to endorse the plea made for regional collections, and required the South African Library to form a national collection of newspapers in original form.

Written report is compiled.

South African Library: Mr P.R. Coates.

37

NATIONAL RESTORATION DISASTER PLAN. 1986+

Should a national disaster i.e. flood, earthquake etc. occur and valuable book/manuscript/map/etc. material be damaged a master plan will be required to temporarily house items on a large scale, pending restoration.

Written report intended.

South African Library: Mr E. Cameron, Mr E.J.C. Prÿra // Mr E. Cameron.

38

THE EXPERIMENTAL USE OF SUNLIGHT IN REDUCING DISCOLORATION IN CERTAIN LIBRARY MATERIALS. 1983-1988

Paper conservators are quite concerned with the continued use of conventional chemical bleaching methods. The latter has a detrimental effect on paper fibres and apart from the cosmetic result it serves little purpose. Sunlight in the presence of water + magnesium bicarbonate may prove to be a safer and effective cleaning method. This method can unfortunately only be used for certain printed materials - it must principally be a rag paper made before the middle of the 19th century. An immersion bath to irradiate paper with sunlight is used. Water is mixed with magnesium bicarbonate solution. The paper to be cleaned should rest 2,5cm below the surface of the water.

Written report intended.

University of Cape Town, Libraries: Mr J.C.N. Maree.

39

BOOK DETERIORATION IN A UNIVERSITY LIBRARY WITH SPECIFIC REFERENCE TO THE SOUTH AFRICAN PUBLISHED BOOK USING THE YALE METHOD OF EXAMINATION. 1981+

At present a survey of the physical condition of books are undertaken. The purpose of the survey is basically to identify preservation needs and to develop an appropriate program of conservation. We are making use of the same design as in the Yale University survey. The survey goals are to build up a detailed description of the collection in the various units of U.C.T. Libraries, to examine the relationship between the nature of materials (paper and binding), their condition, the environment, how many require immediate attention, what kind of attention will be needed. These questions will help to establish the size of the preservation problem and also the size of the preservation problem regarding the South African published book.

Written report intended.

University of Cape Town, Libraries: Mr J.C.N. Maree.

40

RESTOURASIE-AFDELING EN GASKAMER: FORMULERING VAN 'N OORHOOFSE BEWARINGS-BELEID. 1980

Besonderhede nie verstrek nie.

Verslag is opgestel (26 Junie 1980).

Universiteit van Pretoria, Biblioteekdiens: Dr. T. Trichardt // mev. E. Weyers; mnr. W.W. Duminy.

1.8 STOCK TAKING AND WEEDING

41

VASSTELLING VAN DIE OMVANG VAN VERMISTE BOEKE. 1972

Die doel was om 'n geldige steekproef te maak van die hele biblioteekvoorraad om daardeur te bepaal watter persentasie boeke vermis word. Die hulp van wiskundige statistici is ingeroep om die steekproef te ontwerp.

Bevinding: 1,50 % boeke is vermis.

Aanbeveling: Dat meer volledige opnames gedoen word van kwesbare afdelings.

Skryflike verslag is opgestel.

Universiteit van Port Elizabeth, Biblioteekdiens: Mnr. K.J. Howard // mnr. J.C. Cronjé.

42

VOORRAADOPNAME. 1985-1986

Vandat die biblioteek van BENSO bestaan, was daar nog nooit 'n voorraad-opname gehou nie. Die doel is om die verlore boeke op te spoor, uit die katalogus te verwyder en af te skryf uit die aanwinstregister. Sommige verlore boeke sal op 'n soeklys geplaas word wat onder die personeellede sal sirkuleer. Aangesien die biblioteek nie 'n standkatalogus het nie, is die aanwinstregisters gebruik om met die boeke op die rak te vergelyk en met die uitleenrekord. Heelwat foute wat betref die aanwinstnommers is dan ook so opgespoor.

Skriftelike verslag word beoog.

Ontwikkelingsbank van Suider-Afrika, Biblioteek: Mev. P. Prinsloo.

43

RELEGATING BACKNUMBERS OF PERIODICALS TO STORAGE. 1983

A method was devised to identify journals where the backnumbers are used so little, that they can be relegated to a high density storage area.

Written report is compiled.

University of South Africa, Sanlam Library: Miss D. Rowse.

2 INFORMATION PROCESSING

Entries 44-123

2.1 ADMINISTRATION SYSTEMS

44

FILING SYSTEM FOR CORRESPONDENCE, REPORTS AND RECORDS. 1986

An investigation into the most effective and economic method of filing correspondence, reports and records of the Natal Society which will allow quick and accurate retrieval.

The present decimal-based system which has been in existence for 35 years is proving unwieldy and cumbersome.

Written report not intended.

Natal Society Library: Miss J. Farrer.

45

COMPUTERIZED FILING INFORMATION SYSTEM. 1985

System completed & implemented.

Written report not intended.

South African Library: Mr N.J. Prinsloo.

46

LÊERSTELSEL. 1977-1979

1) Administratiewe lêerstelsel vir Biblioteekdiens (mnr. J.P.J. Engelbrecht. 23 Junie. 1977)

2) Indeks vir die algemene lêerstelsel (mej. G.J. Maritz. 23 Mei 1979)
Besonderhede nie verstrekkend nie.

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mev. G.J. Beukes; mnr. W.W. Duminy.

47

SAMESTELLING EN BYHOU VAN RGN-PUBLIKASIELYS. 1981

Doel:

Om 'n lys van RGN-publikasies wat sal voldoen aan die eise van tydigheid, doeltreffende inligtingherwinning en volledigheid, saam te stel en op datum te hou.

Ontwerp:

Literatuurstudie, ondersoek van die publikasielyste van ander instansies, gesprekke met belanghebbendes.

Inhoud:

Vereistes waaraan 'n publikasielys behoort te voldoen, is geïdentifiseer, bestaande publikasielyste van enkele ander instansies is bespreek en RGN-publikasies wat vir opname in 'n toekomstige publikasielys kwalifiseer, is geïdentifiseer. Aandag is geskenk aan moontlike produksiewyses van 'n publikasielys.

Aanbevelings:

Daar is aanbeveel dat 'n RGN-publikasielys bestaande uit geïdentifiseerde kategorieë publikasies saamgestel en bygehou word: dat alle RGN-publikasies voorsien word van 'n indikatiewe ekserp deur die outeur self geskryf; dat die publikasielys as 'n neweproduk van die biblioteek se gerekenariseerde katalogus geproduseer word.

Skriftelike verslag is opgestel.

RGN, Sentrum vir Biblioteek- en Inligtingdienste: Mev. R. Grobbelaar // mnr. J. Fourie.

48

COMPUTERIZATION OF ADMINISTRATIVE FUNCTIONS. 1985

Feasibility of using available programs to computerize bookkeeping, salaries, wages, personnel records etc. Various companies specialising in this field were approached.

- Salaries and wages system developed in-house
- General filing and mailing list system developed in-house, used mainly for printing labels
- Integrated debtors', creditors' and general ledger system provided free of charge by computer supplier (CMC) and maintained by independent software house, currently being installed.

Written report intended.

South African Library: Mr N.J. Prinsloo // Mr J.H. Frylinck.

49

COMPUTERISING MEMBERSHIP RECORDS. 1985-1986

Research is being undertaken into the feasibility of computerising the membership records of the Natal Society Library.

The records of a large public library with branches present a considerable problem of maintenance. Membership is valid for two years and thereafter is renewed or withdrawn.

Membership cards must reflect money owed or books not returned and have, therefore, to be kept indefinitely. It is also necessary to be able to change a name or address and possibly the status of each member.

The proposed computerised system for library membership will consist of a special data basa for local addresses which will avoid the inevitable duplication of buildings and street names which would otherwise require costly disc space. This involves the use of pre-printed codes, similarly there are codes for the names of schools for children members.

A facility for finding a name quickly even if misspelt is also available.

Visual display units in each branch will link into the main branch computer where all the records of membership are kept centrally. The task of checking filing, updating and maintaining these records manually is both time consuming and tedious. Computerisation will solve many of the problems of accuracy and efficiency as well as speeding up the process of checking individual members who join.

Written report intended.

Natal Society Library: Mrs S.S. Wallis.

50

COMPUTERISED MAILING LIST. 1985

System completed & implemented.

Written report not intended.

South African Library: Mr N.J. Prinsloo.

51

INDEXING OF DECISIONS TAKEN BY THE MEDUNSA COUNCIL. 1985

Purpose:

A system was required for finding decisions made by Medunsa's Council during meetings in the minutes of these meetings.

Specifications of the system are as follows:

- Quick and easy access to information
- Eventual computerisation of the system must be possible

Recommendations:

1. Personnel doing the indexing of both Council and Senate decisions should be responsible to the same person.

A person from administration should be responsible for performing all the tasks regarding the keeping of Council documents as well as the indexing of Council decisions. An assistant should be available to do all the tasks except indexing, when the other person is not available.

2. Despatch and storing of documents

The complete original sets, one microfiche master set and one microfiche duplicate set of the agendas and minutes of Medunsa's Committees should be kept. Administration, the archives in the library, and a location away from Medunsa are recommended for storing this material.

3. Indexing

A hand system on cards is recommended. A list of subject headings should be compiled.

Written report is compiled.

Medical University of Southern Africa, Library Services: Dr A.C. Symington.

2.2 C A T A L O G U I N G , C L A S S I F I C A T I O N A N D I N D E X I N G

52

MIKRO-ONTSLUITING: ONDERSOEKE EN BELEID. 1976

1) Beleid ten opsigte van mikro-ontsluitingstelsels (mnr. P.J. Lor. 22 Jul. 1976).

2) Verslag oor mikro-ontsluiting (mev. J.M. Cilliers, gepubliseer in *Verslagreeks* nr. 2, Mei 1978).

3) Reglementnommer 7 van die Biblioteekdiens en prosedure by die instelling van 'n mikro-ontsluitingstelsel, gepubliseer in *Verslagreeks* nr. 2, Feb. 1979).

4) Onderzoek na bestaande mikro-ontsluitingstelsels aan UP. (mej. M. Nortjé. 3 Jun. 1977).

5) Onderzoek na bestaande mikro-ontsluitingstelsels (mnr. P.J. Lor. 21 Nov. 1977).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mev. G.J. Beukes; mnr R.E. Tönsing; dr. H. de Bruin.

53

MIKRO-ONTSLUITING: SUIDER-AFRIKAANSE UNIVERSITEITE. 1984

Vorderingsverslag: opname van mikro-ontsluitingstelsels aan Suider-Afrikaanse universiteite vir die Interuniversitêre Biblioteekkomitee.

Verslag, asook verkorte verslag is opgestel (3 Apr. 1984).

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mev. G.J. Beukes; mnr. R.E. Tönsing; dr. H. de Bruin.

54

MAKRO-ONTSLUITING 1976-1983

1) Gerekenariseerde inhoudsontsluiting, veral Precip (mnr. R.E. Tönsing. Jun. 1976).

2) Geskiktheid van die indeling van die Dewey Desimale Klassifikasiesistelsel (19de uitgawe) vir die Biblioteekdiens (mnr. R.E. Tönsing. 20 Nov. 1979).

3) Statistiekhouding in Seksie Makro-ontsluiting (mev. E. Langkilde. 30 Apr. 1980).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mnr. R.E. Tönsing; mev. E. Langkilde.

55

REKENARISERING: MAKRO-ONTSLUITING. 1976-1983

1) Rekenarisering van die ontsluitingsmodule: die hantering van nuwe aanwinste (mev. M. Lang. 25 Jun. 1976).

2) Rekenarisering van die ontsluitingsmodule: voorlopige verslag insake inhoudsontsluiting (mnr. R.E. Tönsing. 1976).

3) Voorlopige lys van voordele van 'n gerekenariseerde ontsluitingsfasiliteit verag (mnr. R.E. Tönsing. 4 Feb. 1977).

4) 'n Vergelykende tyd- en kostestudie tussen DOBIS en die handstelsel ten opsigte van die ontsluiting van nuwe materiaal (mnr. R.E. Tönsing, mnr. H. Heymann. 28 Jul. 1977. *Verslagreeks* nr. 5).

5) Small scale evaluation of DOBIS cataloguing (mr H. de Bruin. 1978).

6) Rekenarisering van die ontsluitingsfunksie: aanbevelings (werkgroep. 5 Des. 1978, 8 Feb. 1979).

7) Opstelling van vereistes wat aan die inhoud van die DOBIS-ontsluitingsmodule gestel sal word (1979).

8) Pert-program vir programmering van werksaamhede (18 Mei 1979).

9) 'n Oorsig van internasionale standaard bibliografiese beskrywing: 'n vergelyking van ISBD(G) en ISBD (M), met spesiale verwysing na voorskrifte in verband met die gebruik van taal (mev. M.S.P. Visser, mev. D. Stols. 9 Jul. 1979).

10) Voorsiening van noodsaaklike bibliografiese elemente en soekpunte in die beoogde gerekenariseerde katalogus (mej. E. Coertze. 11 Jul. 1979).

11) Opsomming van aanbevelings ten opsigte van die elemente van die bibliografiese beskrywing, katalogiseerkodes, rekenaarfomate, taal van

die katalogus, diakritiese tekens en ander spesiale karakters (31 Jul. 1979).

12) DOBIS RUM-uitvoer; voorstel vir kolomindeling van outeurs- en titelkatalogi.

13) DOBIS: berekening van koste ten opsigte van die produsering van RUM-katalogi en intydse soektogte van gebruikers (mnr. R.E. Tönsing. 4 Okt. 1979).

14) DOBIS: lys van wenslike veranderings (werkgroep. 12 Feb. 1980).

15) Katalogusuitleg outeurskatalogus (20 Maart 1980).

16) Steekproef van tye vir DOBIS-ontsluiting (24-27 Maart 1980, 26-30 Mei 1980).

17) Die Universiteit van Pretoria DOBIS-stelsel (mev. E. Langkilde. *Verlagreeks* nr. 4, Jul. 1980).

18) Lys van veiligheidsmaatreëls ten opsigte van DOBIS (mev. J. Dursema, mnr. D. Coetzee, mnr. R.E. Tönsing. 7 Okt. 1980).

19) Aftye van DOBIS: impak op werkverrigting (mev. E. Langkilde. 7 Okt. 1980).

20) Rotering van die newe-titel (subveld b) in die titeltoegangspuntlêer as hulp by onderwerpsontsluiting (mev. E. Langkilde. 15 Okt. 1980).

21) Spesifikasies vir die skeep van bibliografiese rekords vir opname (1) in die Gesamentlike Katalogus van Monografië (2) van proefskrifte (P.U. vir CHO) en (3) vir opname in TISAB. (1980?).

22) Retrospektiewe oorskakeling van voorraad (mej. M. Mörsner. 1981).

23) Rekenarisering van die ontsluitingsfunksie van die universiteitsbiblioteek met DOBIS-programmatuur; enkele ondersoeke. (*Verlagreeks* nr. 5, Okt. 1981).

24) Die hantering van lynkode-etiket binne die afdeling Aanskaf en Ontsluiting (1982?).

25) Lys van probleme wat massa-inpak van lynkode-etiket in DOBIS-voorraad uitgewys het (mnr. R.E. Tönsing. 8 Nov. 1982).

26) Uitvoer van gerekenariseerde katalogus: oorwegings by die besluit op uitvoer in mikrofichevorm in plaas van kataloguskaartjies of papieruitdruk (mnr. R.E. Tönsing. 20 Jun. 1983).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mnr. R.E. Tönsing; mev. E. Langkilde; dr. H. de Bruin.

56

MIKRO-ONTSLUITINGSTELSEL VIR DIE HANS SNYCKERS-INSTITUUT. 1975-1981

1) Konsepvoorstel vir 'n indekseerstelsel (mev. R.E. van Zyl. 5 Nov. 1975).

2) Prosedurehandleiding (mej. M. Nortjé, prof. P.J. Lor. 16 Aug. 1977).

3) Verslag. Projekkomitee: mev. J. Fehrsen, mev. J.M. Cilliers, mej. G.J. Maritz (9 Okt. 1979).

4) Aanvullende ondersoek (projekkomitee. 5 Maart 1980).

5) Verslag (mev. G.J. Beukes. 27 Nov. 1981).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mev. G.J. Beukes.

57

MIKRO-ONTSLUITING: INSTITUUT VIR SENDINGWETENSKAPLIKE NAVORSING (ISWEN) 1983-1984

1) Verslag oor 'n mikro-ontsluitingstelsel (projekkomitee: mev. G.J. Beukes, mej. A.D. Heckroodt, dr. J.J. Kritzinger. 4 Mei 1983).

2) Prosedure-handleiding (dr. J.M. Cronjé, dr. J.J. Kritzinger, mev. G.J. Beukes. 23 Okt. 1984).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mev. G.J. Beukes; mnr. R.E. Tönsing; dr. H. de Bruin.

58

MIKRO-ONTSLUITING: DEPARTEMENT SKOOLVOORLIGTING, BEROEPSORIËNTERING SENTRUM. 1982-1983

1) Verslag oor 'n mikro-ontsluitingstelsel (projekkomitee: mev. G.J. Beukes; mev. A. Odendaal, mnr. C. Jacobs en mej. A. van Zyl. 20 Okt. 1982).

2) Aanvullende verslag (projekkomitee - 8 Apr. 1983).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mev. G.J. Beukes; mnr. R.E. Tönsing; dr. H. de Bruin.

59

MIKRO-ONTSLUITING: AFRICANA-PAMFLETVERSAMELING. 1979-1981

1) Vorderingsverslag oor ondersoek na die Uniterm-indeks op Africana-pamflette (mej. G.J. Maritz. 7 Mei 1979).

2) Finale verslag (mej. M. Nortjé, mej. G.J. Maritz. 19 Nov. 1979).

3) Riglyne ten opsigte van die uitdunning van die Africana-pamfletversameling (mev. G.J. Beukes, mev. J. Coetzee. 7 Aug. 1981).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mev. G.J. Beukes; mnr. R.E. Tönsing; dr. H. de Bruin.

60

ONDERWERPONTSLUITINGSTELSEL: NUWE TESTAMENT (NTOOS). 1976-1977

- Eerste vorderingsverslag (14 Junie 1976)

- Kosteramings (7 Sept. 1976)

- Interuniversitêre samewerking - vorderingsverslag (8 Sept. 1976)

- Voorgestelde basis vir samewerking van die Departement Nuwe Testament aan die Universiteit van Stellenbosch met die NTOOS-projek (10 Okt. 1976)

- Ondersoek na prosedures (mej. E. Pereira. 1 Nov. 1976)

- Prosedures wat probleme opgelewer het tydens 1976 (mej. E. Pereira. Des. 1976)

- Konsepverslag (mnr. P.J. Lor. 24 Jan. 1977)

- Konsephandleiding (mej. M. Nortjé, mnr. P.J. Lor. 8 Feb. 1977)

- Opsomming van die ondersoek na prosedures (mej. E. Pereira. Feb. 1977)

- Huidige toestand van die Nuwe Testamentiese Onderwerpontsluitingstelsel (mnr. P.J. Lor. 17 Feb. 1977)

- Probleme van die NTOOS-projek en program vir verdere ondersoek (mej. J.M. Joubert. 10 Maart 1977)

- Opname om die inligtingbehoefte van dosente en studente in die Nuwe Testamentiese wetenskap te bepaal (mej. J.M. Joubert. 6 Mei 1977)

- Vergelyking tussen die inligtingstelsel vir die Nuwe Testament aan Unisa en die kenmerke van 'n inligtingstelsel vir Nuwe Testament waaraan UP behoefte het (mej. J.M. Joubert. 18 Mei 1977)

- Verloop van die projek vanaf Maart tot Mei 1977 (mej. J.M. Joubert. 3 Jun. 1977).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mev. G.J. Beukes; dr. H. de Bruin.

61

MIKRO-ONTSLUITINGSTELSEL: MARGARETHA MES-INSTITUUT VIR SAADNAVORSING. 1979-1984

- Verslag oor 'n ondersoek na 'n mikro-ontsluitingstelsel. Gepubliseer in: *Verslagreeks* nr. 2 (mej. I von Teichman, mej. G.J. Maritz, mev. A. van der Hoven. 21 Nov. 1979)
- Vorderingsverslag oor die implementering van die mikro-ontsluitingstelsel (21 Nov. 1980)
- Verslag oor die Unitermstelsel (13 Jul. 1981)
- Vorderingsverslag oor die Unitermstelsel (13 Nov. 1981)
- Tyd- en kostestudie van die Unitermstelsel (mev. G.J. Beukes, mej. I. von Teichman. 2 Des. 1981)
- Vorderingsverslag van die Unitermstelsel (21 Nov. 1983)
- Verslag oor 'n ondersoek van literatuurdekking deur DIALOG van die BIOSIS Previews Database en die Unitermstelsel (dr. E. Steyn, mev. G.J. Beukes, mej. M. van der Walt. 14 Maart 1984).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mev. G.J. Beukes.

62

MIKRO-ONTSLUITING: DEPARTEMENT HUISHOUD- EN DIEETKUNDE. 1977

Besonderhede nie verstrekkend.

Verslag is opgestel (11 Nov. 1977).

Universiteit van Pretoria, Biblioteekdiens: Mej. J.M. Joubert.

63

MIKRO-ONTSLUITING: DEPARTEMENT GENEESKUNDE, FAKULTEIT VEEARTSENYKUNDE. 1979

Verslag oor 'n ondersoek na 'n mikro-ontsluitingstelsel vir Departement Geneeskunde (projektkomitee: mev. G.J. Beukes; mev. M. du Preez, mej. A. Pienaar, dr. F. Reyers.)

Verslag is opgestel (20 Okt. 1979).

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mev. G.J. Beukes; mnr. R.E. Tönsing; dr. H. de Bruin.

64

MIKRO-ONTSLUITING: DEPARTEMENT GESLAGSKUNDE, FAKULTEIT VEEARTSENYKUNDE. 1979-1981

- Verslag oor 'n mikro-ontsluitingstelsel vir die Departement (projektkomitee: mev. G.J. Beukes, mev. M. du Preez, mej. A. Pienaar, dr. S.J. Terblanche. 21 Aug. 1979)

- Vorderingsverslag oor die implementering van die mikro-ontsluitingstelsel (die projektkomitee, 16 Maart 1981)

- Prosedure-handleiding (die projektkomitee, 17 Maart 1981).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mev. G.J. Beukes; mnr. R.E. Tönsing; dr. H. de Bruin.

65

REKENAARMATIGE MIKRO-ONTSLUITING 1984-1987

Ontwikkelings ten opsigte van rekenaarapparatuur en -programmatuur skep nuwe moontlikhede vir mikro-ontsluiting. Die probleem wat ondersoek word, is hoe individuele institute en ander eenhede aan die universiteit met

behoefte aan mikro-ontsluiting dit met behulp van rekenaarmatige stelsels kan doen. Verder moet vasgestel word hoe die mees effektiewe en doeltreffende stelsel vir elke bepaalde geval bepaal kan word en watter stelsel in elke situasie geïmplementeer behoort te word. Verskillende mikro-ontsluitingsprogramme word geïdentifiseer, met mekaar vergelyk aan die hand van veranderlikes en kriteria, en geëvalueer. Verder sal een of meer prototipes rekenaarmatige mikro-ontsluitingstelsels ontwerp word. Onderzoek word ook gedoen na mikrorekenaarapparatuur wat benodig word vir die bedryf van mikro-ontsluitingsprogrammatuur.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Biblioteekdiens en Departement Biblioteek- en Inligtingkunde: mev. G.J. Beukes; mev. E. Kruger; mnr. J. Swart; mnr. R. Tönsing // prof. J.A. Boon; mev. S. Potgieter.

66

ONDERSOEK NA KORTKATALOGISERING. 1983

'n Onderzoek is gedoen na verkorte katalogisering om vas te stel watter elemente in 'n bibliografiese beskrywing werklik nodig is en watter soekpunte vir die opspoor van bibliografiese beskrywings toegeken moet word om in biblioteekpersoneel en -gebruikers se behoeftes te voorsien. Na aanleiding van bevindings in die literatuur en ondervinding in die WNNR-biblioteek is voorgestel dat die meeste publikasies op AACR2 se eerste vlak (met sekere bykomende inligting) beskryf kan word. Wat die aantal soekpunte vir 'n bibliografiese beskrywing betref is voorgestel om ook daarop te besnoei. Die intydse katalogus verskaf soveel addisionele soekpunte (permutasies op woorde in titels en korporatiewe name en direkte toegang met behulp van sekere nommers) dat sekere tradisionele addisionele inskrywings onnodig is. Die voorstelle is vanaf September 1983 geïmplementeer. Na 'n evaluasie in September 1985 is besluit dat verkorte katalogisering wel aanvaarbaar is en tot bespoediging in die ontsluitingsproses lei.

Skriftelike verslag is gepubliseer.

WNNR, Nasionale Instituut vir Informatika: Mej. A. Buter.

67

COMPARISON BETWEEN AACR2 AND PRESENT PISAL CATALOGUING PRACTICES. 1982

This comparison established the differences between the cataloguing practices applied by PISAL and those prescribed by the Anglo-American Rules, 2nd edition (AACR2).

Since this is no report, neither findings or recommendations are given.

CSIR, National Institute for Informatics: Mrs G. Rautenbach; Miss A.C. Schuster.

68

IMPLEMENTATION OF INLINE CATALOGUING VIA SABINET. 1985

Implementation phase for SABIMARC cataloguing

1. Online with cards/output from SABINET and in-house for continued card catalogue.

2. Once most of joint Cat is on SABINET, microfiche output will be considered.

3. In future, tapes from SABINET and in-house retrieval on minicomputer with URICA.

4. Implementation partially suspended until completion of new SABINET system and/or loading of SANB onto SABINET database - late 1987.

Written report is compiled.

South African Library: Mr N.J. Prinsloo.

69

MIKROGRAFIESE ONTSLUITING MET BEHULP VAN DIE MIKROREKENAAR. 1982-1986

Doel:

Om ondersoek in te stel na die ontwikkeling van kriteria met die oog op die beoordeling van mikrorekenaarmatige apparatuur en programmatuur vir mikrografiese ontsluiting van inligting.

Metode:

Die ondersoek is gebaseer op literatuurondersoeke en aandag word aan die volgende gegee:

- 1) Ontsluitingsproblematiek in historiese perspektief
- 2) Ontsluitingsmetodologie
- 3) Verbale deskriptorvorming
- 4) Veranderlikes t.o.v ontsluiting, herwinning, apparatuur programmatuur ens.
- 5) Kriteria.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde:
Mnr. J.C. Swart.

70

CHROMATOGRAFIE: ONTSLUITING. 1976

Inligtingontsluiting vir die Instituut Chromatografie.

Verslag is opgestel (5 Mei 1976).

Universiteit van Pretoria, Biblioteekdiens: Mnr. R.E. Tönsing; mev. C.P. Moolman.

71

COMPUTERIZATION OF CATALOGUE RECORDS. 1979

Purpose:

- 1) To obtain a microfiche catalogue for distribution to public libraries in Natal
- 2) To facilitate bibliography and accessions list production
- 3) To eliminate card filing
- 4) To establish a database as basis for further computerization.

Design:

UKMARC records on ICL 2966 mainframe. Batch system. 3 microfiche catalogues and supplements 1) Author-Title 2) Classified (DDC) 3) Subject (LC headings). Retrospective catalogue computerization completed 1979.

Written report is compiled.

Natal Provincial Library Services: Mrs M. Gray.

72

DIE ONTWIKKELING VAN 'N INTYDSE GEREKENARISEERDE KATALOGISEERSTELSEL. 1978+

Besonderhede nie verstrekkend.

Verslag word beoog.

Staatsbiblioteek: Mev. J.E. Botha; mej. I. Horn // mev. J.E. Botha.

73

RETROSPECTIVE COMPUTERIZATION OF CARD CATALOGUES. Proposed

Purpose:

To investigate the possible transfer of the records in the old card catalogues at the State Library to the computer.

Design:

To evaluate computer systems available;

To investigate possible sources for existing MARC records;

To determine the most cost-effective means of computerizing.

Written report is intended.

State Library: Mrs J.E. Botha.

74

COMPUTERISED SUBJECT INDEX. 1985

A subject Index as opposed to a Subject Catalogue is an alphabetical index to a Classified Catalogue, and is a necessary adjunct to the catalogue in the Natal Society Library. To improve the consistency of terms used in the Subject Index, a feasibility study was undertaken to determine whether a computer program could be written which would solve this problem.

A "trial program" was installed to help examine the present Subject Index and revealed many indexing errors, and inconsistencies, but also revealed the potential of such a program.

The final program designed resembles the Library of Congress Subject Heading list and it is the intention of the Library to maintain its index on the same general principles.

A data-base system where records are "chained" using a scheme of cross-reference pointers was installed. This method does not require vast amounts of disc for sorting, and the speed with which it works is considerable. It can also be run by non-technical staff-cataloguers and can be used on a small compiler.

Another important feature is the fact that this program allows an automatic deletion of any item plus all its See and See also references. The most important result of the implementation of this Subject Index program has been the efficient production of a professional Subject Index which is consistent and logical.

Written report intended.

Natal Society Library: Mrs S.S. Wallis.

75

INVESTIGATION INTO THE INDEXING OF THE "ANNALS OF THE NATAL MUSEUM". 1984+

Purpose:

To survey methods and techniques used in periodicals indexing, particularly cumulative indexing and to assess the most suitable methods to use for indexing the *Annals* and to set down some routines to be followed.

Summary of findings:

Based on the survey which included a) consultation with users b) Assessment of existing periodical indexes c) perusal of the literature on periodicals indexing, 'best methods' were decided upon and tested. Both manual and computer techniques were used. Routines were set down.

Written report is compiled.

Natal Museum Library: Miss K.A. Herbert.

76

INVESTIGATION INTO WAYS OF COMPUTERIZING THE "INDEX TO SOUTH AFRICAN PERIODICALS". 1985-1986

The DOBIS and SABINET systems are to be evaluated before deciding which will be most suitable for the annual *Index to South African Periodicals*.
Written report not intended.

Johannesburg Public Library: Mrs J. Hill.

77

ONDERSOEK NA DIE REKENARISERING VAN DIE INDEKSE OP DIE STAATSKOERANTE. 1986-1987

Die doel is om die indekse op die staatskoerante van die RSA, Bophuthatswana en Venda wat tans met die hand saamgestel word te rekenariseer sodat veral kumulasies vir meer as een jaar moontlik is. Indekseerstelsels en sagteware moet ondersoek word, asook die moontlikheid om dit by SABINET en/of 'n regsdatabasis in te skakel sodat dit intyds toeganklik is.

Skriftelike verslag word beoog.

Staatsbiblioteek: Mev. J.E. Botha.

78

GIDS VAN DESKUNDIGES. 1985

Riglyne vir die samestelling van die *Gids van UP-deskundiges* deur die Buro vir Openbare Betrekkinge

Verslag en gids is opgestel (Apr. 1985).

Universiteit van Pretoria, Biblioteekdiens: Mev. G.J. Beukes.

79

KATALOGUS VIR TYDSKRIFARTIKELS. GESELEKTEERDE ARTIKELS WAT VOLGENS ONDERWERP GEÏNDEKSEER WORD. Deurlopend

Hierdie katalogus is 'n funksionele hulpmiddel vir biblioteekgebruikers. Dit is onderwerpsgerig. Geselekteerde artikels rakende die onderwys en opleiding word geïndekseer. Die tydskriftitel en betrokke volumenummer, datum en bladsyverwysings word aangedui.

Skriftelike verslag word nie beoog nie.

Onderwyskollege Pretoria, Biblioteek Du Preez van Wyk: Mev. E. Grobler.

80

UITVOERBAARHEIDSTUDIE IN VERBAND MET DIE ONTWIKKELING VAN 'N GEREKENARISEERDE DATABASIS VAN S.A. GEESTESWETENSKAPLIKE TYDSKRIFARTIKELS. 1984-1985

Doel:

Om die uitvoerbaarheid te bepaal van die ontwikkeling en instandhouding van 'n gerekenariseerde databasis vir die herwinning van S.A. geesteswetenskaplike tydskrifartikels.

Ontwerp:

Literatuurstudie; ondersoek en analise van die *Repertorium van S.A. Tydskrifartikels*; ontwikkeling en toetsing van 'n beperkte eksperimentele databasis; werkstudieondersoek; ontleding en evaluering van gegewens.

Inhoud:

Aandag is geskenk aan die seleksie van tydskrifte vir indeksering en aan die databasisstruktuur. 'n Evaluering van natuurlike taal teenoor gestandaardiseerde taal is gedoen. 'n Ondersoek na verwickelinge rondom die *Repertorium* is gedoen en aandag is aan mannekrasimplikasies geskenk. Die ondersoek was reeds afgehandel toe die tydskrifmodule van DOBIS/LIBIS met

die fasiliteit vir ekserpte aangekoop is. Dit is ook ondersoek en in ag geneem by die finale besluit oor die databasis.

Bevindinge en aanbevelings:

Daar is bevind dat die opstel van die databasis wenslik en uitvoerbaar is en daar is aanbeveel dat daarmee voortgegaan word. Verder is aanbeveel dat deurlopende aandag aan die evaluering van tydskrifte geskenk word; dat 'n stelsel van natuurliketaalindeksering gevolg word; dat daar ten spyte van verwickelinge rondom die Repertorium met die databasis voortgegaan word, maar dat op hoogte gebly word van faktore rakende die Repertorium.

Ontwikkelings rondom DOBIS/LIBIS het meegebring dat die stelsel ook vir die invoer van tydskrifartikels gebruik kon word en daar is derhalwe aanbeveel dat invoer op die bestaande databasis geskied en nie op die KEY/MASTER-toepassing wat vir die doeleindes van die projek ontwikkel is nie.

Skriftelike verslag is saamgestel.

RGN, Sentrum vir Biblioteek- en Inligtingdienste: Mej. S. Miller.

81

INTERNE REKENARISERINGSINDEKSERINGSTELSEL. 1985

Hierdie rekenaarstelsel is ontwerp deur die rekenaar departement van die Kamer van Mynwese. Dit is gegrond op die interne vakkundige behoeftes van die Kamer en sy affiliale.

Nadat die ekserpte uit mynboukundige tydskrifte gekeur en geklassifiseer is word sodanige ekserpte volgens saakhoofde in die rekenaar geliasseer vir latere ontsluiting en gebruik deur vakkundige personeel van die Kamer van Mynwese.

Skriftelike verslag word nie beoog nie.

Kamer van Mynwese van SA, Biblioteek: Mev. I. Annandale.

82

INDEKSERING EN REKENARISERING VAN INLIGTING IN DIE TRANSVAAL MUSEUM BIBLIOTEEK. 1986+

Ons beplan om ons hele voorraad (boeke en tydskrifte) te indekseer en om hierdie inligting op rekenaar te plaas, omdat ons glo dat die inligting in ons biblioteek van groot waarde kan wees vir dierkundiges in Suid-Afrika.

Op die oomblik word die volgende nog ondersoek en bestudeer:

- indekseermetodes
- indekseertale
- saamstel van thesauri en die onderhoud daarvan
- rekenarisering van geïndekseerde inligting.

Die omvang van hierdie projek is egter geweldig groot en sal etlike jare duur om te voltooi. Tekort aan personeel en fondse sal ook die uiteinde-like afhandeling van die projek beïnvloed.

Skriftelike verslag word beoog.

Transvaal Museum, Biblioteek: Mev. D. van Driel.

83

COMPUTERIZATION OF 'INDEX TO MONOGRAPHS' WITH BASIS SOFTWARE. 1981

Due to the nature of UDC and the in-depth indexing required in our subject field, it was found that a computer controlled index would minimize errors in classification.

Written report not intended.

ESCOM, Technical Reference Library: Mr D. Cooper (Data Processing) // Miss A. Chickesh.

84

INDEX TO ILLUSTRATIONS. 1986

- System developed for index to illustrations in the South African Library (in various newspapers, loose photographs, and donated family albums), using Pick O/S on Reality.
 - Descriptive fields include:- description, author, date, condition, location, publisher, source.
 - Subject analysis provided by analysing each entry under subject heading (self-developed 'open-ended' thesaurus). Subject heading comprised of up to 4 approved elements (from authority file).
 - Retrieval online (via subject headings, or Boolean search), or via printed version (alphabetical by subject heading).
 - Investigation continuing, regarding suitability for indexing articles. Written report not intended.
- South African Library: Mr. N.J. Prinsloo.

85

COMPUTERIZATION OF INDEX TO NEWSPAPER ARTICLES ON TOWN PLANNING. 1984+

Purpose:

To facilitate retrieving newspaper articles for town planners. Articles date back to 1970.

Design:

Cuttings entered on existing Magazine Indexing Program.

2 print-outs 1) numerical 2) subject keywords.

Written report not intended.

Natal Provincial Library Services, Environmental Planning Division: Mrs G. Frayne.

86

PROJEK "INDEKS" VIR MIKRO-ONTSLUITING VAN TAAL- EN LETTERKUNDE VERSAMELING. 1985+

Nadat algemene behoeftes aan mikro-ontsluiting geïdentifiseer is, is besluit om 'n prototipe mikro-ontsluitingstelsel te ontwikkel. Taal- en Letterkunde is as 'n geskikte vakgebied geïdentifiseer. 'n Tesaurus word tans in Engels saamgestel deur die inligtingsbeampte vir Taal- en Letterkunde in samewerking met verskeie van die betrokke departemente.

Die stelsel sal op die UNIDAS-pakket op die Sperry Univac-hoofraam bedryf word sodra die voorbereiding vir invoer afgehandel is.

Skriftelike verslag word beoog.

Universiteit van die Oranje-Vrystaat, Biblioteekdiens: Mev. C. Ovens // mej. H. Strydom.

87

PROVISION OF SUBJECT ACCESS TO RECORDS ADDED RETROSPECTIVELY TO THE INHOUSE ONLINE DATABASE. Proposed

Purpose:

To provide subject access for records added retrospectively as this is more important overall than conventional access points.

Design:

To determine what subject information is available, e.g. old class numbers, CIP information and whether it can be used.

To determine whether there are alternatives available online to provide this access.

Written report not intended.

State Library: Mrs M.A. Botha

88

SIGNATUURSTELSEL. 1983

- 1) 'n Signatuurstel vir 'n universiteitsbiblioteek; enkele ondersoeke van die Biblioteekdiens.
 - 2) Die behoeftes/vereistes ten opsigte van 'n signatuurstel vir die Biblioteekdiens.
 - 3) Die Library of Congress-klassifikasiesstel en die Dewey Desimale klassifikasiesstel as alternatiewe tot die huidige signatuurstel van die Biblioteekdiens.
 - 4) Die geskiktheid van die indeling van die Dewey Desimale klassifikasiesstel (19de uitgawe) vir die Biblioteekdiens.
- Verslae is opgestel - gepubliseer in *Verslagreeks* nr. 6 (Nov. 1983).
Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mnr. R.E. Tönsing; mev. E. Langkilde.

89

VAKBIBLIOTEKARISFUNKSIE KOMBINEER MET ONTSLUITINGSFUNKSIE. 1981-1982

- Praktiese ondervinding: kwaliteitsondersoeke van vakbibliotekarisdienste word aanbeveel om moontlike leemtes te kan bepaal (31 Aug. 1981)
 - Verslag oor kombinasie van die vakbibliotekaris- en ontsluitingsfunksie en die literatuurstudie oor ruimtebeplanning en verwante aangeleenthede. Indien probleme op bestuurs- en organisatoriese vlakke opgelos kan word, kan klassifikasie met vakbibliotekarisfunksie gekombineer word (29 Jan. 1982).
- Verslae is opgestel.
Universiteit van Pretoria, Biblioteekdiens: Dr. T. Trichardt // mej. E. Weyers; mnr. W.W. Duminy.

90

OPGRADERING VAN VERMOEË OM SABS-DOKUMENTE INTERN SNEL TE LEWER. 1986

Doel:

Om die versameling van SABS-dokumente sodanig te orden en te ontsluit dat herwinning versnel word, en herwinningssyfers verhoog word.

Ontwerp:

Retrospektiewe vervollediging van die versameling;

Integrasie van die 1959 tot 1979-versameling met die post-1979 versameling;

Vervollediging en opdatering van die kontrolestelsel;

Opdatering van ontsluitingsmiddels in die naslaanafdeling.

Skriftelike verslag word beoog.

Staatsbiblioteek: Mev. J.C. Nel.

91

COMPILATION OF A COMPUTERISED LIST OF JOURNALS IN THE FIELDS OF EDUCATION AND COMMERCE USING AN IBM 370 AND THE VM/CMS COMPUTER SYSTEM. 1985

Purpose:

To prepare a list of journals in the fields of education and commerce for use as a shelflist by the Reference and Africana librarians to decide which titles: (a) to transfer to the new Education and Commerce Library (b) to discard/weed (c) to leave in their existing location.

Design:

The list was input in class number order via the periodicals class cards. At the same time each line was given an alpha-numerical code to facilitate sorting in alphabetical order.

Contents:

alpha-numerical code, location and class no., title, holdings and space for notes.

Findings:

The initial setting-up was difficult and time consuming, requiring expert advice and guidance from our automation manager and the Computer Centre. The input of data was lengthy and time consuming.

However, unexpected benefits were reaped as follows:

- 1) the lists served as shelflists for the marking and checking of material in the stacks
- 2) the lists served as an alphabetical and class periodical catalogue for the new EDUCOM Library, which otherwise would not have any catalogue
- 3) the lists could be manipulated on the computer by means of additions to the alpha-numeric codes to show:
 - a) only the Cullen holdings - for use as a shelflist
 - b) only the current titles - for changing the kardex
 - c) the final location of the Library's education and commerce stock - for use by the EDUCOM, Cullen and Business School Libraries
 - d) an alphabetical or class list subdivided by size and location.
- 4) the lists are easily updated
- 5) the necessity for manually changing the catalogue cards fall away as the changes are being entered directly onto SABINET.

Written report not intended.

University of the Witwatersrand, Library: Miss D.L. Man.

92

TOEGANKLIKSTELLING VAN DIE SMITHSONIAANSE VERSAMELING. 1985+

Doel:

Om die Smithsoniaanse versameling bestaande uit amptelike publikasies van die VSA vir gebruik te aktiveer.

Ontwerp:

Onderzoek na snelste, mees ekonomiese wyse om besitsmeldings tot die SABINET-databasis te voeg sodat die dokumente via die interleningstelsel beskikbaar sal wees.

Skriftelike verslag word nie beoog nie.

Staatsbiblioteek: Mev. W. Schiel // mev. M.A. Botha.

93

ONDERSOEK NA SPESIALE VERSAMELINGS EN ONBEREIDE MATERIAAL IN DIE INSTI- TUTE EN AFDELINGS VAN DIE WNNR. 1978-1979

Die ondersoek is deur middel van 'n uitgebreide vraelys aan alle WNNR Institute begin. Ervare biblioteek-personeel het onderhoude met personeel in alle Institute gevoer ten einde die lys te voltooi. Dié persone is deur Instituut Direkteure aangewys en was soms die Direkteur self. Na die gegewens ge-in is, is hulle ontleed en daar is bevind dat daar 'n groot behoefte is aan 'n indeksering/herwinningstelsel vir sg. Instituutmateriaal wat nie normaalweg in die Biblioteek se katalogus verskyn nie. As gevolg hiervan is die SCIDOC stel programme ontwikkel vir die insleutel en redigering van data, asook die produksie van allerlei gedrukte indekse (titel, trefwoord, onderwerp, e.d.m.). Sodra genoeg data in die Instituut se databasis gesleutel is, is dit op STAIRS oorgeplaas vir intydse inligting soektogte.

Skriftelike verslag is opgestel.

WNNR, Nasionale Instituut vir Informatika: Mev. A. Erasmus.

94

MECHANICAL REPRODUCTION OF CATALOGUE CARDS, BOOK CARDS AND BOOK LISTS. 1985

The purpose of this study, and the subsequent implementation of a computerised system, was to programmatically reproduce catalogue cards, book cards and comprehensive book lists for the Natal Society Library.

A computer program was designed specifically to deal with the detailed cataloguing of material required by the library.

The program is menu-driven with six modules. Only the main entry of each item catalogued is entered, the program then generates all the added entries required and prints the necessary tracings.

Provision was made for free-style text and response to prompts, and the opportunity to revise any portion of the data as well as the facility to rectify any errors. Proof lists of material captured can be printed as well as book cards of the accumulated items and two kinds of book-lists, viz:

i) Lists of new accessions for all departments

ii) Legal Deposit lists

These are sorted into alphabetical author (or title) order for fiction, and Dewey classification order for non-fiction.

At the end of the month the program collects all the batches accumulated and copies them to archives on diskettes. This is in SAMARC format should the Library have a fully computerised system in the future, when all the Archive storage may quickly be re-opened to build the Database.

The most important result of this application is the efficiency of the cataloguing and printing process. A back-log of books build up over many years has been cleared in eighteen months and the Catalogue Department remains completely up-to-date.

Written report intended.

Natal Society Libray: Mrs S.S. Wallis.

95

COMPUTERISATION OF 16MM FILM CATALOGUE. 1986

Purpose:

To facilitate 1) retrieval of 16mm films by subjects and keywords and 2) updating of catalogue

Design:

Records entered on existing Magazine Indexing Program. Three print-outs: 1) Category (for browsing) 2) Title 3) Keyword/ subject heading.

Written report not intended.

Natal Provincial Library Services: Mrs M. Gray.

96

MIKROVERFILMING VAN KATALOGI. 1978

Besonderhede nie verstrek nie.

Verslag is opgestel (9 Maart 1978).

Universiteit van Pretoria, Biblioteekdiens: Mnr. R.E. Tönsing.

97

MIKROFILMING OF THE SHELF LIST. 1985-1986

Purpose:

To place the shelf list records at present filed in card catalogues onto microfilm, and thus create a permanent record of the State Library's stock for audit and control purposes;

To free the accommodation at present occupied by 10x30-drawer card catalogues.

Design:

Check shelf list against stock;

Create microfiche.

Written report not intended.

State Library: Mrs M.A. Botha.

98

**NAVORSINGSPROGRAM VIR ONTSLUITING VAN INLIGTINGBRONNE VIR GEESTESWETENS-
KAPLIKE NAVORSERS IN DIE RSA. 1984+**

Die doel met die projek is om 'n navorsingprogram oor die ontsluiting van inligtingbronne vir geesteswetenskaplike navorsers te formuleer ten einde optimale inligtingontsluiting vir hulle moontlik te maak.

Ontwerp:

- 1) Vasstelling van kriteria waaraan ontsluiting van inligtingbronne ten behoeve van geesteswetenskaplike navorsers behoort te voldoen (aan die van geïdentifiseerde inligtingbehoefte)
- 2) Toetsing van bestaande ontsluitingstelsels en vasgestelde kriteria
- 3) Ontwerp van navorsingprogram oor inligtingontsluiting.

Skriftelike verslag word beoog.

RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Mev. A. Ypenburg // dr. J.G. Meijer.

99

**DIE ONTWIKKELING VAN 'N STRUKTUUR EN INHOUD VIR GESAGSLÊERS VIR
SUID-AFRIKAANSE BIBLIOGRAFIESE BESKRYWING: GESAGSLÊERS VIR NAME,
MONOGRAFIESE REEKSE EN UITGEWERS. 1978+**

Besonderhede nie verstrekkend.

Verslag word beoog.

Staatsbiblioteek: Mev. J.E. Botha; mev. L. Clemitson; mev. A. Milner // mev. J.E. Botha.

100

**VOORSTELLE VIR ONDERWERPSGESAGSREKORDS VIR GEBRUIK MET DIE UNIVERSELE
DESIMALE KLASSIFIKASIE. 1979-1982**

Onderzoek is ingestel na die ontwerp van 'n gerekenariseerde stelsel waarin voorsiening gemaak word vir 'n uitgebreide UDK-stelsel en vir die produksie van 'n SWIK-indeks. In ondergenoemde verslag word die resultaat van hierdie ondersoek uiteengesit. In die verslag word 'n beskrywing gegee van 'n logies of konseptuele ontwerp in 'n gerekenariseerde onderwerpsontsluitingstelsel wat gebaseer is op die UDK. Steyn, G.J., Buter, A., Van Rooyen, E.J. en Schuster, A.C.. Voorstelle in onderwerpsgesagsrekords vir gebruik met die Universele Desimale Klassifikasie. Pretoria: Sentrum vir Wetenskaplike en Tegniese Inligting, WNNR, 1982. (SWTI verslag no. 51) ISBN 0 7988 2620 7.

Skriftelike verslag is gepubliseer.

WNNR, Nasionale Instituut vir Informatika: Mnr. G.J. Steyn; mej. A. Buter; mev. E.J. van Rooyen; mej. A.C. Schuster.

101

KLASSIFIKASIE VAN AMPTELIKE PUBLIKASIES (REGERINGSPUBLIKASIES). 1976

'n Klassifikasie sisteem is gesoek om 'n halfgeordende versameling "blouboeke" behoorlik te orden. Daar is besluit om die onderwerpshoofde soos gebruik in *Index to SA Periodicals* te gebruik.

Skriftelike verslag is saamgestel.

Universiteit van Port Elizabeth, Biblioteek: Mev. R. Benadie // mnr. J.C. Cronjé.

102

**PROPOSAL FOR A MACHINE-READABLE NAME AND TITLE AUTHORITY RECORD FOR CSIR
LIBRARY. 1979-1982**

A study was made of authority record system in use or being developed in Canada and the USA with a view to achieving greater control in a

computerise cataloguing system over headings and the reference structure of the catalogue. As a result of this study proposals were drawn up for the different types of machine-readable authority records suitable for use in an SAMARC-based library system. The proposed format is described in the report. It provides for authority records for names (personal, corporate/conference, family and publishers names) and titles proper, serial, uniform conventional titles) as well as for combined name/title, name/uniform title, name/uniform conventional title authority records and cross-references.

Publication details: Steyn, G.J. and Schuster, A.C. Proposal for machine-readable name and title authority records for CSIR library: logical format. Pretoria: Centre for Scientific and Technical Information, CSIR, 1982. (CSTI Report no. 52) ISBN 0 7988 2621 5.

Written report is published.

CSIR, National Institute for Informatics: Mr G.J. Steyn; Mrs I. van Niekerk; Miss A.C. Schuster.

103

GEREKENARISEERDE VERBALE ONDERWERPONTSLUITING VAN GEPUBLISEERDE INLIGTINGSBRONNE VIR 'N UNIVERSITEITSBIBLIOTEK. 1984-1987

'n Situasië-analise in die Biblioteekdiens van die Universiteit van Pretoria het getoon dat 'n oplossing gevind moet word vir die probleem van ontoereikende verbale onderwerpsontsluiting van boeke en ander gepubliseerde bronne in die Biblioteekdiens. Die ondersoek bestaan uit 'n literatuurstudie waarin gebruik gemaak word van navorsingsresultate om met oplossings ten opsigte van 'n bepaalde verbale onderwerpsontsluitingsmetode vorendag te kom. Daar word gevolglik eerder toegepaste, ekonomiese navorsing as fundamentele navorsing verrig. Benaans 'n literatuurstudie word empiriese navorsing ook gedoen. Inligting wat tydens die empiriese ondersoek ingewin is, is besonderhede in verband met die inligtingsbehoefte van verskillende gebruikersgroepe van 'n universiteitsbiblioteek; beginsels van onderwerpsontsluiting; riglyne vir verbale onderwerpsontsluiting van boeke en gepubliseerde bronne; 'n voorstel vir 'n moontlike verbale onderwerpsontsluitingsmetode wat in die Biblioteekdiens, Universiteit van Pretoria bedryf kan word en praktiese evaluering van voorgestelde onderwerpsontsluitingsmetode.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Biblioteekdiens en Departement Biblioteek- en Inligtingkunde: Mev. S. Marsh // mev. E. Langkilde; mev. S. Potgieter.

104

CATEGORIZATION SCHEME FOR ADULT FICTION. 1983

Purpose:

To facilitate browsing for categories e.g. suspense, romance, etc. by the fiction reader.

Design:

Mnemonic codes e.g. SUSP, ROM, etc.

Findings:

The scheme achieves its purpose well.

Written report not intended.

Natal Provincial Library Services: Mrs M. Gray.

105

SIMPLE CLASSIFICATION FOR JUVENILE BOOKS. 1984

Purpose:

To enable books for pre-school children to be found under pre-primary school themes e.g. colour, shapes, counting books etc.

Design:

Expandable scheme with one number before and one after the decimal point.

Findings:

The scheme is most useful for pre-primary teachers selecting books for their school.

Written report not intended.

Natal Provincial Library Services: Mrs M. Gray.

106

SHELF ORDER AND CLASSIFICATION SYSTEMS OF THE SOUTH AFRICAN LIBRARY FROM 1818 TO 1979. 1983-1986

Aim:

To record the numerous shelving systems presently and previously used at the South African Library, and to assess the effectiveness of each system.

Method:

To conduct a literature search for references to long-abandoned schemes of arrangement, to examine old stock to identify shelving marks, and to study the history and theoretical basis of the systems used.

Written report intended.

South African Library: Mr P.R. Coates.

107

ONDERSOEK NA DIE VERSAMELING EN ONTSLUITING VAN ILLUSTRASIE MATERIAAL DEUR DIE SA BIBLIOTEEK. 1985

Om ondersoek in te stel na die omvang en aard van die Biblioteek se illustrasiemateriaal en die wyse(s) waarop dit tot op datum ontsluit en beskikbaar gestel is; en om aan die hand van die indekseringsmetode wat tans vir die koerantfoto's uitgewerk is, 'n moontlike sisteem voor te stel waarvolgens hierdie materiaal georden en ontsluit kan word.

Belangrikste aanbeveling:

'n Selfstandige afdeling moet in die lewe geroep word vir die ordening en ontsluiting van illustrasiemateriaal.

Skriftelike verslag is saamgestel.

Suid-Afrikaanse Biblioteek: Mnr. K. Schoeman.

108

CURRENT SOUTH AFRICAN PERIODICALS = HUIDIGE SUID-AFRIKAANSE TYDSKRIFTE.

Proposed

Purpose:

To determine whether such a bibliography is desirable; to determine whether SABINET meets the need; to determine whether the production of this bibliography could be computerized.

Written report intended.

State Library: Mrs M.A. Botha.

109

REGISTER VAN BIBLIOGRAFIESE PROJEKTE. Voortdurend

Doel:

Om 'n register van bibliografiese projekte in Suider-Afrika saam te stel as ondersteunende middel in naslaandienste.

Ontwerp:

Alle moontlike opstellers van bibliografiese werk is geïdentifiseer; byv. institute, individue, universiteitsdepartemente;

Opstellers is d.m.v. 'n vraelys genader en versoek om tot die register by te dra;

Opvolgwerk is gedoen;

Response is verwerk en op 'n kaartstelsel bygehou deur deurlopende opvolgskakeling.

Skriftelike verslag word nie beoog nie.

Staatsbiblioteek: Mev. M.A. Botha.

110

REGISTER OF SOUTH AFRICAN CONFERENCES. Continuous

Purpose:

to compile a register of conferences, symposia, seminars etc. held in South Africa.

Design:

utilisation of present accessions infrastructure, e.g. legal deposit section, to obtain copies of conference papers, handouts etc.;

registration of conferences, etc.;

registration of resultant publications, whether as conference proceedings or as individual articles in journals, etc.

Written report not intended.

State Library: Mrs E. van Niekerk // Mrs M.A. Botha.

111

PROSPOSALS FOR EXTENDING PISAL. PART 1. 1980

To establish whether identification of unique titles in the PISAL union list would be facilitated by the inclusion of CODEN and/or ISSN. The background to and format of CODEN and ISSN are discussed, and by whom the codes are assigned and validated. Both codes are evaluated. The report commends the inclusion of both codes in PISAL to facilitate retrieval and verification of titles.

Classification of serials to provide subject access in the union list is investigated and evaluated. The report finds that classification would facilitate retrieval especially when specific titles are unknown or only one title on a given subject is known. The report recommends that DDC be used.

Written report is compiled.

CSIR, National Institute for Informatics: Mrs G. Rautenbach.

112

PROPOSALS FOR EXTENDING PISAL. PART 2. 1980

This report establishes whether PISAL in its present format could be reformatted programmatically to SAMARC. The main entry, numbering and notes fields are examined and compared with the corresponding SAMARC fields. Findings are that PISAL records are not formatted with sufficient rigidity for reformatting into SAMARC fields, and that, therefore, alternative solutions for retrospective conversion will have to be found. The report also investigates whether the International Target Audience

Code (ITAC) should be used by PISAL. Background to ITAC is provided, and the codes are described in detail. ITAC might be useful for book retrieval, but is found to be unsuitable for serials. In addition, assigning of the codes will be very time consuming. It is recommended that ITAC not be adopted for PISAL.

Written report is compiled.

CSIR, National Institute for Informatics: Mrs G. Rautenbach.

113

PRODUKSIE VAN DIE VYFDE UITGAWE VAN DIE "DIRECTORY OF SOUTHERN AFRICAN LIBRARIES." Voorgestel 1987

Doel:

Om die *Directory of Southern African Libraries* op te dateer.

Ontwerp:

Verifikasie van bestaande inskrywings, toevoeging van nuwe inligting, publikasie en bemerking.

Skriftelike verslag word beoog.

Staatsbiblioteek: Mev. V. du Plessis.

114

PUBLICATION OF SANB CUMULATIONS. Proposed

Purpose:

To investigate the feasibility of publishing 5-yearly and/or 10-yearly cumulations of the SANB.

Design:

To assess the need for cumulations of the SANB; to monitor the transfer of all SANB records to a single database, which is a prerequisite for cumulation; to determine costs of various output media.

Written report intended.

State Library: Miss B.C. Kellermann // Mrs J.E. Botha:

115

DIE ONTWIKKELING VAN 'N GEREKENARISEERDE SUID-AFRIKAANSE NASIONALE BIBLIOGRAFIE (1926-1958) VOLGENS MARC-FORMAAT. 1978

Besonderhede nie voorsien nie.

Verslag is opgestel.

Staatsbiblioteek: Mev. J.E. Botha; mev. J.E. Badenhorst; mej. I. Horn // mev. J.E. Botha.

116

DIE ONTWIKKELING VAN 'N GEREKENARISEERDE GESAMENTLIKE KATALOGUS VAN MONOGRAFIEË VIR SUIDER-AFRIKA. 1978+

Besonderhede nie verstrek nie.

Verslag word beoog.

Staatsbiblioteek: Mev. J.E. Botha

117

TRANSFER OF SOUTH AFRICAN NAME AUTHORITY RECORDS TO SABINET. 1985+

Purpose:

To make authoratative forms of names available for use online by SABINET members.

Content:

The project involves the manual input of South African names from print-outs of the inhouse authority file.

Written report not intended.

State Library: Mrs J.E. Botha // Mrs L. van Graan.

118

TRANSFER OF RETROSPECTIVE AND CURRENT SANB MACHINE-READABLE RECORDS TO SABINET. 1986+

Purpose:

To make the SANB records available on SABINET for use by members.

Design:

The records which are available in an outmoded format will be fed through conversion programs and then edited manually online before a magnetic tape is compiled in the local exchange format, SAMARC, for regular delivery to SABINET.

Written report not intended.

State Library: Miss B.C. Kellermann.

119

INPUT OF PRE-1971 JOINT CATALOGUE RECORDS ON TO SABINET. Proposed

Purpose:

To assess the need for the transfer of old, pre-1971 JC records to SABINET, and to investigate means of doing it.

Design:

A questionnaire will be sent to libraries that are members of interlending; partial transfer of literature, for example, and other compromises will be investigated; methods for the input of the records (catalogue cards on microfiche) will be investigated.

Written report intended.

State Library: Mr J. Loubser.

120

TRANSFER OF RSANB TO SABINET. 1986+

Purpose:

To make RSANB records available for use by SABINET members.

Design:

Programs are being written to enable the creation of a magnetic tape from data stored on the inhouse system. Once these are completed the tape will be delivered to SABINET for input into their database.

Written report not intended.

State Library: Mr J. van Zyl // Miss T. Iding.

121

TRANSFER OF CATALOGUE RECORDS FOR OFFICIAL SOUTH AFRICAN PUBLICATIONS TO THE ONLINE SYSTEM. 1985+

Purpose:

To provide a complete catalogue online of South African official publications

Design:

As new items of serial publications are received, the full series is withdrawn from the shelves and entries for each title change made on the inhouse system;

Monographs are catalogued online as and when time and staff permit;

To enter records for items that have ceased publication.

Written report not intended.

State Library: Miss R. Stoker // Mrs M.A. Botha.

122

TRANSFER OF EXISTING JOINT CATALOGUE MARC RECORDS TO SABINET. 1984+

Purpose:

To provide access to all JC holdings for material added since 1971 and to enable a fiche output of the full JC once again.

Design:

Records are first matched with existing ISBNs on SABINET. The residue of items for which hits are not obtained, as well as items without ISBNs, are then matched by means of search keys. Manual editing of multiple hits follows.

Written report intended.

State Library: Miss T. Iding // Mr J. Loubser.

123

EDITING AND UPDATING OF DOBIS OUTPUT PROGRAMS FOR THE PRODUCTION OF SANB ONLINE. 1986+

Purpose:

To enable the production of the SANB to switch from the outdated batch-mode to the online method.

Design:

Existing programs used for the RSANB will be upgraded with particular attention being paid to the alphabetical index.

Written report intended

State Library: Mr J. van Zyl // Miss T. Iding.

3 INFORMATION RETRIEVAL AND REFERENCE

Entries 124-152

124

MARKSEGMENTASIE AS 'N METODE VIR DIE IDENTIFISERING VAN INLIGTINGSBEHOEFTE S BY DIE ONTWIKKELING VAN BIBLIOTEKÊRE VERWYSINGSDIENSTE IN DIE TECHNIKON OVS. 1986-1988

Bibliotekêre verwysingsdienste aan tegnoloë moet aanpas by die vinnig ontwikkelende tegnologie. Marksegmentasie word as 'n metode vir die identifisering van tegnoloë se inligtingsbehoefte s ondersoek.

Ontwerp:

- 1 Agtergrond en begrippe
 - 2 Verantwoording van toegepaste metodes (literatuurstudie en vraelyste)
 - 3 Marksegmentasie as metode vir die identifisering van benuttersgroepe
 - 4 Marksegmentasie as metode vir die identifisering van inligtingsbehoefte s
 - 5 Die stand van bibliotekêre verwysingsdienste aan SA Technikons
 - 6 Die aanpassing van verwysingsdienste
 - 7 Samevatting en aanbevelings.
- Skriftelike verslag word beoog.
Technikon OVS: B.J. Erasmus.

125

VAKREFERENTE SE VASSTELLING VAN NAVORSERS SE INLIGTINGBEHOEFTEPROFIELE. 1985-1987 Doel:

Om die huidige praktyk van vakreferente se vasstelling van inligtingbehoeftepeile van hul gebruikers (navorsers) te ondersoek, ten einde "suk-

sesse" en moontlike leemtes te identifiseer en sodoende 'n bydrae tot die kennis op hierdie gebied te maak en verdere navorsingstemas te identifiseer.

Ontwerp:

- Literatuurstudie;

- Gestruktureerde onderhoudvoering met:

a) teikengroep navorsers

b) teikengroep vakreferente wat verantwoordelik is vir die inligtingdiens aan die navorsers in (a) genoem.

Skriftelike verslag word beoog.

RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Mev. M. du Preez.

126

DIE LEWERING VAN EKSTERNE REKENAARMATIGE INLIGTINGSDIENSTE BY SUID-AFRIKAANSE UNIVERSITEITSBIBLIOTEKE. 1985

Die doel was om inligting in te samel oor die lewering van hierdie dienste by ander universiteitsbiblioteke. 'n Vraelys is uitgestuur om te bepaal: watter biblioteke lewer hierdie diens; wie voer soektogte uit; die omvang daarvan; finansiering; verskaffers wat gebruik word; aan watter gebruikers word diens gelewer; opleiding; dokumentlewering, ens. Nege universiteitsbiblioteke lewer hierdie diens, meer retrospektiewe soektogte as SDI, biblioteekpersoneel doen soektogte, finansiering verskil.

Skriftelike verslag is saamgestel.

Universiteit van Stellenbosch, Biblioteekdiens. ERI-komitee: Mev. E. Taylor.

127

REKENAARMATIGE INLIGTINGDIENSTE (EKSTERN). 1977-1978, 1981+

1. Gebruik van eksterne rekenaarmatige inligtingdiens: rol van die Biblioteekdiens (17 Apr. 1977).

2. Die rol van die universiteitsbiblioteek in die benutting van eksterne rekenaarmatige inligtingdiens; enkele ondersoek- en beleidsdokumente.

a) Verslag oor 'n literatuurstudie (mev. J.M. Cilliers. Des. 1977)

b) Verslag oor 'n behoefteopname (mev. J.M. Cilliers. Aug. 1978)

3. Gerekenariseerde inligtingontsluitingsisteme - vorderingsverslag (prof. J.A. Boon, 1981).

4. Gebruik van eksterne rekenaarmatige inligtingdiens - terugvoering vanaf die gebruiker (17 Maart 1982).

5. Verslag in sake indiensopleiding ten opsigte van direkte eindpuntskakeling met eksterne rekenaarmatige inligtingdiens - 'n literatuurstudie (mnr. T.B. van der Walt. 5 Aug. 1982).

6. Vooraf berging van soektogte (mnr. R.E. Tönsing. 1982).

7. Kort handleiding vir vooraf berging van soekstrategie op die HP 2621 P-eindpunt vir DIALOG-soektogte (mnr. R.E. Tönsing. 17 Apr. 1984).

8. SAPONET-skakeling vir eksterne rekenaarmatige inligtingdiens (ERID). (Mev. A.L. van der Merwe. 1983).

9. Verslag oor die bywoning van die 8ste "international online meeting" in London van 4-6 Des. 1984 (mnr. R.E. Tönsing. 14 Feb. 1985).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mnr. R.E. Tönsing.

'N ONDERSOEK NA EN EVALUERING VAN PROGRAMMATUUR OM EKSTERNE DATABASISSE MET BEHULP VAN DIE MIKROREKENAAR TE DEURSOEK. 1984-1985

Die mikrorekenaar word in toenemende mate as intelligente eindpunt met interaktiewe databasismakelaars ingespan. Geskikte programmatuur word egter benodig indien 'n mikrorekenaar gebruik word. Die intelligente eindpunt hou talle voordele vir die gebruiker daarvan in: 'n soekstrategie kan doeltreffender beplan en met minder foute uitgevoer word en 'n groot mate van kommunikasietyd word bespaar wat op sy beurt die databasis- en kommunikasiekoste beduidend laat afneem. Soekstrategieë kan uittyds saamgestel en data kan vanaf 'n databasis gekopieër word. Verder kan teksredigering van die soekresultaat uitgevoer word, databasisintegrering kan plaasvind en die herverpakking van inligting word vergemaklik. Die aard van beskikbare programmatuur verskil egter van mekaar na aanleiding van gehalte, toepasbaarheid, hanteerbaarheid en koste. Die betroubare evaluering van programmatuur is dus 'n proses wat met sorg uitgevoer behoort te word. Weinig kriteria bestaan egter nog waarvolgens sodanige vergelyking kan plaasvind. Hierdie projek poog dus om 'n raamwerk van kriteria op te stel om verskillende programme betroubaar met mekaar te kan vergelyk. 'n Literatuurondersoek word uitgevoer om sover moontlik 'n volledige lys van bestaande programme saam te stel. Enige gebruikevaluering oor die funksionering van spesifieke programme word ook bestudeer. 'n Voorlopige stel kriteria word vervolgens opgestel en daarna op 'n paar tipiese programme toegepas. Die voorlopige kriteria word dan na aanleiding van die resultaat aangepas en gefinaliseer.

Skriftelike verslag word beoog (dele reeds gepubliseer).

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde:
Prof. P.A. van Brakel.

DIE IMPLIKASIES VERBONDE AAN DIE VERSKAFFING VAN 'N SELEKTIEWE DISSEMINASIE VAN INLIGTING (SDI)-DIENS DEUR DIE RGN AAN DIE GEESTESWETENSKAPLIKE NAVORSERS VAN SUID-AFRIKA MET BEHULP VAN BIBLIOGRAFIESE MAGNEETBANDLEËRS. 1975-1976

Doel:

Om die implikasies te ondersoek van die moontlike inwerkingstelling van 'n gerekenariseerde SDI-diens deur die RGN.

Ontwerp:

Literatuurondersoek; vraelysopname; vergelyking van hand- en rekenaarsoektogte; gesprekke met gebruikers van bestaande SDI-dienste; koste ondersoek.

Inhoud:

'n Kort historiese oorsig oor SDI is verskaf en die kenmerke van 'n SDI-diens is beskryf. Beskikbare magneetbanddienste wat vir SDI in die geesteswetenskappe gebruik kan word, is bespreek. Die resultate van 'n landwyse behoeftebepaling, 'n vergelyking tussen hand- en rekenaarsoektogte en 'n ondersoek na ide gebruiksfrekwensie van bepaalde tydskriftitels, is bespreek. 'n Volledige kostebepaling van 'n moontlike SDI-diens is gedoen.

Bevindinge en aanbevelings:

Daar is bevind dat die inwerkingstelling van 'n SDI-diens deur die RGN uitvoerbaar en wenslik is. 'n Sestal aanbevelings oor die implementering van die diens, is gemaak.

Skriftelike verslag is saamgestel.

RGN, Sentrum vir Biblioteek- en Inligtingsdienste: Prof. P.A. van Brakel
// mnr. J. Fourie.

131

EVALUATION OF AN ALTERNATIVE RETRIEVAL SYSTEM FOR USE IN LARGE DATABASES - DOCU/MASTER. 1984

An extended evaluation period of 8 weeks involved the resources of five different groups of CSIR staff. Aspects that received detailed attention were user requirements, training requirements, system requirements, personnel time and costs involved, the actual cost of the system and whether there would be any saving in computer storage as a result of the implementation of a new retrieval system. After a very thorough weighing up of all the features of the existing system with those of the proposed system it was found that a change could not be recommended.

Written report is compiled.

CSIR, National Institute for Informatics: Mrs A. Erasmus; Mr A. Buitendag.

132

STAATSBEHEERDE ELEKTRONIESE DATABASISSE EN DIE ONDERLINGE BENUTTING DAARVAN DEUR DIE OWERHEIDSEKTOR. 1985-1987

Die doel is om vas te stel watter elektroniese databasisse in staatsdepartemente bestaan, asook die kenmerke, voorkoms en toeganklikheid daarvan. Ook om te bepaal of wedersydse gebruik van die databasisse (i) plaasvind, (ii) 'n behoefte aan wedersydse gebruik bestaan, (iii) of die databasisse hulle daartoe leen en (iv) of groter benutting bewerkstellig kan word. Die ondersoek word gedoen deur middel van 'n literatuurstudie, 'n vraelys en gestruktureerde onderhoude.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde: Mnr. M. Swanepoel // prof. P.A. van Brakel.

133

EKSTERNE REKENAARMATIGE INLIGTINGSDIENSTE IN UNIVERSITEITSBIBLIOTEKE: BESKIKBAARSTELLING AAN BIBLIOTEEKGEBRUIKERS. 1986

'n Ondersoek word beoog om vas te stel of eksterne rekenaarmatige inligtingdienste aan biblioteekgebruikers beskikbare gestel moet word. Aandag sal onder andere aan die volgende faktore geskenk word:

- watter biblioteekgebruikers die diens kan of behoort te gebruik (byvoorbeeld slegs nagraadse studente en dosente)

- wie verantwoordelik sal wees vir die kostes verbonde aan ondersoeke (die biblioteek of die gebruikers)

'n Literatuuroorsig en navrae by ander Suid-Afrikaanse universiteitsbiblioteke word beoog.

Skriftelike verslag word beoog.

Universiteit van Port Elizabeth, Biblioteek. Navorsingseenheid vir Bestuursinligting: Mnr. H.J. Oosthuizen.

134

UITVOERBAARHEIDSTUDIE EN TOETSING VAN DIE EFFEKTIEWITEIT VAN DIE KWORUM FUNKSIE SOEKTOGTE VIR INTERAKTIEWE SOEKTOGTE. 1985

1. Uitvoerbaarheid van die kworum funksie soekstrategie word ondersoek. Die soekstrategie is deur Cleverdon voorgestel en lewer klaarblyklik beter resultate as Boolse soektogte. Die effektiwiteit van dié soekstrategie se vermoë om relevansieordening te doen word met tien werklike soekvrae getoets.

2. Programmatuur is ontwikkel om die soekstrategie op 'n mikrorekenaar met behulp van die Inmagic mikrorekenaarstelsel uit te voer.

Skriftelike verslag word beoog.

Randse Afrikaanse Universiteit, Departement Biblioteek- en Inligting-
kunde: Mnr. J. van Wyk.

135

**REPORT ON A VISIT TO THE TRANSVAAL FROM 1-3 MAY 1985 TO INVESTIGATE THE
MANAGEMENT OF ONLINE SERVICES. 1985**

Purpose:

To examine different styles of 'online management' in order to streamline the online service at UCT Libraries.

Design:

A questionnaire was designed and interviews were conducted on tape. A cross-section of institutions was chosen, from pure research to business.

Content:

A. Context - number of staff/searchers etc.

B. User profile.

C. Searchers - how they are chosen, full-time or part-time, etc.

D. Clerical tasks - who does the invoicing, keeps statistics, etc.

E. General - marketing, demonstrations, equipment, etc.

Results:

A more comprehensive system of record-keeping was instituted, allowing for more efficient monitoring of the service and of individual searches. Online training workshops were instituted and training generally enhanced.

Written report is compiled.

University of Cape Town, Libraries: Mr P. Meyer.

136

REPORT ON CHARGING FOR ONLINE SEARCHES AT UCT LIBRARIES. 1985

Purpose:

To propose a system of charging for subsidized searches, which would be flexible enough to allow for changes in search costs as well as be easy to administer.

Design:

Different options were explored, with their advantages and disadvantages. One option was then recommended as most suitable.

Content:

A. Sources of costs in online searching

B. Charging systems in general - flat rate and variable rate systems.

C. Charging systems as used at UCT Libraries

D. Recommendations for changes

Recommendations:

The flat rate system was chosen as easiest to administer. A formula was proposed which included all the variable costs, allowing for price lists to be changed as necessary. The formula would be entered on the Lotus 1-2-3 program to make the compilation of new price lists easy, as factors such as the exchange rate varied to any appreciable extent.

Written report is compiled.

University of Cape Town, Libraries: Mr P. Meyer.

137

CHROMATOGRAFIE: INLIGTINGDIENS. 1976

Gerekenariseerde Gas-Chromatografiese inligtingdiens van Preston.

Verslag is opgestel (15 Maart 1976).

Universiteit van Pretoria, Biblioteekdiens: Mnr. R.E. Tönsing.

138

HEALTH EDUCATION RESOURCE CENTRE. 1985-1986

Comprehensive health services in Pietermaritzburg and surrounding districts are offered by various authorities.

Limited finances effecting each of these authorities precludes the establishment of their own professional libraries with all the resources to provide the "back-up" necessary to the work of the health educators.

It would seem therefore that lack of sufficient equipment and material, which is an integral part of their work, severely limits the effectiveness of the promotion of health in the community.

Research is presently being undertaken to establish a central Resource Centre.

It is obvious that all the authorities involved in health care in the community have the same needs. If the various authorities were able to combine their resources and finance, a professional and efficient library could provide all their requirements with the financial burden shared amongst them.

Written report intended.

Natal Society Library: Mrs S.S. Wallis.

139

BUSINESS INFORMATION SERVICE. 1985+

In early 1985 it was decided to investigate and start an information service to the small business men of Pietermaritzburg. I carried out a literature search. The initial contact was made at a Small Business Seminar which was held under the auspices of the Chamber of Commerce. Response from this was slow in coming. I made direct contact with some of the Central Business District traders. The service will take the form of an S.D.I. service. Journals will be scanned as well as indexes. Customers will also be alerted to new books of interest. As this service has only just started no feedback has as yet been received.

Written report not intended.

Natal Society Library: P.A. Stabbins.

140

FEASIBILITY OF ESTABLISHING AN INFORMATION CENTRE. 1985-1986

Research is being undertaken into the possibility of establishing an information centre in the Library. This will be done in conjunction with the various service organisations in Pietermaritzburg. The telephone and enquiry desk will be manned by volunteer helpers who will receive the necessary training.

This service will be for information only and will not attempt to compete with Life Line of similar services.

The type of information envisaged will encompass enquiries about social services to simple queries about where to hire a wheel chair etc. At present no such service exists in Pietermaritzburg and it will fill a very important need in the community.

Written report intended.

Natal Society Library: Mrs S.S. Wallis.

141

COMMUNITY INFORMATION SERVICE. 1986+

A new branch of the Natal Society Library is due to open late in 1986. This branch will serve an area where users will be semi-literate or newly literate. The area already has a very active ratepayers association. I am looking into ways that the Reference Department of the Branch will be of use to these people. The type of information envisaged will be coping materials as well as community services such as "how to fill in forms," "How to claim unemployment benefits" etc. Nothing definite has been done in this area but surveys and contact with the people in the area will play a large part.

Written report not intended.

Natal Society Library: P.A. Stabbins.

142

REFERENCE LIBRARY USAGE. 1984

Purpose was to gain some indication of the extent and nature of use of the Reference Library, how large a population area was being drawn to the library, and for what purpose. i.e. study space only or to use materials. Only basic numerical analysis has been done

Findings:

Usage survey October - November 1984

Total number of respondents 4553

First time respondents

A to browse or read magazines } 187

B to visit Music Library

C study without use of Library items 754

D to use Library materials 1332

purposes D &/or C + other 115

Repeat respondents

A to browse or read magazines } 478

B to visit Music Library

C study without use of Library items 1005

D to use Library materials 558

purpose D &/or C + other 266

Written report not intended.

Durban Municipal Library: Mr M.R. Barbour.

143

A STUDY OF CATALOGUE USE IN THE UNIVERSITY OF TRANSKEI LIBRARY. 1985-1986

It is the main aim of this study to identify those parameters which bear most directly on the ease or difficulty of catalogue use in the UNITRA library. The catalogue will be analysed in terms of functional patterns - i.e. whether the catalogue meets the demands made on it by its users and the adequacy with which it meets these demands will be measured. It will also endeavour to learn some important facts about the use of the catalogue by the staff and students at UNITRA and draw conclusions from these facts as to the usefulness of the existing catalogues and cataloguing policies: This will enable the researcher to offer suggestions where warranted, and make recommendations concerning the effectiveness and the efficiency of this library service.

Written report intended.

University of Transkei. Department Library and Information Science: Ms S.V. Msomi.

144

VAKBIBLIOTEKARISSTELSEL. 1980

Inisiëring en uitbreiding van die vakbibliotekarisstelsel.

Verslag is opgestel. *Verslagreeks* nr. 4, Julie 1980.

Universiteit van Pretoria, Biblioteekdiens: Mev. A.M. Dippenaar; mej. A. Pienaar // mej. A. Pienaar; prof. E.D. Gerryts.

145

A SURVEY OF THE EXPENSIVE PUBLICATION SERVICE AT THE STATE LIBRARY. 1986

Purpose:

To determine the interest in and use made of the service.

Findings

- 1) The present limit of R150 is inadequate;
- 2) Many libraries are no longer interested in participation;
- 3) A number of major libraries are prepared to send copies of orders, but do not want to receive the cards of other libraries;
- 4) Libraries do not refer to it regularly, and many purchase material even though it may already have been ordered by other nearby libraries.

Recommendations:

- 1) That the limit of R150 be increased;
- 2) That the possibility of continuing with the aid of SABINET be investigated.

Written report is compiled.

State Library: Mrs C. Nowacki-Chmielowic // Mrs M.A. Botha.

146

**BIBLIOGRAPHY OF FOREIGN PUBLICATIONS ABOUT SOUTH AFRICA. (BSA) =
BIBLIOGRAFIE VAN BUITELANDSE PUBLIKASIE OOR SUID-AFRIKA. (Proposed)**

Purpose:

To investigate the feasibility of producing the BSA from records obtained from SABINET.

Design:

Investigate feasibility of producing the BSA by means of DOBIS from records obtained from SABINET.

Written report intended.

State Library: Mrs J.E. Botha.

147

DIE BENUTTING VAN VIDEOTEX DEUR DIE UNIVERSITEITSBIBLIOTEK. 1983-1985

Die doel van hierdie studie is om te bepaal hoe videotex optimaal deur die universiteitsbiblioteek benut kan word en riglyne vir sodanige implementering op te stel. Die huidige doel en funksies van die universiteitsbiblioteek word bepaal asook watter van hierdie funksies d.m.v. videotex ondersteun kan word. Die huidige videotextegnologie en bestaande stelsels word bestudeer en moontlike toepassing geïdentifiseer. Die studie bestaan uit 'n empiriese komponent om sekere toepassings op die Beltel videotex-diens te illustreer.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde:
Mnr. J.R. Pienaar // prof. P.A. van Brakel.

148

APPLICATION OF BELTEL TO COMMUNICATE WITH STUDENTS. 1986

Use Beltel from various centers (Johannesburg, Pietermaritzburg + Bloemfontein). The University will put terminals there at its own expense. Students may use these to request material from the library.

Written report is compiled.

University of South Africa, Sanlam Library: Mr J.P. Genot.

149

TOEPASSINGSMOONTLIKHEDE VAN BELTEL AS VIDEOTEX-DIENS IN 'N UNIVERSITEITSBIBLIOTEK. 1984-1987

Die implementering van videotex-stelsels deur biblioteke en inligtingsdienste geniet toenemende aandag in die buiteland. Daar word verwag dat die tendens ook in Suid-Afrika sal toeneem. Die toepassingsmoontlikhede van so 'n stelsel word dus tydens hierdie projek bepaal waarna die implikasies van die toepassing daarvan deur die universiteitsbiblioteek ook vasgestel sal word. Die navorsing bestaan uit 'n literatuurondersoek waar veral bepaal sal word wat videotex is, hoe dit ontwikkel het en hoe dit deur biblioteke en inligtingsdienste toegepas kan word. Gegewens oor hierdie toepassings is nog beperk en heelwat empiriese navorsing sal uitgevoer moet word. 'n Aantal tipiese toepassings deur die universiteitsbiblioteek sal met behulp van Beltel gesimuleer word. Daarna sal riglyne neergelê word vir die toepassing van so 'n diens aan die universiteitsbiblioteek.

Skriftelike verslag word beoog.

Universiteit van Pretoria. Biblioteekdiens en departement Biblioteek- en Inligtingkunde: Mnr. J.R. Pienaar // prof. P.A. van Brakel; mev. S. Potgieter.

150

FEASIBILITY OF DIALOG/AND/OR BELTEL TERMINAL FOR SOUTH AFRICAN LIBRARY. 1985

- Likely usage (Reference regard it as unlikely that there will be enough demand to justify acquiring Beltel equipment until Beltel is operating satisfactorily)

- Technical problems (Suppliers are not at present able to supply one modem which caters for both DIALOG and BELTEL (Bell, CITT))

Conclusion:

Shelved because -

a) Usage likely low, for both Dialog and Beltel

b) Cost of two modems

c) Unsatisfactory if constant switching from one modem to another is necessary

- The possibility will be re-considered in the future.

Written report is compiled.

South African Library: Mr N.J. Prinsloo.

151

THE BELTEL SYSTEM AS A MEANS OF DISSEMINATING SCIENTIFIC AND TECHNICAL INFORMATION. 1982

The investigation was cancelled in March 1984. The use of videotex for information transfer and for training continues to be monitored. The investigation may be re-instated at a later date.

Written report is compiled (restricted).

CSIR, National Institute for Informatics: Mr N. Spicer.

152

APPARATUUR EN PROGRAMMATUUR VIR SKAKELING MET EKSTERNE REKENAARMATIGE IN- LIGTINGSDIENSTE. 1984-1987

A. Apparaat vir skakeling met eksterne rekenaarmatige inligtings-
dienste:

Verskillende soorte eindpunte om eksterne databasisse te deursoek is tans in die handel beskikbaar. Dit is belangrik om voortdurend op die hoogte te bly met alle nuwe eindpunte en eindpunttoerusting wat verskyn. Inligting in verband met die kenmerke, koste, aanpasbaarheid, voor- en nadele van alle moontlike eindpunte word benodig. Die kommersiële pers word op 'n deurlopende basis dopgehou vir inligting in verband met enige nuwe tendense en apparatuureienskappe wat na vore mag tree. Demonstrasies word gereël om die funksionering van nuwe apparaat persoonlik te evalueer.

B. 'n Ondersoek na en evaluering van programmatuur om eksterne databasisse met behulp van die mikrorekenaar te deursoek:

Die mikrorekenaar word in toenemende mate as intelligente eindpunt met interaktiewe databasismakelaars ingespan. Geskikte programmatuur word egter benodig indien 'n mikrorekenaar gebruik word. Die aard van beskikbare programmatuur verskil egter van mekaar na aanleiding van gehalte, toepasbaarheid, hanteerbaarheid en koste. Die betroubare evaluering van programmatuur is dus 'n proses wat met sorg uitgevoer behoort te word. Weinig kriteria bestaan egter nog waarvolgens sodanige vergelyking kan plaasvind. Hierdie projek poog dus om 'n raamwerk van kriteria op te stel om verskillende programme betroubaar met mekaar te kan vergelyk. 'n Literatuurondersoek word uitgevoer om sover moontlik 'n volledige lys van bestaande programme saam te stel. 'n Voorlopige stel kriteria word vervolgens opgestel en daarna op 'n paar tipiese programme toegepas. Die voorlopige kriteria word dan na aanleiding van die resultaat aangepas en gefinaliseer.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Biblioteekdiens en Departement Biblioteek- en Inligtingkunde: Mej. M. Brassel; mev. E. Kruger; prof. P.A. van Brakel // prof. P.A. van Brakel; mev. S. Potgieter.

4 DOCUMENT DELIVERY

Entries 153-189

4.1 POLICY, RULES AND REGULATIONS

153

LEENVOORWAARDES: DOSENTE.

By herevaluasie van die leenvoorwaardes aan dosente, is behoefte gevoel aan inligting oor leenvoorwaardes wat by ander KUH-universiteite geld. Inligting is per teleks ingewin en getabelleer. Die mees algemene leentydperk het geblyk 'n semester te wees met die aantal items onbeperk. Skriftelike verslag is saamgestel.

Universiteit van Port Elizabeth, Biblioteek: Mnr. J.C. Cronjé.

154

CENSORSHIP AND ACADEMIC FREEDOM AND THE UNIVERSITY LIBRARY. 1983+

Purpose:

- 1) To assess the impact of censorship on academic research and the contribution a university can make to the attainment of a just society in a liberated South Africa
- 2) To identify the role of the librarian in the subversion of academic freedom
- 3) To discuss the possible response of the university

Design:

Research has so far been based on secondary services identified via a literature search; and a questionnaire sent to 205 arts and social lecturers at the University of Natal.

Written report is published.

University of Natal (Pietermaritzburg), Library: Mr C.E. Merrett.

155

OUTEURSREGWET. 1982

Die biblioteek en die outeursregwet, Wet 98 van 1978 soos gewysig, asook toepaslike regulasies.

Verslag is opgestel, *Verslagreeks* nr. 7, Aug. 1984.

Universiteit van Pretoria, Biblioteekdiens: Mnr. P.D. de Kock.

4.2 C I R C U L A T I O N C O N T R O L

156

THE ISSUE AND RETURN SYSTEM OF THE MEDUNSA LIBRARY. 1985

The issue and return system of the Medunsa Library has been changed to an adapted Newark system.

Each book has two cards with essential details of the book. When borrowing a book, a user signs his name on the one card and prints it on the other. The due date is stamped on both cards and in the book. One card is filed behind the user's library registration card and the other according to call number

The new system eliminates the writing out of the issue cards by the user and saves time. The changeover was a major project as two cards had to be typed for approximately 30 000 items of library material. Book pockets were pasted into each book and attached to the audio-visual material.

The typing and pasting project was begun in August 1985 with five typists. The typed cards were thoroughly checked against the books.

The new system will be fully implemented in January 1986.

Written report not intended.

Medical University of Southern Africa, Library Services: Miss L. Grobler.

157

REKENARISERING: LEENDIENS. 1980-1983

1) Kort notas oor vereistes vanaf LIBIS ten opsigte van gebruikers-identifikasie-kaarte (mnr. R.E. Tönsing. 11 Nov. 1980).

2) Aanbevelings met betrekking tot die rekenarisering van die leendiensfunksie met spesiale verwysing na LIBIS (mnr. Von B. de V. Otto, mnr. R.E. Tönsing. Jul. 1981).

3) Identifikasiekaart vir geregistreeerde biblioteekgebruikers in 'n gerekenariseerde uitleenstelsel (mnr. R.E. Tönsing. 1981?).

- 4) Gebruik van studente-/personeelnommer as LIBIS-lenersnommers (mnr. R.E. Tönsing. 19 Apr. 1982).
- 5) Aanwysings ten opsigte van LIBIS-leenprosesse tydens rekenaaraftye (mnr. R.E. Tönsing. 31 Aug. 1982).
- 6) Lys van sake wat die implementeringsdatum van die DOBIS/LIBIS-leenfunksie beïnvloed (mnr. S. Geyer, mnr B. de V. Otto, mnr. R.E. Tönsing, mnr. A. Roberts, mnr. C.E. van Zyl.
- Verslae is opgestel.
- Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mnr. R.E. Tönsing; mnr. B. de V. Otto.

158

COMPUTERISED BASED CIRCULATION SYSTEM. 1985

System developed for SA Library's needs only (i.e. Reference Library - items not taken out of Library)

- not implemented yet, only tested in simulation exercise
- awaiting hardware
- records kept of transaction (lending of an item)
- returned items checked-in in batch-mode
- report printed, listing outstanding items and statistical analysis of daily activity and types of items requested.

Written report not intended.

South African Library: Mr N.J. Prinsloo.

159

COMPUTERISATION OF REGIONAL ISSUE SYSTEM. 1986+

Purpose:

To eliminate card filing and facilitate special requests and stocktakings.

Design:

Bar coded books issued and returned via light pen. Online data base.

Written report intended.

Natal Provinsial Library Services: Mrs M. Gray.

160

FEASIBILITY OF COMPUTERISING CIRCULATION CONTROL. 1983

Investigation by Town Treasurer's department of cost effectiveness of computerising issue at the central library. Investigation found that computerisation would be cost effective.

Recommended that computerised circulation be implemented.

Written report is compiled.

Pinetown Public Library: Mrs H. Kaplan.

161

ISSUE COMPUTERISATION: FEASIBILITY STUDY. 1986

It has been proposed that the library service may be able to utilise a redundant IBM 34 computer owned by the Borough of Westville. The mainframe only is available. The investigation is primarily to determine the feasibility of computerising the issue system at the two public libraries in Westville with particular regard to the costs involved.

Written report not intended.

Westville Library: Mrs J. Stovold.

162

OVERNIGHT LIBRARY COMPUTERISED CIRCULATION SYSTEM. 1985

Purpose:

To replace a cumbersome manual system unable to adequately control reservations, issues and check-ins in the Overnight Library.

Design and Content:

The investigation consisted of a detailed analysis of the manual system followed by a specification for a computerised system. The emphasis was placed on simplicity of operation. The system consists of a relational, fourth generation data base holding the minimum information required for a reservation, issue and check-in operation. A unique mass loading technique is used to load the data base. All screens are standardised and easy to follow.

Findings and Recommendations:

The system has fulfilled its requirements and is to be expanded to include the total circulation requirements of the University Library.

Written report is published.

University of the Witwatersrand, Library: Mr D. Pearson // Miss J. Wilcocks.

163

SPECIFICATIONS FOR A COMPUTERISED LIBRARY CIRCULATION SYSTEM TO SERVE THE MAIN AND DIVISIONAL LIBRARIES. 1985

Purpose:

To provide detailed specifications for the total Library computerised circulation system. The objective was to include the actual requirements of the local system as opposed to a standardised "package"

Design and Content:

The investigation consisted of a detailed analysis of the present manual systems. This was followed by setting out the findings in flow charts, descriptions of each operation, specifications of the data requirements and the design of proposed screen layouts.

Findings and Recommendations.

This document has been judged to be an extremely adequate basis for commencement of detailed programming.

Written report is compiled.

University of the Witwatersrand, Library: Mr D. Pearson // Miss J. Wilcocks.

164

BAR CODES FOR LIBRARY MANAGEMENT. 1984

Purpose:

To find a method of machine reading data about library material which would stand up to the rigours of many years of use in a high rate circulation system.

Design and Content:

All methods of machine reading data available at the time were investigated. This led to the conclusion that bar coding was the most practical and the investigation evolved into choosing the best bar coding system available then.

Findings and Recommendations:

The most suitable bar code symbology is Code 39. Laser scanning is the best reading method.

Written report is published.

University of the Witwatersrand, Library: Mr D. Pearson // Miss J. Wilcocks.

165

IMPLEMENTATION OF CIRCULATION MODULE ON INHOUSE DOBIS/LIBIS SYSTEM. 1987+

Purpose:

To computerize the lending of interlibrary loans drawn from the stock of the State Library, as well as issues to staff.

Design:

The project entails the gradual retrospective computerization of the State Library catalogue. As items are requested they will be catalogued online and have bar codes manufactured for them.

Written report not intended.

State Library: Mrs J.C.A.S. Nel // Miss T. Iding.

166

ONDERSOEK NA REKENARISERING VAN DIE BIBLIOTEEK SE UITLEENSTELSEL. 1986+
Geld begroot in 1986/87 finansiële jaar wat begin in Julie 1986. Projek sal hopelik dan begin afhangende van prioriteitsrang op munisipale rekenariseringsprogram.

Skriftelike verslag word beoog.

Bellville Openbare Biblioteek: Mev. I. Swart.

167

INTEGRATED COMPUTERIZED SYSTEM FOR THE MAINTENANCE OF A DOCUMENT DELIVERY SERVICE. 1983+

The maintenance of the CSTI Document Delivery Service was computerized in January 1984. A single microcomputer was installed for request handling queries and invoicing. A second microcomputer was added in April 1984 and the two were later linked in a local area network. Then a data line was acquired for electronic transmission to overseas suppliers. The system provides useful statistics for forward planning and this aspect as well as improved technology are continuously research.

Written report intended (some published).

CSIR, National Institute for Informatics: Mrs J.M. Pistorius; Mr J.W. Smith // Mrs J.M. Pistorius.

4.3 L E N D I N G S E R V I C E S

168

DOCUMENT MANAGEMENT BY COMPUTER USING BASIS SOFTWARE. 1980-1987

To eliminate duplication of documents (internal reports, correspondence, plans, contracts), the original document will be held in the Central Original Archive after all detail about the document has been captured. The C.O.A. will then supply working copies on request.

This project is still in an experimental stage.

Written report intended.

ESCOM, Technical Reference Library: Mr P.S. van der Merwe; Mr P. Doepel // Mrs M.H. Hogben

169

GEBRUIKSFREKWENSIE VAN TYDSKRIFTE WAT KOMPAK GEBERG WORD. 1984

Die doel was om te bepaal of tydskrifte wat kompak geberg word so druk gebruik word dat dit eerder na rakke op die oop vloer geskuif moet word. Hierdie tydskrifte bestaan uit afgeslote reekse en lopende reekse tot en

met 1964. Elke aanvraag is aangeteken met titel, volume en jaar. Hieruit is bepaal watter titels met 'n hoë frekwensie aangevra is en tydskrifte van watter jare druk gebruik word. Daar is bevind dat die gebruikfrekwensie laag was. Aanbeveling: behou lopende tydskrifte vir 30 jaar op oop rakke i.p.v. 20 jaar.

Skriftelike verslag is saamgestel.

Universiteit van Stellenbosch, Biblioteekdiens. Navorsing en Ontwikkeling: Mev. E. Taylor.

170

ONGEBRUIKTE BOEKE OP RAKKE IN UNIVERSITEITSBIBLIOTEKE. 1986

'n Onderzoek word beoog om vas te stel of ongebruikte boeke op rakke in universiteitsbiblioteke 'n aanduiding is van 'n swak aanskafoleid; of ongebruikte boeke hoegenaamd 'n invloed uitoefen op die doeltreffendheid van dienslewering; of die klem wat soms op hierdie aspek geplaas word, geregverdig is; watter faktore 'n rol speel dat boeke nie gebruik word nie.

'n Literatuuroorsig word beoog met 'n toepassing op plaaslike omstandighede.

Skriftelike verslag word beoog.

Universiteit van Port Elizabeth, Biblioteek. Navorsingseenheid vir Bestuursinligting: Mnr. H.J. Oosthuizen.

171

INTERNE SBI-ONDERSOEK MET DIE DOEL OM 'N BEELD TE VORM VAN DIE BENUTTING VAN TYDSKRIFTE WAT BY NAVORSERS VAN DIE RGN SIRKULEER. 1984

Doel:

Om aan die hand van analyses van die bronnelyste van navorsingsverslae 'n beeld te vorm van die benutting van tydskrifte wat by RGN-navorsers sirkuleer.

Ontwerp:

Vier en sewentig RGN-verslae van 1982 en 1983 te betrek. Die bronnelyste van hierdie verslae is volgens vooraf-gespesifiseerde kategorieë ontleed en die titels in verband gebring met die sirkulasie van die spesifieke titels gedurende 1982 en 1983, en met die man-ure en kostefaktore wat dit meebring.

Bevindinge:

- RGN-navorsers gebruik meer boek- en ander materiaal as tydskrifmateriaal (72,7% teenoor 27,3 %)

- Gebaseer op die tydskriftitels waarna in verslae verwys is, wil dit voorkom asof die SBI uiteie bronne in 69,5 % van RGN-navorsers se inligting boeftes voorsien

- Slegs ongeveer 8,3 % van die tydskriftitels wat die SBI onder RGN-navorsers sirkuleer, word in verwysings gebruik

- Slegs ongeveer 3,3 % van die tydskriftitels wat nie deur die SBI gesirkuleer word nie, word in verwysings gebruik (in die verslag word hierdie bevinding gekwalifiseer)

- Tydskrifcirculasie kan nie beoordeel word in isolasie van die rol van die inligtingbeampste nie.

Gevolgtrekkings:

- 'n Onverwags groot persentasie van verwysings in RGN-verslae kan moontlik teruggevoer word tot tydskrifcirculasie, of na die gekombineerde effek van tydskrifcirculasie en die inligtingbeampstes se dienste

- Dit wil voorkom asof die stelsel van sirkulasie van tydskrifte relatief meer suksesvol is as wat algemeen aanvaar word.

Skriftelike verslag is saamgestel.

RGN, Sentrum vir Biblioteek- en Inligtingdienste, Mnr. S.D. Naudé; mej. J.H.S. Huysamen // mnr. S.D. Naudé.

172

THE ROLE OF UNIVERSITY LIBRARIES IN THE PROVISION OF LITERATURE AT UNDERGRADUATE LEVEL. 1985

Purpose:

To investigate the provision of literature to undergraduate students at South African Universities.

Design:

A short questionnaire was sent to 20 universities regarding the role of their reserve (short loan) collections, the provision of prescribed works and compulsory handbooks and the use of photocopies.

Written report intended.

University of Durban-Westville, Inter-University Library Committee: Mr R. de Wet.

173

ONDERSOEK NA DIENSLEWERING AAN DOSENTE DEUR DIE TECHNIKON PRETORIA SE TYDSKRIFAFDELING. 1985

Die doel van die ondersoek was om riglyne vir die administrasie van die tydskrifafdeling daar te stel sodat aan die behoeftes van die biblioteekgebruikers voldoen kan word en 'n eenvormige diens aan al die akademiese skole gelewer sal word. Die ondersoekmetode gebruik is 'n posvraelys wat aan al die dosente verbonde aan dié Technikon gestuur is vir voltooiing. Gevolgtrekkings waartoe gekom is, is: Benutting van tydskrifte deur dosente is bevredigend; studente moet aangemoedig word om tydskrifte te benut; sirkulasietydperk van tydskrifte aan dosente kan verkort word tot 1 dag per persoon; en aandag moet aan die uitbouing van die tydskrifversameling geskenk word.

Skriftelike verslag is saamgestel.

Technikon Pretoria, Biblioteek: Mev. J. Burger.

174

INVESTIGATION INTO THE RELATIONSHIP BETWEEN OVERDUE NOTICES AND THE RETURN/NON-RETURN OF LIBRARY MATERIAL. Continuous

Every 2-3 years a study is made of the effectiveness of the existing overdue system with a view to preventing undue loss of stock. For a 3-month period a record is kept of how many notices, accounts etc. are sent out at the different stages of the overdue process, and the cost-effectiveness of each process is determined. The results of these studies have led us to send notices out at shorter intervals; the Council now summonses recalcitrant borrowers, and the training of a law-enforcement officer for the Library is being considered.

Written report is compiled.

Vereeniging Public Library: Mrs R.U. Dirmeik.

175

ONDERSOEK NA DIE HEFFING VAN BOETES OP UITSTAANDE BIBLIOTEKBOEKE IN UNIVERSITEITSBIBLIOTEKE. 1978

Doel:

Om vas te stel watter boetes deur universiteitsbiblioteke op uitstaande boeke gehef word.

Bevindinge:

1) Sommige biblioteke hef boetes op studente en personeel, ander net op studente en sommige glad nie.

2) Op alle biblioteekmateriaal behalwe gereserveerde materiaal wissel dit van 3c per dag met 'n maksimum van 60c.

3) Vir gereserveerde materiaal wissel die boetes van 10c per uur tot 50c per dag.

Skriftelike verslag nie saamgestel nie (net notules).

Universiteit van Zoeloeland, Biblioteekdiens: Dr. P. Minnaar.

176

ALTERNATIEWE METODES VAN OMRUILING VAN BIBLIOTEKMATERIAAL TUSSEN PROVINSIALE BIBLIOTEEKDIENS EN GEAFFILIEERDE BIBLIOTEKSENTRA. 1984

Die doel van die interne ondersoek was om 'n ekonomiese en meer dienseffektiewe alternatief te vind vir die stelsel van biblioteekmateriaalomruilings by wyse van 'n boekwadiens tussen die Natalse Provinsiale Biblioteekdiens en geaffilieerde biblioteke. Aandag is veral geskenk aan die stelsel soos geïmplementeer in die O.V.S. Daar is bevind en aanbeveel dat die boekwadiens vervang moet word met 'n stelsel van voortdurende evaluasie van geaffilieerde biblioteekvoorrade deur 'n span bestaande uit Provinsiale professionele en plaaslike biblioteekpersoneel, waarna voorraadaanvulling/ruiling op grond van hierdie evaluasie gedoen sal word met ligte vragvoertuie.

Verslag word nie beoog nie.

Natalse Provinsiale Biblioteekdiens: Mnr. J. Swiegelaar.

4.4 I N T E R L E N D I N G

177

STATISTIESE ONTLEDING VAN INTERBIBLIOTEKLENINGS TEN OPSIGTE VAN TYDSKRIFTE EN BOEKE GEDURENDE 1984 DEUR DIE SBI AANGEVRA EN AAN ANDER BIBLIOTEKE VERSKAF. 1985 deurlopend jaarliks

Die ontleding is gedoen ten opsigte van tydskrifaanvrae gedurende 1983 en daar is besluit om die ontledings op 'n deurlopende grondslag te doen.

Doel:

Om deur ontleding en vergelyking van die gegewens 'n bydrae te lewer tot die rasionalisering van tydskrif aankope, die benutting en organisasie van die IBL-diens en die evaluering van die SBI se IBL-diens.

Ontwerp:

Die IBL-vorms is in 4 groepe gesorteer, naamlik: tydskrifartikels deur en van die SBI aangevra en boeke deur en van die SBI aangevra. Totale is verkry ten opsigte van die getal aanvrae, getal aanvrae per instituut, getal suksesvolle aanvrae, getal aanvrae per ontlenende biblioteek, getal aanvrae per tydskrif titel, tydsverloop, redes vir nie-voorsiening en buitelandse aanvrae. In die geval monografieë is inligting ten opsigte van die getal aanvrae, getal aanvrae per biblioteek en getal aanvrae per titel (indien meer as drie keer) ingewin.

Bevindinge en gevolgtrekkings

3610 tydskrifartikels is deur die SBI aangevra waarvan 3110 voorsien is.

2054 monografieë is deur die SBI aangevra en ontvang..

2208 tydskrifartikels is aan ander biblioteke voorsien terwyl 837 boeke op interbiblioteeklening uitgereik is.

51 tydskrif titels is 10 of meer keer deur die SBI aangevra terwyl 48 titels 10 of meer keer van die SBI aangevra is.

Boeke is oor die algemeen nie meermale aangevra nie.

Aanbevelings:

Dat tydskriftitels wat meermale aangevraais, opgevolg word ten einde vas te stel of aankoop daarvan oorweeg moet word. Aandag moet ook geskenk word aan die voorraad ten opsigte van die letterkunde en kunste. Daar word ook aanbeveel dat op beperkte wyse met die ondersoek voortgegaan word. Die ontleding van tydskrifaanvrae deur die SBI gegeneer moet volledig gedoen word.

Die ontleding van interbiblioteeklenings word jaarliks gedoen.

Skriftelike verslag is saamgestel.

RGN, Sentrum vir Biblioteek- en Inligtingdienste: Mej. S. Miller.

178

ARTELL (BRITISH LIBRARY DOCUMENT SUPPLY CENTRE) ACCESSING FOR ONLINE REQUESTS OF ILL. 1985-1986

Have written to BL Document Supply Centre - received permission for accessing and details of system. Awaiting now financial year (starting Jan. 1986) for funds on new budget. Have requested draft for deposit account - awaiting. Should finish and be able to access mid March.

Written report not intended.

De Beers Diamond Research Laboratory, Library: Mrs M. van Jaarsveld.

179

INFRASTRUKTUUR VIR DIE BESKIKBAARSTELLING VAN TYDSKRIFLITERATUUR IN SUIDER-AFRIKA. 1983-1987

Hierdie is 'n oorkoepelende projek wat hoofsaaklik op die konseptuele vlak lê en konsentreer op die identifisering van veranderlikes en die konstruksie van 'n algemene teoretiese model van die sisteem van literatuurvoorsiening, gebaseer op literatuurstudie en observasie van bestaande stelsels hier en oorsee. Die projek voorsien die verwysingsraamwerk vir die empiriese ondersoeke na interlenings wat ook deur die Staatsbiblioteek onderneem word.

Skriftelike verslag word beoog.

Staatsbiblioteek: Prof. P.J. Lor.

180

ONDERSOEK NA DIE VOORSIENING VAN GRATIS FOTOKOPIEË TUSSEN UNIVERSITEITSBIBLIOTEKE. 1978

Doel:

Om vas te stel wat die houding van universiteitsbiblioteke t.o.v. die gratis voorsiening van fotokopieë is.

Ontwerp:

'n Skrywe is aan al die hoofde van universiteitsbiblioteke in die RSA gestuur.

Inhoud:

Word gevra wat die huidige praktyk is.

Bevindinge:

Van die dertien biblioteke wat gereageer het was tien ten gunste van die praktyk en drie ten gunste van die koeponstelsel. Almal wat ten gunste van dié praktyk was het beklemtoon dat dit op 'n wederkerige basis behoort plaas te vind.

Skriftelike verslag nie saamgestel nie (net notules).

Universiteit van Zoeloeland, Biblioteekdiens: Dr. P. Minnaar.

**RAAD VIR GEMETEENSKAPPE EN KENNIS
HUMAN SCIENCES RESEARCH COUNCIL**

181

NASIONALE INTERLENINGSOPNAME 1985. 1985-1986

Omvattende ondersoek na interlenings; dek ook internasionale en Suider-Afrikaanse interlenings maar klem val op RSA.

Doelwitte:

- 1) Ontwikkeling en evaluering van metodologie vir monitering van interlenings in 'n land met 'n gedentraliseerde interleningsstelsel (deel van navorsing se D.Phil.-projek);
- 2) Opbou van basisdata vir toekomstige deurlopende monitering;
- 3) Inwin van gegewens wat aangewend sal word om voorstelle vir 'n nasionale voorraadboubeleid te formuleer;
- 4) Inwin van gegewens om SA interleningskema aan te pas en te verbeter.

Metodologie:

Insamel van statistiek, insamel van steekproewe van IBL-rekords en transaksies, selfvoltooide vraelys.

Skriftelike verslag word beoog.

Staatsbiblioteek: Prof. P.J. Lor // prof. P.J. Lor; mev. M. van Nierop.

182

ONDERSOEK NA TYDSKRIFTE WAT IN 1982 DIKWELS VANAF DIE BUITELAND OP INTERBIBLIOTEEKLENINGS AANGEVRA IS. 1983-1985

Om vas te stel welke tydskriftitels so dikwels in interleningsaanvrae wat aan oorsese biblioteke gerig is, voorkom, dat dit lonend mag wees om in SA daarop in te teken. 12119 versoeke deur WNNR en Staatsbiblioteek in 1982 oorsese gerig, is ontleed. Altesaam 6362 tydskriftitels het voorgekom, waarvan sowat 70 % slegs een keer aangevra is. Sowat 50 % van die aanvraag is deur 18 % van die titels bevredig. Resultate toon dat dit nie wenslik is om intekeningsbesluite op hierdie soort opname te baseer nie. Tekortkominge in Suid-Afrika se bibliografiese beheer en beskikbaarstelling van tydskrifliteratuur is uitgewys.

Skriftelike verslag is saamgestel.

Staatsbiblioteek: Prof. P.J. Lor.

183

ONDERSOEK NA DIE TYDSDUUR VIR FOTOKOPIEË VAN TYDSKRIFARTIKELS DEUR UNISA AAN ANDER BIBLIOTEKE GELEWER. 1980, herhaal 1983

Meting van tydsduur tussen ontvangs van aansoeke en versending van fotokopieë.

Besonderhede nie verstrekkend.

Skriftelike verslag is saamgestel.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mev. A. Potgieter // mnr. H. Neethling.

184

ONDERSOEK I/S BOEKE EN TYDSKRIFTE WAT NIE AAN ANDER BIBLIOTEKE DEUR UNISA VOORSIEN KON WORD NIE. Uitgevoer in 1979, 1980 en 1981

Redes waarom materiaal nie op IBL aan ander biblioteke voorsien kon word nie.

Besonderhede nie verstrekkend.

Skriftelike verslag is saamgestel.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mev. A. Potgieter // mnr. H. Neethling.

185

BODEDIENS: i) PAKKETTE VANAF BIBLIOTEKE IN PRETORIA ONTVANG ii) PAKKETTE VANAF BIBLIOTEKE IN JOHANNESBURG ONTVANG. 1984

Tydsvloer tussen versending en ontvangs van pakkies versend.

Besonderhede nie verstrek nie.

Skriftelike verslag is saamgestel.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mev. A. Potgieter //
mnr. H. Neethling.

186

VERSLAG OOR DIE TYDSDUUR VAN IBL-AANVRAE BY ANDER BIBLIOTEKE. 1977-1981, jaarliks herhaal

Om vas te stel watter biblioteke die vinnigste IBl-diens lewer.

Besonderhede nie verstrek nie.

Skriftelike verslag is saamgestel.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mev. A. Potgieter //
mnr. H. Neethling.

187

BOEKAANVRAE WAT VANAF ANDER BIBLIOTEKE ONTVANG WORD. 1985

Om tydsvloer te meet tussen ontvangs van aanvraag en versending van materiaal.

Besonderhede nie verstrek nie.

Skriftelike verslag is saamgestel.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mev. A. Potgieter //
mnr. H. Neethling.

188

VERSLAG OOR TYDSDUUR VAN IBL-AANVRAE DEUR UNISA BY PU VIR CHO PER TELEKS AANGEVRA. 1983

Die spoed van lewering van materiaal te meet wat per teleks aangevra is vanaf PU vir CHO spesifiek.

Besonderhede nie verstrek nie.

Skriftelike verslag is saamgestel.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mev. A. Potgieter //
mnr. H. Neethling.

189

VERSLAG OOR TYDSDUUR VAN IBL-AANVRAE DEUR UNISA PER TELEKS AANGEVRA. 1983

Om tydsvloer te meet van materiaal per teleks aangevra d.w.s. spoed van lewering van teleksaansoeke.

Besonderhede nie verstrek nie.

Skriftelike verslag is saamgestel.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mev. A. Potgieter //
mnr. H. Neethling.

5 MULTIPLE BASIC FUNCTIONS AND SERVICES

Entries 190-240

5.1 SPECIAL COLLECTIONS

190

ORGANIZING A SLIDE COLLECTION FOR AN ART LIBRARY. 1983

Purpose:

- To investigate alternative systems for organizing slide collections.;br

Design:

- Visited the following institutions with slide collections: Dept. of History of Art, University of the Witwatersrand; Kunsdokumentasiesentrum, RAU; Slide collection, Sanlam Library, Unisa; History of Art Dept., Michaelis School of Fine Art

- Designed a workable system for the S.A. National Gallery slide collection.

Written report is compiled.

South African National Gallery, Library: Miss M. Hölscher.

191

TRENDS IN THE DOCUMENTATION AND HANDLING OF PHOTOGRAPHIC COLLECTIONS IN MUSEUMS & LIBRARIES. 1982

Purpose:

To survey the literature on documentation & handling of photographic collections to establish some trends and if possible gain insight into the 'considered best' methods for adoption by a library or museum with a photograph collection.

In the process a bibliography of 200 items was compiled.

Summary of findings:

Photographs are not often formally processed using traditional cataloguing type methods, they are extensively subject indexed and computerized indexing is common. Conciousness of preservation and conservation is high, and storage and handling reflect this. Restoration is carried out where possible. Mostly not loaned, but make copies (copyright problems) emphasis is placed on maximum accessibility for the user.

Written report is published.

Natal Museum Library: Miss K.A. Herbert.

192

COLOUR SLIDE COLLECTIONS. 1979

A limited investigation of how libraries store, control, catalogue & make available their slide collections was made of a few selected libraries.

The purpose was to decide on a system for handling our slide collection.

A policy has been designed for our collection and is written up in our staff manual.

We are always interested to hear how other libraries handle their collections.

Written report is compiled.

Port Elizabeth Museum, Library: Mrs D.J. Pitman.

193

SKYFIEVERSAMELING - ALGEMEEN. 1979-1983

- 1) Die organisasie van films en kleurskyfies in die universiteitsbiblioteek en die benutting daarvan deur die gebruikers (mev. J.M. Cilliers. Mei 1979)
- 2) Riglyne vir die beheer van kleurskyfies vorderingsverslag (Maart 1981)
- 3) Bibliografiese beskrywing van skyfies (mev. G.J. Beukes. 21 Okt. 1981)
- 4) Berging en ontsluiting van skyfies met spesifieke verwysing na die beheer en uitleen van skyfies: vorderingsverslag (mev. G.J. Beukes. 2 Jun. 1982)
- 5) Verslag oor die ontvang, ontsluiting, berging, beheer en benutting van skyfies met die oog op die vaslegging van riglyne vir die beheer van skyfies (prof. J.A. Boon, mev. G.J. Beukes, mej. A. Pienaar. Verslag van 23 Maart 1983 aan die Biblioteekkomitee)
- 6) Verkorte verslag van 23 Maart 1983 (22 Apr. 1983).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mev. G.J. Beukes.

194

SKYFIEVERSAMELING - MEDIESE BIBLIOTEEK. 1979-1981

- 1) Verslag oor die ordening van skyfies (mej. A. Pienaar, mej. G.J. Maritz, mev. J.M. Cilliers. 21 Sept. 1979).
- 2) Ontsluiting van skyfies (mev. E.M. Gericke. Okt. 1981).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersoon mej. A. Pienaar.

195

SKYFIEVERSAMELING - DEPARTEMENT ORTODONSIE EN KAAK-, GESIG-, EN MONDCHIRURGIE. 1981-1982

- 1) Riglyne vir die beheer van kleurskyfies (mev. A. White. 7 Sept. 1981).
- 2) Riglyne vir die voorlopige ontsluiting van kleurskyfies - 'n proeftydperk (mev. A. White. Okt. 1981).
- 3) Verslag oor die proeftydperk (mev. A. White. Nov. 1981).
- 4) Verslag vir voorlegging aan die Departement (mev. A. White, dr. J.H. Hoskin. 19 Feb. 1982).
- 5) Prosedure-handleiding vir die mikro-ontsluiting van kleurskyfies (mev. A. White. 19 Apr 1982).
- 6) Vorderingsverslag (mev. H. Fourie. 6 Julie 1982).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mej. A. Pienaar; mev. H. Fourie.

196

SKYFIEVERSAMELING - DEPARTEMENT DERMATOLOGIE. 1980-1982

- 1) Ondersoek na 'n ontsluitingstelsel vir die oudiovisuele materiaal in die Departement Dermatologie (mev. G.J. Beukes, mej. A. Pienaar, prof. G.H. Findlay. 20 Nov. 1980).
- 2) Dermatologie skyfieversameling (mev. A. Wortman. Sept. 1981).
- 3) Aanbevelings ten opsigte van die personeelopset by die kontrolering van skyfie-ontsluitingsstelsels (mev. A. Wortman. 26 Okt. 1981).
- 4) Algemene vorderingsverslag (mev. A. Wortman. 6 Jul. 1982).

5) Die "ideale stelsel" (mev. A. Wortman. Aug. 1982).

6) Handleiding vir die Departement Dermatologie se skyfiewersameling (mev. A. Wortman. 1982).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mej. A. Pienaar; mev. G.J. Beukes.

197

KAARTVERSAMELING IN DIE UNIVERSITEITSBIBLIOTEEK. 1979-1980

1) Literatuurstudie en aanbeveling dat 'n spesiale area met genoegsame ruimte behoort aan die kaartversameling bestee te word met 'n professionele bibliotekaris om dit te beheer

2) Langtermynbeplanning: voorlopige verslag met 'n literatuurstudie (dr. T. Trichardt. 22 Jul. 1980).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Dr. T. Trichardt // mej. E. Weyers, mnr. W.W. Duminy.

198

ORDENING VAN AKADEMIE-ARGIEF. SUID-AFRIKAANSE AKADEMIE VIR WETENSKAP EN KUNS. 1978+

Die dokumente in die argief bestaan hoofsaaklik uit korrespondensie in verband met die werksaamhede van die Akademie en sy onderskeie afdelings. Die heel vroegste dokumnete bestaan hoofsaaklik uit inkomende briewe, telegramme, ens. Hierdie toestand is toe te skryf aan die feit dat die Akademie in die begin nie in 'n permanente gebou gehuisves was nie. Alle administratiewe pligte is deur die sekretaris verrig en alle dokumente het saam met hom gereis, waar hy hom ook al bevind het. Waarskynlik was dit in die vroegste jare van die Akademie nie die gebruik om afskrifte van korrespondensie te bewaar nie.

In 1942 het 'n verandering ingetree deurdat 'n Fakulteit vir Natuurwetenskap en Tegniek tot die Akademie toegevoeg is. Dit het die werksaamhede aansienlik uitgebrei tot wat dit vandag is. Meer korrespondensie het behoue gebly totdat 'n stelsel ontwikkel het waar inkomende sowel as afskrifte van uitgaande korrespondensie bewaar is. Ons het dus met twee periodes te doen, nl. a) 1909-1942 en b) 1942+

Die dokumente word tans gerangskik volgens die organisasie se werksaamhede. Met die rangskikking van die materiaal word rekening gehou met die aard van die materiaal.

a) Materiaal uit die eerste periode 1909-1942 word kronologies gerangskik aangesien daar in hierdie tydperk nie veel sprake was van 'n organisasie nie.

b) Alle materiaal na 1942 word volgens die organisatoriese indeling van die Akademie gerangskik, nl. die hoofindelings van:

- 1) Akademieraad
- 2) Fakulteit Kuns en Geesteswetenskappe
- 3) Fakulteit Natuurwetenskappe en Tegniek
- 4) Sekretariaat
- 5) Vaktaalburo
- 6) Ander Instansies

Ondergeskik aan hierdie afdelings is nog kleiner afdelings, ingedeel volgens die huidige leërstelsel.

Skriftelike verslag is saamgestel.

Suid-Afrikaanse Akademie vir Wetenskap en Kuns: Mev. S.A. Basson.

5.2 CHARGING FOR INFORMATION

199

GEBRUIKERSHEFFINGS IN OPENBARE BIBLIOTEKE IN SA. 1985

Die ondersoek behandel:

- Die regverdiging vir gebruikersheffing en vir gratis dienste
- Moontlike metodes van heffing van gebruikersgelde
- Verdere oorwegings en praktiese implikasies van die Permanente Finansiële skakelkomitee (Croeser-werkgroep)
- Argumente en menings ten gunste van vrye openbare biblioteke
- Die historiese agtergrond van die vrye openbare biblioteekdiens in Suid-Afrika.

Skriftelike verslag is saamgestel.

Openbare Biblioteek Uitenhage: Mej. C.J. Malan.

200

DIE PROBLEMATIEK VAN OPENBARE BIBLIOTEEKDIENSTE TEEN VERGOEDING MET SPESIALE VERWYSING NA SUID-AFRIKA. 1981-1986

Doel:

Om ondersoek in te stel na die moontlikheid en wenslikheid om openbare biblioteekdienste in Suid-Afrika teen vergoeding aan te bied.

Ontwerp:

'n Aantal probleme/vraagstukke met betrekking tot vergoeding vir openbare biblioteekdienslewering is geïdentifiseer. Deur middel van literatuurondersoeke, beredenering, vergelyking met analoë gevalle, ens., word vasgestel of oplossings vir die geïdentifiseerde probleme/vraagstukke gevind kan word. Hoofstukindeling: inleiding, die beginsels onderliggend aan gratis openbare biblioteke; die geldigheid van die beginsels onderliggend.

Skriftelike verslag word beoog. Artikel is gepubliseer.

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde: Mnr. A.J. Swanepoel // mnr. A.J. Swanepoel; prof. J.A. Boon.

201

STUDY ON METHODS OF RECOVERING LIBRARY COSTS. 1985

The purpose of the investigation was to look at alternate means of recovering library costs so as to redistribute Library costs between Head Office and Group Companies of Anglo American Corporation of S.A. Ltd. An additional aim was to try to move towards a usage-related charge. The study was conducted by the Cost & Systems Department in conjunction with the Senior Librarian. Costs for the following services were investigated: literature searches (manual & online), article requests, ILL, periodical & newspaper subscriptions and book orders. A unit charge for each of the above services was introduced for AAC Group Companies, o.e. based on usage.

Written report is compiled.

Anglo American Corporation of South Africa Limited, Library: Mrs. D. Armstrong.

5.3 COMPUTERIZED FUNCTIONS AND SERVICES

203

COMPUTERISATION OF HEAD OFFICE LIBRARY USING STAIRS. 1985-1986

This project and its feasibility study were undertaken by our Group Computer Services Department. Computerisation is still being negotiated. Unable to provide further details as all reports are with the Department mentioned above.

Recommendations set forward were that the STAIRS system would suit the requirements of our library. Test programs have already been compiled and tested.

At this stage equipment suitable for the program is being sought and developments will depend on the budget allocated for the project.

Written report not intended.

Barclays National Bank Ltd, Library: Mr R. Gallanis // Miss N.C. Sofute.

204

REKENARISERING IN PIETERSBURG OPENBARE BIBLIOTEEK. 1986

Doel:

Beplan om uitreikingstelsel en katalogus op rekenaar te plaas.

Skriftelike verslag word beoog.

Openbare Biblioteek Pietersburg en Stadsraad Pietersburg: Mejv. E. Buys.

205

AUTOMATED LIBRARY RECORD-KEEPING SYSTEM. 1986

We have requested an investigation into the possibility of creating an integrated library database using a microcomputer.

The ability to download SABINET records must be assessed, so that the SABINET record becomes the key record around which the functions of retrieval, stock control and issue systems can be built.

Written report intended (preliminary report compiled).

ESCOM Library, Western Cape Region: G. Beauchamp // Mrs M. Shelton.

206

ONDERSOEK NA INLIGTINGSDIENSTE. 1977-1979

1) Voorondersoek (mnr. P.J. Lor, 28 Jul. 1977).

2) Voorlopige verslag (mnr. P.J. Lor, 20 Sept. 1977).

3) Faktore wat in ag geneem moet word by beleidsbepaling ten opsigte van inligtingsdienste (mej. J.M. Joubert. 10 Jan. 1978).

4) Riglyne vir beleidsformulering ten opsigte van mikro-ontsluiting en eksterne rekenaarmatige inligtingsdienste (mej. J.M. Joubert. 2 Jun. 1978).

5) Projek insake inligtingsdienste: Verslag oor verloop, huidige stand en toekomstige ontwikkeling van die projek (mnr. P.J. Lor. 21 Jul. 1979).

Verslae is opgestel (ander verslae voor 1978 ook opgestel).

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en prof. E.D. Gerrys.

207

REKENARISERING VAN BIBLIOTEKERMATERIAAL. Voorgestel

Beoog word 'n stelsel waardeur ontsluiting, die beantwoording van navrae deur middel van 'n rekenaar gedoen kan word. Hierdie instansie wil egter eers afwag watter reeds beproefde stelsel al die biblioteke in SWA gaan

gebruik en dan daarby inskakel. 'n Rekenaarontsluitsstelsel vir manuskripte word reeds gebruik (ICL STATUS program).
Skriftelike verslag word nie beoog nie.
Argiefdiensbiblioteek, Windhoek: A.C. Stern.

208

LIBRARY COMPUTERISATION. 1985-1986

It is intended to study possible computerisation options. Initially to set up computer data base of material held in 'national' (legal deposit) and U.N. collections, including access to foreign data bases and expand to compilation of a Union Catalogue.

Investigation of possible computerisation of all other library functions will follow.

Basic options have already been investigated by attendance on CSIR course.

Written report intended.

Swaziland National Library Service: Mr B.J.K. Kingsley.

209

GEREKENARISEERDE KATALOGUS EN UITLEENSTELSEL. 1978

Die totale boeke- en platebesit van die Hoofbiblioteek sowel as al die takke, word op rekenaar opgeneem. Hierdie inligting word in 'n gedrukte katalogus beskikbaar gestel. Afsonderlike indekse bestaan vir die volgende afdelings: Afrikaanse Fiksie - 14 640 inskrywings (Afrikaanse Jeugfiksie ingesluit); Engelse Fiksie - 21 097 inskrywings (Engelse Jeugfiksie ingesluit); Nie-Fiksie (Vakliteratuur) - 33 226 inskrywings (Junior Nie-Fiksie ingesluit); Plate - 2 128 inskrywings.

Wat die Afrikaanse en Engelse Fiksie betref, bestaan aparte katalogi vir sowel outeur as titel, terwyl 'n titel-, outeur- en Deweykatalogus vir die Nie-Fiksie bestaan.

Inligting wat in die rekenaar ingevoer word, is, waar van toepassing, onder andere die volgende: outeur, titel, Dewey-klassifikasienommer, aantal eksemplare en aan watter takke dit toegeken word, uitgewer, datum van uitgawe, en prys.

Voorraad wat opgeneem word, bestaan uit die voorraad wat deur die Provinsiale Administrasie voorsien word, sowel as voorraad wat plaaslik aangekoop en as skenkings ontvang word.

Die uitleenstelsel is ook gerekenariseer en 'n lidnommer is aan elke lid toegeken. Die aanwinnommer van die boek word gebruik ten einde die boek te registreer teen die lid wat die boeke uitneem.

'n Uitvangstelsel om boeke te bespreek, 'n hernuwingsimbool om boeke te hernu en statistiek wat outomaties gedoen word, is maar enkele van die voordele.

Skriftelike verslag: Stelsel beskryf vir indiensopleidingsdoeleindes.

Verwoerdburg Openbare Biblioteek: Mev. H. Ligthelm.

210

DIE TOEPASSING VAN DIE MIKROREKENAAR OP DIE BEDRYFSFUNKSIES VAN 'N KLEIN-TOT MEDIUMGROOTTE INLIGTINGSDIENS. 1984-1987

Die doel van hierdie studieprojek is om oplossings vir spesifieke bedryfsprobleme te vind waarmee die inligtingsdiens in die uitoefening

van sy sentralele ondersteuningsrol in 'n opdraggerigte mileu te doen kry. Hierdie studieprojek hou, onder andere, verband met die toepassing van die mikrorekenaar as tegnologiese hulpmiddel vir 'n verskeidenheid van bedryfsfunksies soos bestellings, boekhouding en deurlopende verslag aan die verskillende departemente, die problematiek van kontantvloei, begrotingsbeheer, verspreidings- en adreslyste, die samestelling en die op datum hou van relevante bibliografieë van Suid-Afrikaanse kernwetenskaplikes, uitleenprosedures, statistieke, grafieke en deurlopende bestuursinligting.

Skriftelike verslag word beoog.

Atoomenergiekorporasie van Suid-Afrika Beperk, Biblioteek- en Inligtingsdiens: Mnr. S.P. Korkie // mnr. C.N. van der Merwe.

211

FEASIBILITY SURVEY WITH REGARD TO THE COMPUTERISATION OF THE CAPE TOWN CITY LIBRARIES. 1983

The purpose was to conduct a feasibility survey in respect of the computerisation of the of the total service of the City Libraries.

All the relevant procedures at the branches and the Head Office sections of the City Libraries were examined in detail. In addition, available computerised systems designed for library services were investigated. It was found that the advantages of computerising the City Library Service would far outweigh the merits of the manual systems. The library operations would be most suitable for computerisation, which would also be financially viable. Seeing that retrospective conversion of the bibliographic record would be the most time consuming component of the implementation programme, it was recommended that computerisation be introduced without delay in order to reduce escalating costs.

Written report not intended.

Cape Town City Libraries: Mr D.L. Alexander // mr C.H. Vermeulen.

212

INTEGRATED ONLINE COMPUTERISED LIBRARY SYSTEM FOR THE CAPE TECHNIKON LIBRARY. 1986+

Design and implementation of an integrated online computerised library system on the Technikon's mainframe computer using a fourth generation programming language. The system will include facilities to build the bibliographic database from SABINET records, an online access catalogue accessible from any terminal in the technikon, a circulation system, an acquisitions system including periodicals control. The system will have online access to portions of the staff and student files and to the technikon's accounting system. Terminals will be able to switch from the library system to GOVNET (for SABINET) or SAPONET (for DIALOG, etc.).

Written report not intended.

Cape Technikon, Library: Mr A. Kerkham; Mr J. Fick // Mr A. Kerkham.

213

LIBRARY AUTOMATION. 1984-1986

An automation task force (ATF) is investigating the feasibility of automating library routines for ordering, cataloguing, and circulating both book and non-book materials. The automation of a number of library administrative tasks is also being taken into consideration. Automation will be phased into the library in modules. Documentation of the project is on-going: minutes of meetings, reports on visits to various

installations, and specific reports on investigations, none of which are published.

Written report is compiled:

Durban Municipal Library: Mr W. Smith.

214

COMPUTERISATION OF LIBRARY. 1985+

An investigation into the feasibility of computerising all or some of the library functions, with specific recommendations regarding hardware, software packages and costs. Also the future projections regarding possible expansion.

Written report is compiled.

Edgewood College of Education, E.S. Edminson Library: Mrs S. Ballard; J. Moore; J. Speed // Mrs S. Ballard.

215

REKENARISERINGSPROJEK: UOVS-BIBLIOTEEKDIENS. 1977-1987

Doel:

Om prosedures in die Biblioteekdiens in 'n geïntegreerde stelsel te rekenariseer. Die projek word in fases hanteer. Die volgende fases is reeds afgehandel:

Fase 1: Rekenarisering van 'n gedeelte van die prosedures in die Ontsluitingsafdeling - bestaande voorraad

Fase 2: Rekenarisering van prosedures in die Aanskafafdeling

Fase 3: Rekenarisering van 'n gedeelte van die prosedures in die Ontsluitingsafdeling - nuwe voorraad

Fase 4: Rekenarisering van prosedures in die Uitleenafdeling.

In 1986 sal aandag geskenk word aan 'n inligtingherwinningstelsel (as deel van fases 1 en 3) en in 1987 sal fase 5, die rekenarisering van prosedures met betrekking tot tydskrifte en lopende publikasies aan die beurt kom.

Skriftelike verslag is opgestel.

Universiteit van die Oranje-Vrystaat, Biblioteekdiens. Projekkomitee vir Biblioteekrekenarisering // mej. H. Strydom.

216

REKENARISERING VAN BIBLIOTEEKDIENS. 1977+

Die Stadsbiblioteek het met die hulp van die Stadstesouries se personeel (dataverwerking) die biblioteek katalogus gemeganiseer deur dit op rekenaar te plaas, en die herwinning daarvan deur microfiche. Sodoende is die volgende gebaat: Tyd-, ruimte-, en arbeidbesparing. Rekenarisering van uitleen-, ontsluiting- en bestellingsfunksies word tans ondersoek. Verkennende ondersoek uitgevoer: DOBIS/LIBIS en URICA-stelsel. Demonstrasies van stelsels is by die Universiteit van Pretoria, RGN en Urica bygewoon. Data in verband met die effektiwiteit en doeltreffendheid van albei stelsels is ingesamel. Tot op datum het evaluering van die stelsels asook die analise van versamelde data nog nie geskied nie.

Skriftelike verslag word nie beoog nie.

Germiston Carnegie Stadsbiblioteek: Mev. S.J.W. Worsley // mev. S.J.W. Worsley; mev. L. van der Merwe.

217

ONDERSOEK NA DIE REKENARISERING VAN DIE BIBLIOTEEKDIENS SE FUNKSIES. 1985

Die doel was om die Biblioteek se behoeftes te bepaal t.o.v. rekenarisering en 'n tenderdokument met spesifikasies op te stel, sowel as evalueringskriteria. 'n Stelselontleding is gedoen, vloeikaarte is getrek, data-elemente is bepaal, uitdrukke en produkte is geïdentifiseer. Waar nodig is skakeling met ander stelsels geïdentifiseer, omvang van transaksies is bepaal en ook behoeftes aan randapparatuur. Funksies en take is gedefinieer en prioriteite is gestel. Die uitvloeisel was die tenderdokument met spesifikasies waarin die Biblioteekdiens se behoeftes gestel word en kontraktuele en ander aspekte aangeraak is.

Skriftelike verslag is opgestel.

Universiteit van Stellenbosch, Biblioteekdiens. Komitee i.s. Biblioteekrekenarisering // mev. E. Taylor.

218

LIBRARY COMPUTERISATION. 1981-1987

The computerisation of UCT libraries began with the computerisation of short loan activities according to specifications drawn up within the library. The short loan collection program was then modified to accommodate the circulation control requirements of the Linear Library with its four entrances. This operating system enabled us to give more time and careful attention to the computerisation of other functions such as acquisitions, accounts, periodicals, cataloguing and the provision of a public access catalogue. These activities needed to be integrated with the library's involvements in SABINET and the searching of online data bases. The investigation is being undertaken by a contract person employed by the university's computer service in consultation with a librarian on the staff of the university libraries.

Written reports intended.

University of Cape Town, Libraries: Mrs W. Paterson-Jones; Miss C. Laburn // Mr A.S.C. Hooper.

219

DIE GEBRUIK VAN 'N MIKROREKENAAR IN 'N UNIVERSITEITSBIBLIOTEEK. 1986 voorgestel

'n Onderzoek word beoog om vas te stel of 'n mikrorekenaar (bv. Personal Bibliographic System, *Library Technology Reports*, Jul/Aug 1984, p. 579) in die UPE-Biblioteek aangewend kan word. Daarbenewens sal aandag geskenk word aan die volgende: watter finansiële implikasies sal die gebruik van 'n mikrorekenaar inhou; enige personeelimplikasies; of die gebruik van 'n mikrorekenaar beter dienslewering in die hand sal werk.

Skriftelike verslag word beoog.

Universiteit van Port Elizabeth, Biblioteek. Navorsingseenheid vir Bestuursinligting: Mnr. H.J. Oosthuizen.

220

ONDERSOEK NA DIE WENSLIKHEID OOR DIE IMPLEMENTERING VAN REKENARISERING IN DIE BIBLIOTEEK VAN DIE UNIVERSITEIT VAN ZOELOELAND. 1978-1981

Doel:

Om verslag te doen oor die wenslikheid van die rekenarisering van die verskillende bibliotekprosedures.

Ontwerp:

Rekenarisering is aanvaar as gegewe.

(i) daar sou vasgestel word wat die mees realistiese is, 'n alreeds bestaande stelsel of die ontwikkeling van 'n eie stelsel (ii) daar sou vasgestel word wat die mees realistiese is, 'n hoofraam of 'n ministelsel (iii) daar sou vasgestel word watter van die bestaande stelsels die mees realistiese is.

Bevindinge en aanbevelinge: (i) Alreeds bestaande stelsels in die beste (ii) 'n toegewyde intydse stelsel is die mees praktiese is in teenstelling met 'n hoofraamstelsel (iii) die URICA-stelsel is aanbeveel aan die Raad en dit is goedgekeur.

Skriftelike verslag nie opgestel nie (net notules).

Universiteit van Zoeloeland, Biblioteekdiens: Dr. P. Minnaar.

221

COMPUTERISATION FEASIBILITY STUDY. 1985

The purpose of this study was to examine closely the routines and procedures of the Johannesburg Public Library, with a view to possible computerisation throughout the service. The report contains the results of this investigation, and an analysis of efficiency and cost savings which it is expected would result from the implementation of a computerized system. The report recommends that an investigation of all available software packages now be undertaken, and the costs weighed against the cost and efficiency savings already investigated.

Written report is published.

Johannesburg Public Library: Miss E.J. Bevan; Mr P. Botha // Miss E.J. Bevan.

222

LIBRARY AUTOMATION PROJECT/NEEDS AND OBJECTIVES. 1984

- Establishment of South African Library's needs (four areas) viz:

1. Cataloguing
2. Serials control
3. Administrative
4. Indexing

- Establishment of role of SABINET i.r.o. above

- Investigation regarding possible solutions to above 4 problems

Conclusion:

- Cataloguing on SABINET (when ready about 1987)

- Serials in-house (develop own system)

- Admin in-house

- Indexing of certain projects in-house

- Future database retrieval in-house, using URICA software.

Written report is compiled.

South African Library: Mr N.J. Prinsloo.

223

REKENARISERING: APPARATUUR. 1980-1983

1) Randapparaat vir leen- en aanskaffunksies (mnr. R.E. Tönsing. 11 Sept. 1980).

2) Aanbeveling ten opsigte van tipe rekenaareindpunt vir skakeling met DOBIS vanaf die mediese takbiblioteek (mnr. R.E. Tönsing. 2 Jun. 1981).

3) Installering van rekenaareindpunt in die mediese Biblioteek vir skakeling met UP DOBIS (prof. J.A. Boon. 3 Jun. 1981).

4) Benutting van 'n eindpunt vir opleidingsdoeleindes ten opsigte van DOBIS/LIBIS (mnr. R.E. Tönsing. 16 Sept. 1982).

- 5) Randapparatuurbehoefte in die Biblioteekdiens vir 1984: tentatiewe lys (16 Jun. 1983).
- 6) Verdere randapparatuur benodig vir die bedryf van UP DOBIS/LIBIS-stelsel deur die Biblioteekdiens (12 Jul. 1982).
- 7) Begroting van randapparatuur vir die Biblioteekdiens 1983 en 1984 (1 Sept. 1983).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone mnr. R.E. Tönsing; mnr. W.W. Duminy.

224

PILOT STUDY FOR COMPUTERIZATION OF S.A. NATIONAL MUSEUM OF MILITARY HISTORY'S library catalogue. 1984

A pilot study was carried out to test the suitability for the library of the computer assisted microfilm information system recently introduced to control the records of the Museum's departments. A sample of 300 cards was taken from the classified (Dewey D.C.) subject catalogue and the information on each card was converted for entry into the computerized index. This involved "decoding" the Dewey subject numbers and then encoding the information for in-put. The test of the pilot study showed that the system was not satisfactory for the library's needs. The machine search time was too lengthy and the program devised for the simpler retrieval needs of a Museum department was inadequate for the library's more complex searches.

Written report not intended.

S.A. National Museum of Military History, Library: Dr S. Monick // Miss M. Northey.

225

REKENARISERING. 1976-1983

- 1) Oorsese studiereis oor biblioteekrekenarisering, Jan./Feb. 1976 (mnr H. de Bruin. 12 Maart 1976).
- 2) Voorgestelde verdere program vir aktiwiteite in ondersoekfase van biblioteekrekenarisering (met ingang Okt. 1976).
- 3) Uitgangspunte met betrekking tot biblioteekrekenarisering.
- 4) Oorsig oor aktiwiteite met betrekking tot rekenarisering (17 Sept. 1976).
- 5) Verwagte ontplooiing van projek vir die rekenarisering van die Biblioteekdiens 1978-1985. Saamgestel met die oog op die voorbereiding van tenderdokumente (mnr. H. de Bruin. 11 Okt. 1977).
- 6) Evaluering van tenders: rekenaargeriewe 1980-1984 (Koördineringskomitee vir biblioteekrekenarisering. 10 Apr. 1978).
- 7) Beraming van rekenaargebruik vir DOBIS op die huidige rekenaarfasiliteit IBM 370/148.
- 8) Oorsese studiebesoek, Okt.-Nov. 1978 (1979).
- 9) DOBIS-programmatuur as basis vir die rekenarisering van die ontsluitingsfunksie. Onderzoek en verslag deur die Werkgroep van die Koördineringskomitee (1978).
- 10) DOBIS-programmatuur as basis vir die rekenarisering van die ontsluitingsfunksie - samevatting. *Verslagreeks* nr. 5, 1978.
- 11) Toekomstige begrotingsprosedure en projekterekening vir biblioteekrekenarisering.
- 12) Algemene databasisbeheerstelsels as grondslag vir 'n gerekenariseerde biblioteekstelsel (mnr. H. de Bruin. 5 Des. 1978).

- 13) Onderzoek en evaluering met die oog op rekenarisering in die Biblioteekdiens, Universiteit van Pretoria (mnr. R.E. Tönsing. Verslagreeks nr. 4, Jul. 1980).
- 14) DOBIS-opleiding aan personeel deur Seksie Makro-ontsluiting (1980).
- 15) Vereistes van die Biblioteekdiens betreffende die herorganisasie en vergroting van die lêers van die UP-DOBIS-stelsel (1982?).
- 16) Hersiene lys van sake vir aandag van die Afdeling Biblioteek- en Inligtingherwinningstelsels van die Buro vir Rekenaardienste en IBM met betrekking tot DOBIS/LIBIS (1982?).
- 17) Lys van sake vir aandag van administratiewe gebruikersdienste/IBM met betrekking tot DOBIS/LIBIS (1982?).
- 18) DOBIS/LIBIS-rekenaarstelsel: take van personee saam in beheer (8 Maart 1983).
- 19) Prioriteitsvolgorde van alle bestaande DOBIS/LIBIS-foute en veranderings (4 Jul. 1983).
Verslae is opgestel.
Universiteit vn Pretoria, Biblioteekdiens: Kontakpersonee mnr. R.E. Tönsing; dr. H. de Bruin.

226

DOBIS/LIBIS. 1984-1985

Purpose:

To establish why the DOBIS/LIBIS Library Management System was not operational two years after it had been initially installed. The investigation consisted of a systematic analysis of test results from the system.

Findings:

- The system has been incorrectly loaded at the start.
- The bar coding sub-system was totally unsuitable for the Library's actual and potential circulation rate.
- The system was under continual development and the newly published changes had to be installed as they were made available. This caused an unacceptable demand on computer staff time.
- The SAMARC version is dependant on HSRC updates.
- Compared to the already installed local computerised cataloguing system the Library Cataloguing Staff found it impractical to maintain their input for the COM catalogue without extra staff.
- Most of the modules are written in PL/1, a computer language not very much in use in the RSA and so few skilled programmers are available.
- Compared to more modern relational data base systems DOBIS/LIBIS demands grater online storage space, making it comparatively more expensive.
- The system will only run under the CICS operating system and the University's Computer Centre wished to phase this out in favour of a more modern operating system.

Recommendations:

That instead of re-loading the latest version of DOBIS/LIBIS, advantage be taken of the fourth generation relational data base systems and languages to set up an in-house designed and installed circulation system. SABINET is to be used for cataloguing and eventually all other library functions which can benefit from computerisation.

Written report is published.

University of the Witwatersrand, Library: Mr D. Pearson.

227

DOBIS/LIBIS MANAGEMENT: NORMS AND STANDARDS. 1984+

Details not provided.

First report compiled (Apr. 1984).

University of Pretoria, Library Services: Prof. E.D. Gerryts.

228

**THE IMPLICATIONS OF SCIENTIFIC LIBRARY MANAGEMENT FOR LIBRARY
COMPUTERIZATION WITH DOBIS/LIBIS. 1980**

Details not provided.

Written report compiled.

University of Pretoria, Library Services: Prof. E.D. Gerryts.

229

**REKENARISERING VAN SESTECH- TEGNIESE BIBLIOTEEKDIENSTE MET BEHULP VAN
SABINET. 1985-1986**

Aangesien die rekenaars by 'n groot onderneming soos Sasol in hoofsaak op produksie ingestel is, is die prioriteit wat biblioteekdienste op die stelsel geniet, laag. Daar word in die vooruitsig gestel om SABINET te gebruik en net Sasol-hooframe te gebruik om aan te teken en dan met SASOL-net deur te gaan na SABINET. Daar word van 'n Persoonlike Rekenaar gebruik gemaak om met behulp van 'n INMAGIC-pakket en kleiner voorprogramme inligting op SABINET te laai en terug te laai vir byvoorbeeld uitreikings.

Skriftelike verslag word beoog.

SASOL, SASTECH- Tegniese Biblioteekdiens: Mnr. A.P. Duvenage.

230

**COMPUTERIZATION OF EDUCATION LIBRARY, COLLEGES OF EDUCATION AND SCHOOL
MEDIA CENTRES. 1986+**

It is proposed that an investigation be made into greater use of SABINET by Education Library and colleges of Education, and consideration be given at a later stage to development of an available in-house system. Also the possibility of school media centres contributing to a mini-network data base.

Written report not intended.

Natal Education Department, Library: Mr J.O. Engelbrecht // Miss J. Bamford.

231

SABINET. 1985-1986

Doel:

Om 'n oorsig te kry van die beskikbare en beoogde SABINET-funksies, die SBI se huidige gebruik van SABINET te evalueer en riglyne te verskaf vir die toekomstige benutting van SABINET se fasiliteite.

Ontwerp:

Literatuurstudie ten opsigte van SABINET; Onderhoude met personeellede van SABINET; Meting en evaluering van die beperkte gebruik wat reeds van SABINET gemaak word.

Skriftelike verslag word beoog.

RGN, Sentrum vir Biblioteek- en Inligtingdienste: Mej. S. Miller.

232

COMPUTERISED TYPE-SETTING. 1985

Investigation into expense of computerised type setting

- formatted digitised source text
- unformatted digitised source text; various options
- printed (hard copy) source text
- company involved: "SPARHAMS" Cape
- Not implemented as yet.

Written report is compiled.

South African Library: Mr N.J. Prinsloo.

233

EVALUATION OF LEO COMPUTER BUREAU FOR LIBRARY AUTOMATION. 1985

Conclusion:

- No library orientated software or skills at bureau
- Not inexpensive.

Written report is compiled.

South African Library: Mr N.J. Prinsloo.

234

DIE INVLOED VAN EKSTERNE REKENAARDIENSTE OP DIE INFRASTRUKTUUR VAN DIE UNIVERSITEITSBIBLIOTEEK. 1984-1987

Die lewering van 'n eksterne rekenaarmatige inligtingsdiens deur die universiteitsbiblioteek het bedryfsimplikasies ten opsigte van personeel, finansiële bestuur, die verskaffing van huisvesting, fisiese fasiliteite en dokumentlewering. Ten einde hierdie vooruitskatting met die oog op langtermynbeplanning te kan maak en terselfdertyd die optimale aanwending van personeel en fondse te verseker, moet die invloed van die gebruik van eksterne rekenaarmatige inligtingsdienste op die infrastruktuur bepaal word. 'n Bedryfsontleding van eksterne rekenaarmatige inligtingsdienste is deur middel van 'n tydsbestedings- en dokumentleweringsondersoek by die Universiteit van Pretoria in 1983 en Maart 1985 gedoen. 'n Literatuurstudie word onderneem om die bevindings te vergelyk, sterk punte en leemtes te identifiseer en uiteindelik alernatiewe bedryfsmodelle te ontwikkel.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Biblioteekdiens en Departement Biblioteek- en Inligtingkunde: Mej. E. Wyers // mej. A. Pienaar; mev. S. Potgieter.

5.4 OTHER FUNCTIONS AND SERVICES

236

DIE LEWERING VAN 'N INLIGTINGSDIENS VANUIT DIE UNIVERSITEITSBIBLIOTEEK AAN DIE GEMEENSAP. 1984-1987

Doel:

Om toepaslike veranderlikes te identifiseer en te bespreek ten einde hoofde van universiteitsbiblioteke instaat te stel om beleid te formuleer met betrekking tot die lewering van 'n inligtingsdiens vanuit die universiteitsbiblioteek aan die gemeenskap

Metodes:

Literatuurstudie, empiriese ondersoeke, beredenering.

Voorlopige hoofstukindeling: inleiding, die universiteitsbiblioteek se rol m.b.t. gemeenskapsdiens, 'n universiteitsbiblioteek se gemeenskap,

dienste aan die gemeenskap, institusionele goedkeuring en koördinerings, finansiële oorwegings, wetlike oorwegings.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde: Mnr. A.J. Swanepoel // mev. S. Potgieter; prof. J.A. Boon.

237

DIE UNIVERSITEITSBIBLIOTEEK AS INLIGTINGSDIENS. 1984-1987

Die doel van die projek is om oplossings vir 'n aantal probleme te vind wat die universiteitsbiblioteek in staat behoort te stel om optimaal sy rol as inligtingsdiens te vervul. Hierdie navorsingsuitdagings hou onder andere verband met die doeltreffende herwinning van bibliografiese inligting, die ontsluiting en lewering van inligtingsbronne, inligtingopvoeding en inligtingsdienste aan die gemeenskap. Die projek val in die volgende subprojekte uiteen:

- 1 Die invloed van eksterne rekenaardienste op die infrastruktuur van die universiteitsbiblioteek;
- 2 Apparaat- en programmatuur vir skakeling met eksterne rekenaarmatige inligtingsdienste;
- 3 Toepassingsmoontlikhede van Beltel as videotex-diens in 'n universiteitsbiblioteek;
- 4 Ontwikkeling van 'n indiensopleidingsprogram vir eksterne rekenaarmatige inligtingherwinning in die universiteitsbiblioteek;
- 5 Inligtingsdienste vanuit die universiteit aan die gemeenskap;
- 6 Opleiding van gebruikers in die gebruik van inligting en inligtingsbronne;
- 7 Rekenaarmatige mikro-ontsluiting;
- 8 Gerekenariseerde verbale onderwerpsontsluiting van gepubliseerde inligtingsbronne vir 'n universiteitsbiblioteek.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Biblioteekdiens en Departement Biblioteek- en Inligtingkunde: Mev. S. Potgieter // prof. J.A. Boon; prof. E.D. Gerryts.

238

DIE ONTWERP VAN 'N INLIGTINGDIENS INFRASTRUKTUUR VIR ENERGIE VERWANTE WERK IN DIE RSA. 1985-1986

Die ondersoek beoog om die bestaande dienste in die RSA in 'n inligtinginfrastruktuur te skakel waardeur optimale benutting van bronne en kundigheid vir inligtingondersteuning in die energie sektor verkry word. Die struktuurontwerp word op grond van bestaande diensstruktuur, gebruikerbehoefte, nasionale beleidfaktore en tegnologiese moontlikhede geskep en maak gebruik van teoretiese beskouings en empiriese ondersoek. Skriftelike verslag word beoog.

WNNR, Nasionale Instituut vir Informatika: Mnr. A.G. Brunt.

239

DIE UITBREIDING VAN DIE NATALSE PROVINSIALE BIBLIOTEEKDIENS AAN GEAFFILIEERDE BIBLIOTEEKSENTRA DEUR DIE TOEVOEGING VAN 'N TYDSKRIFDIENS. 1981

Daar is gepoog om in die lig van bestaande dienste van hierdie aard in ander provinsiale stelsels, 'n aanvaarbare stelsel van tydskrifdienslewering te ontwerp, met inbegrip van 'n stelsel van allokasie van die aantal tydskrifte vir elke geaffilieerde sentrum, vir voorlegging aan die Provinsiale Uitvoerende Komitee. Daar is bevind dat die gebrek aan so 'n diens 'n groot leemte op openbare biblioteekvlak

veroorzaak en dat die diens vinnig en sonder probleme ingestel kan word. Die tydskrifte diens is goedgekeur en suksesvol geïmplementeer. Skriftelike verslag word nie beoog nie. Natalse Provinsiale Biblioteekdiens: Mnr. J. Swiegelaar.

240

DIE UITBREIDING VAN DIE NATALSE PROVINSIALE BIBLIOTEEKDIENS AAN GEAFFILIEERDE BIBLIOTEEKSENTRA DEUR DIE TOEVOEGING VAN 'N VIDEOKASSETBANDDIENS. 1985

Daar is gepoog om 'n beeld te verkry van die potensiele aanvraag vir informatiewe en nie-formeel opvoedkundige videomateriaal op openbare biblioteekvlak, sowel as die beskikbaarheid van sodanige materiaal vir toevoeging tot die algemene materiaalvoorraad teen aankooppryse wat die beskikbaarstelling van videokassetbande aan die publiek via geaffilieerde biblioteekvoorrade moontlik sou maak. Die bevinding was dat videokassetbande wel beskikbaar is teen realistiese pryse, dat daar wel 'n aanvraag is na bande in die VHS-formaat en goedkeuring is van die Provinsiale Uitvoerende Komitee verkry vir die instelling van 'n videokassetdiens aan geaffilieerde biblioteke.

Skriftelike verslag word nie beoog nie.

Natalse Provinsiale Biblioteekdiens: Mnr. J. Swiegelaar.

6 SUPPORTING SERVICES AND MANAGEMENT

Entries 241-394

6.1 AIMS AND FUNCTIONS OF LIBRARIES

241

THE AIM AND FUNCTIONS OF THE NATAL MUSEUM IN RELATION TO THE PROVISION OF SERVICES IN THE NATAL MUSEUM LIBRARY. 1983

Purpose:

To discover what the aim and functions of the museum were and then to see if the Museum Library was helping (or could help) with these, and if not to develop strategies that would help the Museum.

Summary of findings:

Aim was stated as increase and diffusion of knowledge ... functions as collection, conservation, research, exhibition, education, cultural centre and social instrument. The library plays a significant role in all these (particularly since changes made 1980). As back-up to museum roles, but also semi-independently in the same areas.

Written report is published.

Natal Museum Library: Miss K.A. Herbert.

242

DIE TAAK VAN DIE UNIVERSITEITSBIBLIOTEEK. 1980+

Besonderhede nie verstrek nie.

Verslag word beoog.

Universiteit van Pretoria, Biblioteekdiens: Prof. E.D. Gerryts.

243

DIE BIBLIOTEEK SE BYDRAE TOT DIE MISSIE VAN DIE MUNISIPALITEIT VAN KIMBERLEY. 1985

Doel:

Om te bepaal wat die biblioteek se bydrae is tot die vervulling van die missie van die plaaslike owerheid.

Inhoud:

Oorsig van veranderende behoeftes van gemeenskap.

Doelstellinge van die Openbare Biblioteek en dit in verband bring met die huidige situasie van die Openbare Biblioteek in Kimberley.

Bevindinge:

Dat die Biblioteek 'n vername rol speel om die lewensgehalte van die gemeenskap te verbeter.

Skriftelike verslag is opgestel.

Openbare Biblioteek Kimberley en Kimberley Munisipaliteit: Mev. F. van Niekerk.

6.2 BUILDINGS

244

PLANNING A FUTURE DEVELOPMENT PROGRAMME FOR THE NATAL SOCIETY LIBRARY. 1984-1986

The main library is being examined to see if better use can be made of existing space. Where needs cannot be met from existing space ideas are being gathered for additions to the library.

Investigations are being made to ascertain where branch libraries should be established.

The growth points of the city are being studied so that library outlets can be included in their planning.

Written report intended.

Natal Society Library: Mr B.M. Spencer.

245

MUSIEKBIBLIOTEEK: FISIESE BEPLANNING. 1979-1982

1) Aanbeveling dat die musiekbiblioteek by die Merensky-biblioteek ingeskskel word (prof. E.D. Gerryts. 9 Mei 1979).

2) Verslag oor 'n literatuurstudie ten opsigte van toerusting en huisvesting van musiekbiblioteke: ruimte vir studie, personeel, versamelings en toerusting van universitêre musiekbiblioteke (mev. M. Steyn. 17 Aug. 1979).

3) Kommentaar op die fisiese uitleg (Tek. nr. 214 54A. dr T. Trichardt. 5 Okt. 1980).

4) Bevindinge en aanbevelings insake die voorsiening van biblioteekdienste en -fasiliteite ten behoeve van die Departement Musiek (prof. E.D. Gerryts. 4 Mei 1981).

Kriteria vir die voorsiening van fisiese fasiliteite in 'n musiekbiblioteek: 'n Bespreking van ruimtebehoefte in terme van oppervlakte, uitleg, atmosfeer, lugreëling, personeel- en bergingsruimtes vir biblioteekmateriaal (mev. A. Moolman. 29 Jan. 1982).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mnr. W.W. Duminy.

246

BOUPROGRAM: KIMBERLEY OPENBARE BIBLIOTEEK. 1979

Doel:

Om 'n bouprogram vir 'n nuwe biblioteek op te stel.

Ontwerp:

Behoeftes volgens geprojekteerde bevolkingsyfer is bepaal.

Indeling van ruimtes: groottes van afdelings.

Sketsplan van ingang van toonbankgedeelte.

Bevinding:

Dat die eerste fase die bou van 'n biblioteek met vloeroppervlakte 2700m² behels; in die 2de fase word die biblioteek vergroot na 3500m².

Skriftelike verslag is opgestel.

Kimberley Openbare Biblioteek en Kimberley Munisipaliteit: Mnr. H. Heymann // mev. F. van Niekerk.

247

VEREISTES VIR DIE VOORGESTELDE BIBLIOTEEKGEBOU: KIMBERLEY OPENBARE BIBLIOTEEK. 1979

Doel:

Om die grootte van die beplande biblioteek te bepaal met inagneming van bestaande biblioteke en om grootte van werksruimtes te bepaal.

Ontwerp:

Standaard van biblioteekgrootte is bepaal volgens bevolking. Bestaande biblioteke se vloeroppervlakte is afgetrek. 'n Program van benodigdhede is uiteengesit.

Bevinding: Daar die sentrale biblioteek ongeveer 1800m² groot moet wees om aan die minimum standaard te voldoen.

Skriftelike verslag is opgestel.

Openbare Biblioteek Kimberley en Kimberley Munisipaliteit: Mnr. H. Heymann // mev. F. van Niekerk.

248

BRIEF FOR THE BOPHUTHATSWANA NATIONAL LIBRARY SERVICE HEADQUARTERS BUILDING. 1985

A brief for a new National Library Service Headquarters Building submitted by the Director of Library Services.

Written report is compiled.

Bophuthatswana National Library Service: Mr A.S. Khutsoane.

249

LIBRARIAN'S BRIEF TO THE ARCHITECT. THE LAW LIBRARY, WEST CAMPUS. 1983

The Brief to the Architect of the proposed Law Library outlines clearly the requirements of this Library in terms of site, space, needs, physical layout, function, environment, expansion, furniture and equipment.

It is used by the architect and construction team as a reference tool both in the design stages and construction phases of the building. The Brief is 20 pages, and contains the following major sections:- a) The Concept of the Library in relation to the University; b) Flexibility; c) The Users of the Library; d) The Library and Human Beings; e) The Needs of the Teaching staff; f) The Needs of the Library staff; g) Present needs and projected expansion; h) Nature of Library services; i) Physical Form of the Library; j) Library functions and Space Requirements; k) Building Requirements and special services. The Brief is a detailed list of needs and recommendations specific to the Law Library, Wits University.

Written report is compiled.

University of the Witwatersrand, Library: Ms H. Edwards.

250

LIBRARIAN'S BRIEF TO THE ARCHITECT. THE EDUCATION/COMMERCE LIBRARY, WEST CAMPUS. 1983

The Brief to the Architect on a new building project outlines clearly the requirements of the Library in terms of space, site, needs physical layout, library functions, environment, expansion, furniture and equipment. It is used by the architect and construction team as a reference tool both in the design stages and construction phases of the building. This Brief is 34 pages in length, and contains the following main sections:- a) Concept of the Library in relation to the University; b) Flexibility; c) The Users of the Library; d) The Library and Human Beings; e) The Needs of the Teaching Staff; f) The Needs of the Library Staff; g) Present needs and Projected Expansion; h) The Nature of Library Services; i) Physical Form of the Library; j) Library functions and Space Requirements; k) Building Requirements and Special Services. The Brief is a detailed list of needs and recommendations specific to the Education /Commerce Library.

Written report is compiled.

University of the Witwatersrand, Library: Ms H. Edwards.

251

LINEAR LIBRARY LAYOUT. 1984

The completion of the Linear Library of the University of Cape Town required careful planning to ensure that the bookstock was located as adjacent to its user departments as could possibly be arranged. Significant sections of the library's operations, such as short loan, African studies and special collections and the science and engineering collections needed to be appropriately sited according to a variety of criteria. Architectural briefs required careful planning to ensure complete understanding of our requirements.

Written report not intended.

University of Cape Town, Libraires: Mr B.H. Watts; Miss C. Laburn // Mr A.S.C. Hooper.

252

ONTWERP VAN BURGERSENTRUM. 1984

Bestaande biblioteek was reeds geruimte tyd ontoereikend. Die ontwerp van die Burgersentrum is ingeskryf vir 'n Nasionale Kompetisie. Die volgende aspekte is dringend ondersoek: Plasing van en toegang tot afdelings; personeel; parking; sekuriteit; binneshuisversiering; meganiese installasies; oudio visuele toerusting om groepaktiwiteite te bevorder; 200 Sitplek teater vir lesersgroepe; konferensiefasiliteite vir kultureel of opvoedkundig georiënteerde groepe; amfiteaterfasiliteite.

Skriftelike verslag word nie beoog nie.

Germiston Carnegie Stadsbiblioteek: Mev. M. Olivier.

253

STANDAARDBIBLIOTEKGEBOUE. 1984

Die standaardvloeroppervlakte van biblioteekgeboue, gebaseer op die bevolkingsyfer van gemeenskappe, is bereken en in tabelle opgestel vir indeling van tuimte, asook vir standarde vir ure en personeel.

Skriftelike verslag is saamgestel. *Titel: Erkende minimum standarde vir kwaliteitsbiblioteekdiens wat aanbeveel word vir openbare biblioteke wat geaffilieer is met die Natalse Provinsiale Biblioteekdiens.*

Natalse Provinsiale Biblioteekdiens: Mej. E.C. van der Merwe.

254

MACFADYEN-BIBLIOTEEK: FISIESE BEPLANNING. 1983

Besonderhede is nie verstrekkend nie.

Verslag is opgestel (15 Jul. 1983).

Universiteit van Pretoria, Biblioteekdiens: Dr. T. Trichardt // mej. E. Weyers; mnr. W.W. Duminy.

255

PROBLEM OF ACCESSIBILITY TO THE LIBRARY TO THE DISABLED. 1986

To the disabled the Library and its facilities are not easily accessible. Possible solutions to barriers such as steps, revolving doors, etc., and problems regarding table and desk heights, microfilm readers, use by the disabled is being investigated.

Methods:

Literature search and contact with organizations that have specialised knowledge.

Written report intended.

South African Library: Miss J. te Groen.

256

MERENSKY-BIBLIOTEEK: FISIESE BEPLANNING - ALGEMENE ONDERSOEK NA RUIMTEBEHOEFTE. 1977-1984

1) Eerste vorderingsverslag (20 Sept. 1977): Maatstawwe vir toereikende huisvesting, "zero growth" en die "self-renewing library", statistiek-houding rakende die bepaling van die omvang van die biblioteekversameling, optimisering van die benutting van beskikbare ruimtes en sentralisering van inligtingsmateriaal vanaf institute en departemente.

2) Tweede vorderingsverslag (28 Feb. 1978): die huidige sitplek voorsiening is vir slegs 7,3 % van die kampusbevolking en 'n aanvraag word gedoen om tot 9,6 % te kan voorsien.

3) Derde vorderingsverslag en heruitleg (7 Sept. 1978).

4) Vierde vorderingsverslag (28 Maart 1979): gebruikersvoorkeure van sitplekke, opname van studiehokkies, SANSO-sitplekbenuttingsopname, rakbesettingsopname.

5) Opsomming van mnr. P.J. Lor se verslag met spesiale verwysing na projeksies van toekomstige benutting. Die gemiddelde groeipersentasie van rakbesetting vir 1969-82 is 4,9 %, kritiese rakbesetting in 1985 is 70 % en in 1989, 86 % (mej. E. Weyers. 7 Nov. 1983).

6) Ruimteknelpunte en ruimtebehoefte: 'n evaluering van die huidige benutting word gebied en 'n vergelyking met ander Suid-Afrikaanse universiteitsbiblioteke (mej. E. Weyers. 20 Jan. 1984).

7) Voorlopige verkenning van fasette rakende die fisiese beplanningsprojek in die Merensky-biblioteek en Ou-Merenskygebou (mej. E. Weyers. 18 Apr. 1984).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mnr. W.W. Duminy.

257

MEDIESE BIBLIOTEEK: FISIESE BEPLANNING. 1977

Die nuwe biblioteek in die beplande Akademiese Hospitaalkompleks te Erasmusrand: Doelstellings, funksies, en beraamde ruimtebehoefte. Sluit in literatuurstudie en verslag oor besoeke aan ander mediese biblioteke. Verslag is opgestel (18 Maart 1977).

Universiteit van Pretoria, Biblioteekdiens: Mnr. P.J. Lor // mej. E. Weyers; mnr. W.W. Duminy.

258

MEDIESE BIBLIOTEEK: FISIESE BEPLANNING. 1984

Ruimtebepaling ten opsigte van die biblioteekbehoefte van die Fakulteit Medies en Tandheelkunde vir 1993. Hierdie verslag bevat die geskatte VTE-studentetalle vir 1993 vir die Mediese en Tandheelkunde Fakulteite afsonderlik en die TVM bereken ooreenkomstig SANSO-norme.

Verslag is opgestel (5 Okt. 1984).

Universiteit van Pretoria, Biblioteekdiens: Mej. E. Weyers // mej. E. Weyers; mnr. W.W. Duminy.

259

MEDIESE BIBLIOTEEK - BEHOEFTELYS VAN RUIMTE. 1985

Behoefte van ruimte benodig in die nuwe Mediese biblioteek

Verslag is opgestel (8 Nov. 1985).

Universiteit van Pretoria, Biblioteekdiens: Mej. E. Weyers // mej. E. Weyers; mnr. W.W. Duminy.

260

GROEIKOERSE EN VERHOUDINGE VIR VOORUITSKATTING VAN RUIMTEBEHOEFTE. 1980

Besonderhede nie voorsien nie.

Verslag is opgestel (26 Feb. 1980).

Universiteit van Pretoria, Biblioteekdiens: Dr. T. Trichardt // mnr. W.W. Duminy; mej. E. Weyers.

261

VEEARTSENYKUNDE-BIBLIOTEEK: FISIESE BEPLANNING. 1981-1985

1) Uitstalarakke vir tydskrifte (dr. T. Trichardt. 29 Jun. 1981).

2) Geskiedkundige oorsig oor die fisiese fasiliteite (mev. G.J. Beukes. 18 Nov. 1981).

3) Kommentaar op die werkstekeninge gedateer 19 Jan. 1984 van die voorgename Veeartsenykunde-biblioteek (mej. E. Weyers. 3 Feb. 1984).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mej. E. Weyers; mnr. W.W. Duminy.

262

GIDSE VIR RAKKE IN 'N UNIVERSITEITSBIBLIOTEEK. 1986 voorgestel

'n Ondersoek word beoog om vas te stel of die bestaande gidse vir rakke in die UPE-Biblioteek verbeter moet word, al dan nie. Aandag sal ook geskenk word aan hoe sodanige verbeterde gidse moet lyk en of verbeterde gidse aanleiding sal gee tot beter gebruik van bronne. 'n Literatuuroorsig word beplan met navrae aan ander Suid-Afrikaanse Universiteitsbiblioteke ten einde 'n eiesoortige gidsstelsel vir die UPE-Biblioteek te ontwikkel.

Skriftelike verslag word beoog.

Universiteit van Port Elizabeth, Biblioteek: Mnr. H.J. Oosthuizen.

263

FUTURE REQUIREMENTS OF THE MEDICAL REFERENCE LIBRARY, 2 MILITARY HOSPITAL, WYNBERG. 1983

Present library requirements, inadequacies, future requirements, site, planning i.e. book capacity, study capacity, journal capacity, reference service, catalogues, audiovisual facilities i.e. areas and material. Library equipment i.e. photocopiers, computer terminals and printers, issue area, personnel requirements and personnel space, additional processing space requirements, references. Includes floor plan (scale plan). Written report is compiled.

Medical Reference Library, 2 Military Hospital(Wynberg): Miss L.I. Botha.

264

SITPLEKBESETTING. 1976-1982

1978: Opname van sitplekbesetting, Merensky-biblioteek (mnr. P.J. Lor)

1) Sitplekbesettingsure: Opsomming uit bestaande dokumentasie. (dr. T. Trichardt. 1979).

2) Sitplekvoorkeure (mej. M. Steyn. 20 Apr. 1979).

3) Sitplekbesetting in universiteitsbiblioteke: verslag oor 'n literatuurstudie. Die metode, resultate en aanbevelings van studies word bespreek (mej. M. Steyn).

4) SANSO-inligtingstelsel: probleme ondervind by die bepaling van jaarlikse sitplekbesettingssyfers in universiteitsbiblioteke (mnr. P.J. Lor. 11 Feb. 1980).

5) SANSO geboue- en ruimtestatistiek: sitplekbesettingsopname April/Mei 1980 (dr. T. Trichardt. 6 Junie 1980).

6) Sitplekkontakure (dr. T. Trichardt. 15 Okt. 1980).

7) Sitplekbesettingsopname: Vrydag 21 Mei en Saterdag 22 Mei 1982 (dr. T. Trichardt).

8) Voorlopige verslag oor die sitplekbenuttingsopname 1977-1979 (dr. T. Trichardt. 12 Jul. 1982).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en dr. T. Trichardt.

265

RUIMTEBEHOEFTE: HOOF- EN SUBKAMPUSSE. 1980-1985

1) Verwagte ruimtebehoefte vir 1990 en 2000 uitgedruk in TVM is per hoof en takbiblioteke getabelleer en volgens SANSO-norme gekorrelleer (mej. E. Weyers).

2) Samevattende verslag oor die ondersoek wat sedert 1975 na die ruimtebehoefte van die Biblioteekdiens ingestel is (mej. E. Weyers. 20 Sept. 1985).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mnr. W.W. Duminy.

266

VOORKLIENIESE BIBLIOTEK: FISIESE BEPLANNING - RUIMTEBEHOEFTE VIR DIE JAAR 2000. 1983-1985

- Die VTE-studentetal vir Tandheelkunde word vir die jaar 2000 geprojekteer tot 'n totaal van 399 studente en op grond hiervan word die ruimteskatting volgens SANSO-norme gedoen (16 Mei 1983)

- Heroorweging van berekeninge toon 3 variante (3 Apr. 1985).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Mej. E. Weyers // mej. E. Weyers; mnr W.W. Duminy.

267

SANSO-INLIGTINGSTELSEL. 1978, 1985+

1) Ondersoeke onderneem na aanleiding van konseptdokument SANSO-101: *Nation-wide building space planning system manual*. Evaluering van verfyning van die voorgestelde norme vir universiteitsbiblioteke (mnr. P.J. Lor. 21 Nov. 1978).

2) Kommentaar op konsep-dokument SANSO-101 (mnr. P.J. Lor. 8 Feb. 1979).

3) Langtermynbeplanningsprojek: SANSO-ruimtenorme en SANSO-ruimtekatgorieë vir biblioteke (dr. T. Trichardt. 20 Aug. 1979).

4) Ruimte-inventaris 1979: Hoof- en takbiblioteke (dr. T. Trichardt. 21 Okt. 1979).

5) Retrospektiewe ontleding van voorraad (mej. M. Mörsner. 1979).

6) SANSO-inligtingstelsel: vereistes en uitgangspunte vir lopende rekordhouding vanaf 1 Jan. 1980 (mnr. P.J. Lor. 3 Okt. 1979).

7) SANSO-inligtingstelsel: implementeringsondersoeke; punte vir voorlegging aan IBK (mnr. P.J. Lor. 19 Okt. 1979).

8) Inligting vir rapportering aan die SANSO-inligtingstelsel-1979 (prof. E.D. Gerryts. 22 Okt. 1979).

9) Riglyne vir die ontwikkeling van prosedures vir die SANSO-inligtingstelsel (mnr. P.J. Lor. 31 Okt. 1979).

10) Ontwerp van prosedures vir lopende insameling van gegewens (Des. 1979).

11) Vorderingsverslag oor implementering van SANSO-inligtingstelsel (mnr. P.J. Lor. 14 Des. 1979).

12) Kommentaar op SANSO-009 en SANSO-101 (dr. T. Trichardt. 21 Jul. 1980).

13) SANSO-sitplekopname: metode, uitvoering en berekening (sameroeper prof. E.D. Gerryts. 1985+).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone dr. T. Trichardt; mej. E. Weyers.

268

KLANKDEMPING VAN FOTOKOPIEERLOKALE: LITERATUURLYS. 1977

Besonderhede nie verstrek nie.

Verslag is opgestel.

Universiteit van Pretoria: Biblioteekdiens: Mnr. J.P.J. Engelbrecht // mej. E. Weyers; mnr. W.W. Duminy.

269

BELIGTINGSPEIL IN BIBLIOTEK. 1976

Meting van beligtingspeile om die moontlikhede van besparing te ondersoek. Daar word aanbeveel dat beligtingspeile afgebring word na 400 lux deur die verwydering van elke derde buis.

Skriftelike verslag is opgestel.

Universiteit van Port Elizabeth, Biblioteek: Mnr. S. Geertsema.

6.3 FURNITURE AND EQUIPMENT

270

LIBRARY FURNITURE DESIGN. 1985

Investigation into new furniture design and library layout.

I referred to a number of library journals to find designs of reference desks and reference layout. Designs found were modified and new desks were designed and subsequently made. User movement was noted and the Reference layout designed to permit as smooth movement of users as possible. The Public area was assessed and shelves and tables moved to increase the usable space.

Written report not intended.

Natal Society Library: P.A. Stabbins.

271

UITSTALLINGSFASILITEITE EN -TOERUSTING. 1980-1982

- Ontwerp en toerusting vir 2- en 3-dimensionele uitstallings met planne (mev. A.M. Dippenaar; dr. T. Trichardt. 6 Feb. 1980).

- Behoeftte aan en uitstallingsfasiliteite vir die takbiblioteke (dr. T. Trichardt. 1 Sept. 1981).

- Addisionele benodigdhede vir uitstallingseenhede: Merensky-biblioteek (mev. R. Badenhorst, mev. A.M. Dippenaar, dr. T. Trichardt. 16 Aug. 1981).

- Uitstalling van gifplantversameling by Veeartsenykunde (dr. T. Trichardt. 6 Jan. 1982).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mev. E. Weyers; mnr. W.W. Duminy.

272

UITSTALLINGSFASILITEITE EN -TOERUSTING. 1980

Ontwerpe en toerusting vir 2- en 3-dimensionele uitstallings.

Verslag met ontwerpe is opgestel (6 Feb. 1980).

Universiteit van Pretoria, Biblioteekdiens: Mev. A.M. Dippenaar; dr. T. Trichardt // mev. E. Weyers; mnr. W.W. Duminy.

273

SURVEY OF USER PREFERENCES FOR STUDY FACILITIES FROM AN ENVIRONMENTAL PSYCHOLOGICAL PERSPECTIVE. 1985

Readers in the UNISA library were interviewed as to their preferences as to the study facility (size of table, privacy, noise level etc.) preferred.

Written report is published.

University of South Africa, Sanlam Library: Ms K. Grieve (Dept. Psychology).

274

UDIOVISUELE MATERIAAL. 1983-1984

1) Ondersoek na die ontwikkeling van fisiese fasiliteite vir die beskikbaarstelling en gebruik van oudiovisuele materiaal in die Merensky-

biblioteek. Die alternatiewe is gestel vanuit 'n biblioteekooppunt sowel as 'n "learning resource centre" (leerhulpentrum) wat 'n mediasentrum verteenwoordig waarin die tradisionele biblioteek en oudiovisuele komponente verenig word in een administratiewe geheel. (Dokument nr. 1. 11 Nov. 1983).

2) Fisiese fasiliteite vir oudiovisuele materiaal. (Dokument nr. 2. 1984).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Mej. E.G. Klopper // mej. E. Weyers; mnr. W.W. Duminy.

275

VOORSIENING VAN OUDIOVISUELE TOERUSTING. 1985

Benodig vir Veeartsenykunde-biblioteek. Besonderhede nie verstrek nie.

Verslag is opgestel (21 Feb. 1985).

Universiteit van Pretoria, Biblioteekdiens: Mej. E. Weyers // mej. E. Weyers; mnr. W.W. Duminy.

276

FOTOKOPIEERERS IN UNIVERSITEITSBIBLIOTEKE: BEHEER OOR DIE FASILITEITE EN INSAMELING VAN BETALINGS EN NAKOMING VAN DIE WET OP OUTEURSREG. 1986 voorgestel

'n Onderzoek word beoog om vas te stel in welke mate:

- beheer oor die fasiliteite uitgeoefen kan word
- die insameling van betalings beheer kan word (met 'n moontlike wysiging aan die bestaande stelsel van insameling van betalings)
- die Wet op Outeursreg nagekom word (en watter prosedures gevolg moet word in gevalle waar oortredings plaasvind)

'n Literatuuroorsig en navrae by ander Suid-Afrikaanse universiteitsbiblioteke word beoog.

Skriftelike verslag word beoog.

Universiteit van Port Elizabeth, Biblioteek. Navorsingseenheid vir Bestuursinligting: Mnr. H.J. Oosthuizen.

6.4 SECURITY

277

DIE ONDERSOEK NA DIE SKEPPING VAN 'N POS VAN VEILIGHEIDSBEAMPTTE, DIE VERBETERING VAN DIE SEKERHEIDSTELSE EN MIDDELE WAT AANGEWEND MOET WORD. 1982

Doel:

Om die sekerheidstelsel te sentraliseer en te verbeter.

Ontwerp:

O & M. metodes - onderhoude en waarnemings

Aanbevelings:

Dat 'n minimum van 3 sekerheidsligte by Hoofbiblioteek aangebring word;

Dat 'n alarum met sirene aangebring word met skakelaar by toonbank;

Dat vensterknippe ondersoek en versterk word.

Ander biblioteke: Dat die moontlikheid van diefwering voor die vensters ondersoek word; dat stoepligte by Beaconsfield Biblioteek saans brand.

Skriftelike verslag is opgestel.

Kimberley Openbare Biblioteek en Kimberley Munisipaliteit: Mnr. P.J. van der Walt // mev. F. van Niekerk.

278

SECURITY OF LIBRARY BUILDINGS AND CONTENTS. 1986

Access to buildings and rooms housing special collections, supervision of visitors, safeguarding contents of buildings.

Written report intended.

South African Library: Mr E.J.C. Prÿra.

279

VERKLIKKERSTELSEL EN DRAAIHEK: LANDBOU BIBLIOTEEK. 1980

Besonderhede nie voorsien nie.

Verslag is opgestel (3 Sept. 1980).

Universiteit van Pretoria, Biblioteekdiens: Dr. T. Trichardt.

280

TOONBANK, VERKLIKKERSTELSEL EN DRAAI HEK. 1984.

Benodig vir Veeartsenykunde-biblioteek.

Verslag is opgestel (14 Feb. 1984).

Universiteit van Pretoria, Biblioteekdiens: Mej. E. Weyers // mej. E. Weyers; mnr. W.W. Duminy.

281

IDENTIFIKASIE-KAARTE. 1981.

1) Moontlike maniere van samewerking tussen die Biblioteekdiens en die Administrasie van die Universiteit van Pretoria ten opsigte van die verskaffing van identifikasie-kaarte aan studente/personeel (24 Feb. 1981).

2) Onderzoek na 'n eenvormige identiteitskaart vir personeel en studente met verslag. Verkorte verslag (15 Sept. 1981).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Mnr. R.E. Tönsing.

6.5 LIBRARY MOVES

282

INTREK IN NUWE BIBLIOTEEKGEBOU. 1984

Verhuising van biblioteek na nuwe biblioteekgebou - boekevoorraad van omtrent 150 000. Onderzoek om self (interdepartementeel) of kontrakteurders te gebruik om verhuising te behartig. Laasgenoemde is gebruik. Probleem om uit te vind van 'n biblioteek van dieselfde grootte wat alreeds verhuis het. Probleem met tydsbestek van verhuising - storting van boeke, in ou biblioteekgebou, wat reeds verpak is. Nuwe gebou beslaan 3 vlakke. Beplan noukeurig - moet gelytydig al die boeke verhuis of vlak vir vlak. Werksure van personeel asook versorging van personeel - tee, etes, ens. Die uitleg van voorraad en groepering van leesstof per afdeling, in ons geval grondvlak - kinderafdeling, eerste vlak - uitleenafdeling en tweede vlak - naslaanafdeling, is noukeurig ondersoek en beplan en het die uitpak van kartonne baie gou en effektief laat geskied.

Skriftelike verslag word nie beoog nie.

Germistonse Carnegie Stadsbiblioteek: Mev. M. Olivier.

283

HOE OM 'N BIBLIOTEEK TE VERSKRUIF MET DIE OOG OP VERVANGING VAN MATTE. 1986

'n Metode moet gevind word om die boeke met rakke en al so vinnig moontlik te verskuif en die mat te vervang. Om dit te doen sal 'n plan uitgewerk moet word o.a. om 'n spesiale hyser te ontwerp om die boekrakke opgelig te kry om hulle van punt A na punt B te verskuif. Die doel van die ondersoek is om te probeer om nie die boeke deurmekaar te laat raak nie sodat die biblioteek so kort as moontlik gesluit hoef te wees.

Skriftelike verslag word nie beoog nie.

Openbare Biblioek Carletonville: Mev. R. Myburgh.

284

SKUIF VAN BIBLIOTEEKVOORRAAD VAN OU KAMPUS NA NUWE KAMPUS. 1973

Daar was geen bestaande literatuur wat enigsins van nut was om metodes aan die hand te doen om groot getalle boeke, tydskrifte en ander biblioteekmateriaal van een plek te skuif na 'n ander oor 'n afstand van ongeveer 10km. Daar is dus 'n studie gemaak van moontlikhede en 'n werkwyse is ontwerp en beplan om veral twee doelwitte te bereik:

1) Om die materiaal veilig, d.w.s. sonder skade en by die beoogde bestemming te kry.

2) Om hulle op so 'n manier te pak en te vervoer dat hulle nie deurmekaar raak nie maar met die minimum van werk en moeite weer in die regte volgorde op die rakke gepak kan word. Die metode is geboekstaaf en stap vir stap uiteengesit en verduidelik in 'n spesiale publikasie.

Skriftelike verslag is gepubliseer.

Universiteit van Port Elizabeth, Biblioteek: Mnr. M.J. Hosten.

285

VERHUISINGSAKSIE VANAF CARNEGIE BIBLIOTEEK NA J.S. GERICKE-BIBLIOTEEK, UNIVERSITEIT VAN STELLENBOSCH. 1983

Die verslag handel oor die trek na 'n nuwe biblioteekgebou wat gedurende Desember 1983 op die kampus van die U.S. plaasgevind het. Aspekte wat beskryf word, sluit o.a. in die metode wat gevolg is, voorafbeplanning, apparaat en toerusting wat benodig is, mannekrag, die tydsduur ens.

Skriftelike verslag is opgestel.

Universiteit van Stellenbosch, Biblioteekdiens: Mnr. J.P.J. Engelbrecht.

286

DIE IMPLIKASIES WAT DIE VERSKUIWING VAN DIE STADSBIBLIOTEEK OP DIE PERSONEELPOSISIE SAL HÊ ASOOK DIE WENSLIKHEID VAN REKENARISERING IN DIE BIBLIOTEEK. 1984

Doel:

Om die Direkteur: Administrasie te adviseer oor die toekomstige posisie van die Africana-personeel en die werksaamhede van die biblioteek ná die verskuiwing na die nuwe gebou - asook die wenslikheid van rekenarisering.

Ontwerp:

Take van Africana personeel is nagegaan: organisasiestruktuur van Biblioteekafdeling is bepaal; wenslikheid van rekenarisering is behandel.

Metode:

Onderhoude met gesaghebbendes. Inligting vanaf ander biblioteke; verslae nagegaan.

Aanbevelings: Status quo t.o.v. personeel gehandhaaf word; Rekenarisering in 2 fases aanbeveel: Uitreiking, katalogisering.

Skriftelike verslag is opgestel.

Kimberley Openbare Biblioteek en Kimberley Munisipaliteit (Werkstudie Afdeling): Mnr. P.J. van der Walt // mev. F. van Niekerk.

6.6 USER ORIENTATION

287

GEBRUIKERSOPLEIDING. 1984

1) Die noodsaaklikheid van gebruikersopleiding (simposium 22 Augustus 1984).

2) Die noodsaaklikheid van die gebruik van inligting en inligtingsbronne in akademiese opleiding (dr. S.P.T. Malan).

3) Die Biblioteekdiens van die Universiteit van Pretoria se ondervinding met gebruikersopleiding (mev. A. Pienaar).

4) 'n Dosent se ondervinding met gebruikersopleiding: geesteswetenskappe - prof. J.S. Oosthuizen; mediese wetenskappe - prof. J.V. van der Merwe; natuurwetenskappe - mev. M. Hosten.

Gepubliseer in: *Verslagreeks nr. 8*. Junie 1985.

Universiteit van Pretoria, Biblioteekdiens: Kontakpersone soos hierbo genoem en mej. A. Pienaar.

288

OPLEIDING VAN GEBRUIKERS IN DIE GEBRUIK VAN INLIGTING EN INLIGTINGSBRONNE. 1984-1987

'n Voortdurende toename in die produksie van inligtingbronne veroorsaak dat meer en meer inligtingherwinningshulpmiddels ontstaan. Die gebruikers in universiteitsbiblioteke is ongeletterd in die herwinning van inligting en die universiteitsbiblioteek beskou onderrig in inligtingbenutting as sy taak ten einde die optimale gebruik van alle bronne te bevorder. 'n Literatuurondersoek word gedoen in verband met die kenmerke van gebruikersopleiding in verskillende vakgebiede. Modelprogramme word uitgewerk en empiries in vier fakulteite van die Universiteit van Pretoria geïmplementeer. Die resultate hiervan word geëvalueer ten einde aanbevelings te kan maak vir 'n eenvormige beleid van gebruikersopleiding deur die universiteitsbiblioteek.

Skriftelike verslag word beoog.

Universiteit van Pretoria,, Biblioteekdiens en Departement Biblioteek- en Inligtingkunde: mej. M.T. Brassel, mej. A.D. Heckroodt; mev. A. Van der Merwe; mev. E. van der Westhuizen // mej. A. Pienaar; mev. S. Potgieter.

289

BIBLIOTEEKVOORLIGTING IN 'N UNIVERSITEITSBIBLIOTEK. 1985-1986

'n Onderzoek word beoog om vas te stel of die huidige voorligting aan veral eerstejaars enige positiewe bedrae maak om studente beter biblioteekgebruikers te maak. Aandag sal ook geskenk word aan alternatiewe metodes van biblioteekvoorligting en daar sal gepoog word om 'n metode te ontwikkel wat in die plaaslike omstandighede optimale voordele sal inhou. 'n Literatuuroorsig en moontlike navrae by ander Suid-Afrikaanse universiteitsbiblioteke word in die vooruitsig gestel.

Skriftelike verslag word beoog.

Universiteit van Port Elizabeth, Biblioteek. Navorsingseenheid vir Bestuursinligting: Mnr. H.J. Oosthuizen.

290

LIBRARY ORIENTATION PROGRAMMES IN THE MEDUNSA LIBRARY. 1983 Ongoing

Various facilities are available, including videos, pamphlets and signs, to guide users in the library. Orientation courses are also presented for new students and staff. The objectives are knowledge of the library, insight, the improvement of library skills and the development of a positive attitude amongst users. A specific librarian co-ordinates training for new students and staff. Fourteen periods are made available to the library at the beginning of the year for the orientation of first year students. Use is made of short lectures, audio-visual aids and practicals and a test is written at the end of the course. It is hoped that library use will improve as a result of user guidance.

Written report is compiled.

Medical University of Southern Africa, Library Services: Mr J. van Niekerk.

291

SURVEY OF EDUCATION IN MUSEUMS AND RELATED INSTITUTIONS WITH SOME QUESTIONS FOR CONSIDERATION AND POSSIBLE RESEARCH. 1985

Purpose:

To establish the 'State of the Art' of education in museums and related institutions with special reference to the situation in Africa/S. Africa. To analyse the literature in the field and raise some topics for discussion and research. Emphasis was placed on helping education officers know and use the literature in their field.

A bibliography of over 2 000 items was produced in the process.

Summary of findings: most research is recent (post 1970) and only 3 % Africa-oriented. Subjects dealt with include - specific categories of users and their needs, techniques and methods, interpreter's role, teaching particular subjects, visitor experience and behaviour, theory and philosophy, education function related to other functions of the institution.

Written report is being published.

Natal Museum Library: Miss K.A. Herbert.

292

SKYFIEVERSAMELING OOR DIE BIBLIOTEEKDIENS. 1982

Besonderhede nie voorsien nie.

Verslag is opgestel (20 Jan. 1982).

Universiteit van Pretoria, Biblioteekdiens: Mev. G.J. Beukes.

6.7 INFORMATION NEEDS, USE AND USER STUDIES

293

DIE ONTWIKKELING VAN 'N METODOLOGIE OM DIE INLIGTINGSBEHOEFTE VAN DIE NYWERHEID EN SAKEWÊRELD TE BEPAAL. 1985-1986

Die doel van die ondersoek is om 'n metode te ontwikkel vir die vasstelling van die inligtingsbehoefte van die nywerheid en sakewêreld ten opsigte van besluitneming, probleemoplossing, beplanning, ens. Daar sal veral gekonsentreer word op die taakverrigtingsbehoefte van besluitnemers. Die metode moet geskik wees om gegewens omtrent die volgende aspekte in te samel:

a) Die aard en doelstellings van 'n bepaalde organisasie, en die terreine waarop die organisasie beweeg;
b) Die aard en doel van die take waarvoor inligting benodig word;
c) Die aard van die inligtingsinsette van benodig word vir suksesvolle taakverrigting; en
d) leemtes omtrent die toereikendheid van bestaande inligtingsbronne, stelsels en dienste.
Skriftelike verslag word beoog.
Randse Afrikaanse Universiteit, Departement Biblioteek- en Inligtingkunde: Prof. A. Blom.

294

KRITERIA VIR ONTWERP VAN 'N METODOLOGIE VIR DIE VASSTELLING VAN HOËVLAKINLIGTINGBEHOEFTE. 1985-1987

Die doel van die projek is om kriteria te bepaal waaraan 'n metodologie vir die dieptepeiling van inligtingbehoefte moet voldoen. Dit is noodsaaklik sodat in 'n opvolgondersoek 'n doeltreffende metodologie vir die vasstelling van inligtingbehoefte ontwerp kan word. Die dieptepeiling van inligtingbehoefte is nodig om die kwaliteit van bibliotek- en inligtingdienste in die RSA te verhoog.
Skriftelike verslag word beoog.
RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Mnr. J.F. Burger.

295

IDENTIFIKASIE VAN GEESTESWETENSKAPLIKE INLIGTINGBEHOEFTE: 'N VERKENNENDE ONDERSOEK OOR DIE BEHOEFTE OP VYF GEESTESWETENSKAPLIKE VAKGEBIEDE IN DIE RSA EN 'N NAVORSINGSPROGRAM. 1984

Die doel met die studie was om inligtingprobleme van 'n beperkte geesteswetenskaplike teikengroep wat hoofsaaklik op navorsing toegespits is vir sover moontlik aan die hand van bestaande wetenskaplike metodes te identifiseer. Daar is onder andere bevind dat die bestaande metodologie onvoldoende is vir die vasstelling van inligtingbehoefte, opinies van gebruikers nie geldige waardemeters is vir vasstelling van probleme en bepaling van behoeftes nie en dat die uitgesproke probleme en behoeftes nie van vakgebied tot vakgebied veel verskil nie.
Skriftelike verslag is gepubliseer.
RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Mnr. J.F. Burger.

296

SURVEY OF EXPECTED REQUIREMENTS OF HOSTEL RESIDENTS FROM PROPOSED HOSTEL LIBRARY. 1985

We conducted a survey among the residents of the hostel at AECI's Modderfontein dynamite factory to ascertain whether they would be interested in the proposed library. A questionnaire was drawn up with questions ranging from scholastic standard, tribal group, language preferred, hobbies, present or intended studies, likes and dislikes. We had an incredibly positive response from the residents and they expressed a keen interest in the library and provided us with very enlightening guidelines to the kind of literature they expected to find and the level of the literature they described is of a very high standard.
Written report is compiled.
Modderfontein Public Library: Mr D. Phophi // Mrs D. Cook.

297

USER INFORMATION NEEDS STUDY. 1983

The purpose was to ascertain the information needs of senior and middle management and the extent to which these were being met.

The methodology used was to gather fact and opinion from personnel by means of questionnaires and interviews, and to gather information from other relevant special libraries through visits to them.

The most important recommendations were introduction of new information services and positions, and improvement to the existing services.

Written report is compiled.

Urban Foundation: Mrs M. Rubenstein // Mrs B van Niekerk.

298

SURVEY OF USER REQUIREMENTS FOR FUTURE LIBRARY SERVICES. 1985

Interviews were conducted and a questionnaire distributed in order to find out whether department heads were satisfied with library services. An attempt was made to find out which services they considered to be inadequate or in need of development, as well as which areas they felt were more highly developed than was necessary. Predictions of future requirements were requested and then analyzed in order to determine the necessity for services such as DIALOG, orientation courses etc. Questionnaire results were analyzed and then presented as appendices to the report, in graph form.

Results: More emphasis to be placed on information retrieval using existing sources and computer databases, rather than building up collection indefinitely. Definite need for user training/orientation.

Written report is compiled.

ESCOM, Koeberg Nuclear Power Station Library: Miss S.M. Press.

299

READING PATTERNS AND INTERESTS IN SESHEGO. 1986-1988

No libraries exist in this area (Seshego) and an investigation is being conducted into the use of media (books, printed mass media) by the residents of Seshego, a developing township in Lebowa (Pietersburg area). The area will be divided into a number of units with a representative sample for each unit for intensive study.

Written report intended.

University of the North, Department of Library and Information Science:
Prof. S.P. Manaka.

300

UITBREIDING EN VERBETERING VAN DIE AFDELING VIR JONG VOLWASSENES. 1986

Die huidige afdeling vir Jong Volwassenes is tans heeltemal ontoereikend. Daar is besluit om 'n vraelys op te stel waarop die kinders self moet aandui watter tipe lektuur hulle verkies, asook watter dienste hulle graag sal wil hê die Biblioteek moet vir hulle aanbied. Hulle moet ook sê in watter afdeling (kinder- of volwasse) wil hulle die afdeling vir Jong Volwassenes hê. Na aanleiding van die antwoorde wat ons op die vraelyste ontvang, sal die afdeling dan uitgebrei en verbeter word in 'n poging om meer jongmense te betrek.

Skriftelike verslag word beoog.

Germistonse Carnegie Stadsbiblioteek: Mev. L. van der Merwe // mev. L. van der Merwe; mev. J. Nel.

301

SURVEY OF USER REQUIREMENTS IN THE VAAL TRIANGLE. 1985

The Vaal Triangle Association for Library Co-operation has as one of its aims the maintenance of a joint bookstock in specialised subject areas. This survey tried to determine which topics were most needed. A simple questionnaire was compiled. A sample of 5 000 names was obtained from the SABC's TV licence list & from this list approx 200-300 people per town were telephoned. The overall findings for the 5 towns were that the communities were basically conservative, home & garden orientated, aging & on the whole satisfied with library services. As a result the Libraries in the area have decided, for the time being, to concentrate on strengthening their 'basic' collections.

Written report is compiled.

Vereeniging Public Library and the Vaal Triangle Association for Library Co-operation: Mrs R.U. Dirmeik.

302

ONDERSOEK NA GESPECIALISEERDE LITERATUURBEHOEFTE S VIR NAVORSING EN NAGRAADSE ONDERRIG. 1985+

Die doel van die ondersoek is om te bepaal of daar 'n behoefte aan spesifieke inligtingsbronne vir navorsing en nagraadse onderrig bestaan wat nie uit die normale bibliotekbegroting aangekoop kan word nie. Twee vraelyste is uitgestuur, een elk vir navorsing en nagraadse onderrig. Inhoud handel oor naam van projek of kursus, getal persone betrokke, aanvang en duur van projek, lys van publikasies a.g.v. navorsing, behoefte aan soorte inligtingsbronne en spesifieke bronne benodig.

Skriftelike verslag word beoog.

Universiteit van Stellenbosch, Biblioteekdiens en Navorsingskomitee: Prof. S. Kritzinger; mev. E. Taylor // mev. E. Taylor.

303

BEHOEFTE-OPNAME: EKSTERNE GEREKENARISEERDE INLIGTINGSDIENSTE. 1985

Die doel was om die volgende onder dosente, navorsers en M- en D-studente te bepaal: bewustheid van hierdie dienste, behoefte daaraan, omvang van moontlike soektogte en finansiering. 'n Literatuurstudie is onderneem en vraelyste is uitgestuur en resultate is met behulp van SPSS verwerk. Daar is bevind dat 'n wesenlike behoefte aan hierdie dienste bestaan onder b.g. gebruikersgroepe. Daar is aanbeveel dat die Biblioteekdiens voortgaan met die beplanning om hierdie dienste te lewer.

Skriftelike verslag is opgestel.

Universiteit van Stellenbosch, Biblioteekdiens. ERI-komitee: Mev. E. Taylor.

304

SURVEY OF JUVENILE USER REQUIREMENTS. 1986+

The aims of this proposed survey are similar to those of the survey of adult user requirements completed in 1984/85. The Scope will extend to extension activities. A sample will be drawn from local schools and questionnaires will be distributed during visits to the schools.

Documentation status unknown.

Vereeniging Public Library: Mrs R.U. Dirmeik.

305

BIBLIOTEEKBEHOEFTE VAN DIE SUID-WESTELIKE VOORSTEDEN VAN KIMBERLEY. 1972
deurlopend

Doel:

Om biblioteekgeriewe daar te stel in die suid-westelike voorstede van Kimberley.

Ontwerp:

Huis tot huis opname in Jan. 1972. Verslag: Kosteberamings van tyd tot tyd.

Diagram om plasing van rakke aan te dui - 1979.

Oorsig van groei om behoefte aan groter lokaal te motiveer. 1983. Grafiek van verbruik & kaart.

Bevindings:

Biblioteekdiens is noodsaaklik. Huidige depot nie voldoende; ligging ongeskik.

Skriftelike verslag is opgestel.

Openbare Biblioteek Kimberley en Kimberley Munisipaliteit: Mev. F. van Niekerk.

306

WENSLIKHEID VAN BIBLIOTEEKFASILITEITE IN KLEURLINGUITBREIDING: ROODEPAN. 1974
deurlopend.

Doel:

Motivering vir die oprigting van 'n biblioteek in Roodepan. 1974

Ontwerp:

Opnames van bestaande en geprojekteerde gemeenskapsvereistes.

Kommentaar oor 'n plan vir beoogde biblioteek. 1979

Motivering vir 'n tydelike biblioteekdepot en kosteberaming.

Behoeftesbepaling wat betref grootte van volwaardige biblioteek. 1984.

Uiteensetting van behoeftes oor 5 jaar. 1985.

Bevindinge:

Dat 'n biblioteek noodsaaklik is vir 20,000 bevolking. Dat 'n voorafvervaardigde lokaal opgerig sal word in 1986.

Skriftelike verslag is opgestel.

Openbare Biblioteek Kimberley en Kimberley Munisipaliteit: Mev. F. van Niekerk.

307

SURVEY OF BRANCH LIBRARIES. 1981

The Survey investigated whether or not there was a need for branch libraries in Vereeniging, and, if so, where such branches should be situated. The membership records were checked, and the numbers of borrowers in areas within certain radii of the central Library were recorded. These figures were compared with statistics of residents in each suburb. The findings revealed that, although residential areas far from the CBD were densely populated, membership declined in proportion to distance from the library. The recommendation was, therefore, to establish 5 branch libraries over a 10-15 year period. Suggestions for siting, size, staff etc. were made. For financial reasons the Council was unable to implement these recommendations.

Written report is published.

Vereeniging Public Library and the Transvaal Provincial Library Service: Mrs R.U. Dirmeik; J.J. Lombard // Mrs R.U. Dirmeik.

308

BIBLIOTEEKGEBRUIKERSOPNAME. 1985

Doel:

Ondersoek na die gebruikersbehoefte van gevorderde biblioteekgebruikers aan die Universiteit van Durban-Westville.

Ontwerp:

Formeel-gestruktureerde posvraelys.

Inhoud:

18 vrae insake inligting en dokumenterwinning, studente-oriëntasie, versamelingbou, skakeling.

Resultate: 55,4 % respons. (259 respondente)

Sterk steun vir hulpverlening met bogemelde funksies, met klem op skakeling.

Skriftelike verslag is opgestel.

Universiteit van Durban-Westville, Bibliotekdiens: Mnr. R. Fenske.

309

SHORT EXAMINATION OF INDIVIDUAL READING IN NATALIA SOCIAL LIBRARY. 1983

Aim:

to examine the individual reading behaviour within a Readers Interest Classification.

Design:

1) Record kept, per person, of date books borrowed, author, category (unknown to readers).

2) Questionnaire - demographic details, re choice of books, favourite authors, type of reading preferred.

Data to be analysed:

1) whether people read the categories they say they do

2) influence of demographic factors

3) how much read

4) categories read

5) most popular authors, etc.

Most important findings:

Those who read, are reading more than the accepted average, and are reading more widely than expected. Only 1-2 % read romance only.

Recommendations: Individual reading behaviour should influence stock coverage in content and amount. The scheme is popular with users, and encourages wider reading.

Limitations:

A survey should have been done before new scheme. The research could be repeated. (This research was done privately, for interest only).

Written report intended.

Natal Provincial Library Services: Mrs A.B.D. Kleu.

310

BIBLIOTEEKBESOEK NA 17H00 TOT 18H00 TE NELSPRUIT. 1985

Doel:

Motivering vir vroeëre sluiting a.g.v. produktiwiteit (verlies) en persoonswisseling. Meningsopname 1 660 vorms - 25 % van lede. Vir sluiting 87 % - nie 6 % - soms 7 %.

Skriftelike verslag is opgestel vir Stadsraad alleen.

Nelspruit Openbare Biblioek: Mej. I. Mynhardt.

311

A STUDY OF MAJOR MANUFACTURING INDUSTRIES TO FIND OUT THEIR AWARENESS AND USE MADE OF THE INFORMATION SERVICES' GROUP SERVICES (OF THE COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH) TO INDUSTRY. 1981-1983

An investigation into the sources used by manufacturers for obtaining scientific and technical information and to find out their awareness and use made of the Information Services' Group Services to industry. A mail survey was carried out, dividing the industrial sector according to employment groups. Manufacturing industries with more than 100 employees were used in the survey. An attempt was made to determine why some sources are used more frequently than others, and the knowledge and extent of use of the Institutes' Information Services.

Written report is published (restricted).

CSIR, National Institute for Informatics: Miss L.M. Schnugh.

312

LIBRARY USE IN SOWETO. 1984-1987

1. To investigate library use by residents of Soweto with special reference to:

- Socio-cultural factors influencing the use and non-use libraries
- educational and professional influences

2. The public library is being investigated. Interviews, questionnaires etc. are being applied. The area has been divided into units and a representative sample selected from each unit for detailed study.

Written report intended.

University of the North, Department of Library and Information Science: Prof. S.P. Manaka.

313

SATELLITE LIBRARY SERVICE. 1984

Purpose:

To determine whether the establishment of a library satellite would help users located at an inconvenient distance from the library.

Design:

Value analysis technique was used by O + W Department to ascertain whether extra staff were required to man satellite. Questionnaires were sent and to Department Heads by Librarian to ascertain their requirements.

Findings and recommendations:

An extra Staff member was appointed and material requested was transferred to the new Library Satellite.

Written report is compiled.

ESCOM, Koeberg Nuclear Power Station Library: Miss S.M. Press; Miss L. Verbanck // Miss S.M. Press.

314

LEESGEWOONTES VAN KAAPSE KLEURLINGE. 1979-1984

Beskrywing van Kleurlinge se gebruik van die verskeie literatuurmedia, die verspreidingskanale waardeur hulle lektuur verkry, hul leesfrekwensie, -voorkeure en gebruik van openbare biblioteke. Die slotsom is dat bestaande leesgewoontes van Kaapse Kleurlinge 'n belangrike faktor vorm wat die kulturele ontwikkeling in hul gemeenskap belemmer.

Skriftelike verslag is gepubliseer.

RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Dr. A.C. König; dr. J.G. Meijer // dr. J.G. Meijer.

6.8 EVALUATION OF SERVICES

315

A SURVEY TO FIND OUT WHETHER THE PUBLIC LIBRARY IS FULFILLING THE INFORMATION NEEDS OF ITS MEMBERS. 1983

A survey was conducted (in partial fulfillment of an Honours Degree in Library Science) to find out whether the Public Library is fulfilling the information needs of its members. The study was carried out among adult members of the Hilton & Howick Libraries over a 2 week period. 73 % of Howick & 92 % of Hilton respondents had needed information during the last 2 years. This indicated that there is a demand for information. Of the people that expressed their need for information a high proportion (92 % of both Hilton & Howick's respondents) consulted the library as a source of the needed information. Library users expected the library to have the information they required. It was able to meet their expectations in most cases.

Written report not intended.

Natal Provinsial Library Services: Ms L.J. Beacham

316

EFFECTIVENESS OF THE CAPE TECHNIKON LIBRARY IN MEETING THE INFORMATION NEEDS OF THE TECHNIKON'S LECTURERS. 1985

A survey of the technikon's lecturers to determine their information needs and their assessment of the library's ability to meet those needs. Need and effectiveness profiles will be analysed to identify aspects of the library's information services which require development or improvement. This project is part of a M.Bibl. thesis.

Written report intended.

Cape Technikon, Library: Mr A. Kerkham.

317

BEPALING VAN GEBRUIKERSREAKSIE (TEVREDENHEID). 1987+

Bepaling van mate waarin huidige diens aan verwagtings voldoen en bepaling van behoeftes wat aandag verdien om diens te verbeter.

Skriftelike verslag word nie beoog nie.

Instituut vir Maritieme Tegnologie, Biblioteek: Mev. W.M. Vermeulen.

318

EVALUATION OF THE IMPACT OF THE BRANCH LIBRARIES ON THEIR COMMUNITIES. 1979

To determine what groups of the community in Botswana use the Public Library; which materials and services are most useful to and are most used by each group; what groups least use the library and the impact of the library on the users.

Questionnaires and oral interviews used as research methods. The final report included as main headings: background to research; findings; conclusions and recommendations. Recommendations included that more liaison be established between library and schools (whose pupils form large number of library clientele); that libraries advertise their services more; that Botswana National Library Service (BNLS) to study

possibility of adopting the NATIS concept of UNESCO by Botswana Government as guiding principal to restructuring library services; that mobile library service be regionalised and that BNLS to take initiative to help communities establish their own libraries.

Written report is published.

Botswana National Library Service: R. Stellinga.

319

"HOE TAKSEER U ONS". 1985 deurlopend.

Die doel van hierdie vraelys is om die personeel bewus te maak van leemtes en tekortkominge in die diens wat gelewer word, ten einde daarop te verbeter. Die lys is vir die eerste keer teen die einde van 1985 aan die biblioteekgebruikers beskikbaar gestel en daar word beoog om dit periodiek te herhaal.

Skriftelike verslag word beoog.

Parow Openbare Biblioteek: Mej. C. Molier.

320

AN INVESTIGATION OF TWO SURVEYS FOR PUBLIC LIBRARIES: 1. AVAILABILITY OF MATERIALS TO USERS. 2. AVAILABILITY OF INFORMATION TO USERS ON REQUEST. 1985

The purpose:

These two surveys measure two prime functions of a public library

1) availability of library materials.

2) availability of reference information, required by the library users.

Ultimately the results of these standard surveys could be stored in a central data bank. The design allows comparisons to be made between large and small libraries.

The design:

The surveys 1) "Materials availability survey" and 2) "Reference fill rate" were taken from Zweizig, D. *Output measures for public libraries* A.L.A., 1982.

1) tests objectively the percentage available to borrowers of titles/authors or subjects/books found during browsing. A minimum of 500 survey forms are required and morning, afternoon, evening and Saturday time blocks are tested.

2) the reference fill rate measures the percentage of enquiries fulfilled on the day of testing.

Written report intended.

National Advisory Council on Libraries and Information, Working Group for Public Libraries: Mr C.J. Fourie (Chairman), Natal Provincial Library Service.

321

COMMUNITY SURVEY ON LIBRARY ACTIVITIES. THE ESTABLISHMENT OF PRIORITIES & IMPORTANCE OF THE LIBRARY TO THE COMMUNITY. 1986

1) It is written in the "Tick your Answers" style. The question being, - how important is the library in the community either tick under a) very important, b) moderately important, c) completely unimportant.

2) What kind of library activities seem to be most readily available to you (and your children). a) What kind of activities have you participated in or enjoyed.

3) About how many times in the past year have you done the following a) Called the library for information 1 to 12 times b) Gone to the library for a book 1 - 12 times c) Taken your children to a story hour 1 - 12

times d) Gone to the library to read magazines or newspapers 1 - 12 times
e) Read library Newsletter 1 - 12 times f) Gone to the library for information 1 - 12 or over.

4) From your point of view, what kind of library activities seem to be most needed.

Written report is compiled.

Tembisa Public Library: Mr J. Khanyile.

322

FUNCTIONAL ANALYSIS WITHIN THE LIBRARY. 1986+

A management committee will investigate all services provided by the Library to determine the optimum size of the library. User feedback will be sought to try to determine the importance of each type of service currently provided. A decision will then be taken whether to cut back on the scale of operation and to reduce staff numbers.

Written report not intended.

Anglo American Corporation of South Africa Limited, Library: Mrs D. Armstrong.

323

TOEGANKLIKHEID VAN INLIGTINGSBRONNE VIR 'N GROEP GEESTESWETENSKAPLIKE NAVORSERS. 1978-1980

Onderzoek by 158 geesteswetenskaplike navorsers in die RGN om te bepaal in hoeverre hul inligtingbronne toeganklik is. Onderhoude is aan die hand van 'n gestruktureerde vraelys gevoer. Die vernaamste bevinding is dat Suid-Afrikaanse biblioteke se dienste nie toereikend is om in inligtingbehoefte van geesteswetenskaplike navorsers optimaal te voorsien is.

'n Nasionale program vir biblioteek- en inligtingkundige navorsing is geformuleer.

Skriftelike verslag is gepubliseer.

RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Dr. J.G. Meijer.

324

INFORMATION BARRIERS - BARRIERS EXPERIENCED BY RESEARCHERS IN HANDLING PUBLISHED INFORMATION. 1985-1987

Purpose:

to establish which barriers are experienced in the handling of published information in the research environment and to measure their extent, frequency, seriousness, effect and trend. The barriers are sorted into three categories (1) barriers that cannot be removed (2) barriers that can be removed without further research by instituting new procedures (3) barriers that require further research before they can be removed. The priority order in which barriers of group 2 and 3 should be attended to is established.

Design:

A new method for measuring barriers was designed. Sixty researchers in the human and the natural sciences were interviewed and the data processed by computer.

Written report intended.

HSRC, Unit for Library and Information Research: Mr D.E. Haag.

SKOOLBIBLIOTEEKWESE IN SUID-AFRIKA: 'N KRITIESE EVALUERING. 1982-1986**1. Doel van projek:**

1.1 Om op indringende, diepgaande wetenskaplike wyse die hele terrein van die Skoolbiblioteekwese te bestudeer deur volgehoue literatuurnavorsing en deur die opbou van kontak met die belangrikste relevante instansies in die Binne- en buiteland.

1.2 Om deur empiriese navorsing probleemareas in die Suid-Afrikaanse Skoolbiblioteekwese te identifiseer en om verdere navorsing op hierdie terrein te bevorder om sodoende behulpsaam te wees met die moontlike oplossing van probleme.

1.3 Om praktiewe hulp aan ander navorsers te verleen deur die byhou van 'n indeks van Suid-Afrikaanse publikasies op die terrein van die Skoolbiblioteekwese, deur die beskikbaarstelling van inligting en deur die uitgee van publikasies.

2. Uitvoering van die projek:

2.1 Die projek word uitgevoer deur die projekspan met die hulp van nagraadse studente van die Departement Biblioteekkunde van die Universiteit van die Oranje Vrystaat.

2.2 Die projek word, as 'n groter navorsingsprojek, gefinansier deur die R.G.N. met aanvullende steun deur die U.O.V.S.

3. Program van die projek:

Die werksaamhede van die projek val uiteen in twee rigtings, nl. 'n voortdurende program en 'n sekondêre skoolprogram. 'n Primêre skoolprogram mag later toegevoeg word.

3.1 Voortdurende program

3.1.1 Volgehoue identifisering en bestudering van relevante literatuur

3.1.2 Samestelling van 'n Indeks van Suid-Afrikaanse Skoolmediateekliteratuur.

Hierdie Indeks, wat in 'n rekenaarmatige databasis by die UOVS geplaas sal word, sal bestaan uit titels van relevante monografieë en tydskrifartikels wat geselekteer word uit 'n lys van ongeveer 40 Suid-Afrikaanse opvoedkundige en biblioteekkundige tydskrifte en ander vervolgpublikasies. Alle items op die terrein van die skoolmediateekwese en die gebruik van media in die primêre en sekondêre onderwys in Suid-Afrika sedert 1910 sal ingesluit word. Die inhoud van die Indeks sal ontsluit word aan die hand van 'n spesiaal ontwerpte thesaurus van deskriptore. Die Indeks behoort 'n belangrike hulpmiddel vir navorsers op hierdie terrein te wees.

3.1.3 Volgehoue kontak met instansies verantwoordelik vir skoolbiblioteekdienste in die R.S.A.

3.1.4 Volgehoue opbou van betrekkinge met relevante instansies in die buiteland en die periodieke persoonlike kontak.

3.1.5 Volgehoue bywoning en deelname aan kursusse, simposia en vergaderings op die terrein van die Suid-Afrikaanse skoolbiblioteekwese

3.2 Sekondêre skoolprogram.

3.2.1 Die bestudering van die beleid ten opsigte van skoolbiblioteke van alle Suid-Afrikaanse onderwysdepartemente sowel as die praktiese uitvoering daarvan.

3.2.2 Die ontleding van die leerplanne van alle vakke vir sekondêre skole van alle onderwysdepartemente in die R.S.A. met die doel om vas te stel in watter mate dit amptelik verwag word dat die skoolbiblioteek by die vakonderwys ingeskakel word.

3.2.3 Die ontwerp, uitstuur, ontleding en interpretasie van 'n vraelys om inligting in te wen oor skoolbiblioteekdienste in alle sekondêre skole in die R.S.A.

3.2.4 Die aflê van besoeke aan 'n aantal verteenwoordigende skole van die verskillende onderwysdepartemente.

3.2.5 Die identifisering van probleemareas met die oog op verdere navorsing.

3.2.6 Die samestelling van 'n verslag oor skoolbiblioeke in sekondêre skole in die R.S.A.

3.2.7 Die ontwerp van kwalitatiewe en kwantitatiewe skoolbiblioteekstandaarde vir Suid-Afrikaanse sekondêre skole in samewerking met verskeie relevante instansies.

Skriftelike verslag word beoog.

Universiteit van Stellenbosch, Departement Biblioteekkunde: Prof. dr P.G.J. Overduin.

326

NASIONALE BIBLIOTEKE IN DIE RSA: 'N ONTWIKKELINGSPLAN. 1981

Met inagneming van hoëvlakinligtingbehoefte in die dienste en funksies van nasionale biblioteke geformuleer, knelpunte in dié dienste in die RSA geïdentifiseer, die nasionale verantwoordelikheid vir hierdie dienste aangetoon, kriteria vir strukturering van dié dienste gestel, 'n globale organisasiestruktuur en 'n voorlopige personeelstruktuur voorgestel, die vestiging van die Nasionale Biblioteek as statutêre organisasie aanbeveel en die verhouding tussen 'n nasionale biblioteekadviesraad en die raad van 'n nasionale biblioteek uitgespel. Daar is aanbeveel om die Nasionale Biblioteek in die RSA in stadia te ontwikkel; stappe wat agtereenvolgens onderneem behoort te word, is aangedui.

Skriftelike verslag is gepubliseer.

RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Dr. J.G. Meijer; dr. M.L. van As; mnr. J.F. Burger // dr. J.G. Meijer.

327

REKLAME VIR DIE BIBLIOTEK- EN INLIGTINGBEROEP. 1984-1987

Die doel is om op daadwerklike wyse verskillende metodes van reklame vir die beroep uit te toets. Verskillende metodes word geïdentifiseer en binne praktiese beperkinge uitgevoer en die effektiwiteit daarvan word bepaal.

Skriftelike verslag word nie beoog nie.

Universiteit van die Oranje-Vrystaat, Departement Biblioteek- en Inligtingkunde: Mev. J.S. van Dalsen // prof. D.W. Fokker.

328

OPNAME OOR BIBLIOTEKGEBRUIK. 1985 deurlopend

Die primêre doel met die opname was om vas te stel in watter mate gebruikers wat die biblioteek persoonlik besoek daarin slaag om benodigde bronne op te spoor en, in gevalle waar die bronne gevind word nie, wat die redes vir die mislukking is. Die opname is gedoen in opvolging van die prestasie-meting wat deurlopend gehou word (maar grootliks die sukses in die lewering van posaansoeke reflekteer). Opnemers (deeltydse hulp) het die hoofingang van die biblioteek beman en elke tiende persoon wat die biblioteek verlaat het, versoek om 'n vraelys in te vul. Vraelyste is aangepas om rekenaarmatige verwerking moontlik te maak.

Skriftelike verslag word beoog.

Universiteit van Suid-Afrika, Sanlam-biblioteek: Mev. J.F. de Beer.

329

METING VAN PRODUKTIWITEIT IN OPENBARE BIBLIOTEKE MET BEHULP VAN DIE DOELWITMATRIKS. 1986+

Die doelwitmatriks metingstelsel is 'n uiters effektiewe metode om produktiwiteit te meet en die resultate aan te wend om prestasie te verbeter. Dit is effektief vir dienslewerende organisasies en projekte, waar produktiwiteit konvensioneel moeilik meetbaar is. Vir Biblioekdienste is die by uitstek geskik om 'n telling te hou van die prestasies van:

- 'n Individuele diensafdeling in 'n biblioteek, soos uitreikingsdienste.
- Die biblioteek as geheel.
- Die biblioteek in vergelyking met ander biblioteke met dieselfde munisipale groepgradering.

(Hierdie projek is tans nog in 'n proefstadium en sal vanaf 1/1/86 lopend op 'n aantal groot openbare biblioteke in Transvaal toegepas word. Skriftelike verslag word beoog.

Kempton Park Openbare Biblioteek en Nasionale Produktiwiteitsinstituut Posbus 3971, Pretoria: Mnr. D. van Tonder // mnr. J. van der Walt.

330

METING VAN PRODUKTIWITEIT VAN BIBLIOTEEKAKTIWITEITE MET BEHULP VAN DIE RIGGS-METODE. 1985-1986

Die meting van biblioteekaktiwiteite se verbetering (of agteruitgang) om in pas te wees met die hele Sasol-organisasie se produktiwiteitmeting, word gedoen deur die Riggs-metode van meting te gebruik. Daarvolgens kan 'n enkele syfer se veranderinge aandui of daar vordering of agteruitgang is en in welke mate. Die Riggs-metode weeg oogmerke, items, fasette en sleutelvrae in 'n matriks om daarmee vas te stel in watter mate daar vol-doen word aan eise wat deur die biblioteek self aan homself gestel word. Skriftelike verslag word beoog.

SASOL, Sastech- Tegnieese Biblioteekdienste: Mnr. A.P. Duvenage.

331

DIE METING VAN EN DEURLOPENDE VERSLAGDOENING OOR PRODUKTIWITEIT IN DIE BIBLIOTEEK-, VERTAAL-, EN INLIGTINGSFUNKSIES VAN DIE INLIGTINGSDIENS, YSKOR BPK. 1985 deurlopend

Die doel met die projek is om met behulp van geïdentifiseerde uitsetkriteria 'n verslagdoeningstelsel te ontwikkel waarmee fluktasies in produktiwiteit deurlopend aangetoon kan word. Die basis van die stelsel is deur die Nasionale Produktiwiteitsinstituut ontwikkel en plaaslik vir 'n proefperiode geïmplementeer. Die vernaamste faktore is insetkoste, personeeltyd, volume, kwaliteit en relatiewe waarde. 'n Aangepaste weergawe van die stelsel sal waarskynlik uiteindelik gebruik word. Skriftelike verslag is opgestel (vertroulik).

Yskor Bpk., Inligtingsdiens: Mnr. P.J. Nel // dr. H.S. le Roux.

332

SAPSE MANUAL OF ROUTINES. 1985-1986

The purpose of this manual is to bring together all the decisions, rules and procedures surrounding the Library's reporting of SAPSE statistics to the Department of National Education. The manual will contain all procedures pertaining to all university libraries, as well as routines specific to the Wits University Library. We have established certain

routines and recording methods which suit our particular situation, as well as a computer program for the computerised completion of the SAPSE Tables. The development of computer programs to record statistics on an on-going basis is envisaged during 1986, and these will be outlined in the Manual.

Written report intended.

University of the Witwatersrand, Library: Ms H. Edwards.

333

GRAPHS OF LIBRARY ACTIVITIES. 1985 ongoing

Purpose:

To illustrate certain library activities and procedures by means of graphs and other illustrations for the information of library management and the university administration. Examples are: Number of users in the library at specific times; volume and cost of journal subscriptions according to department; photocopying.

Written report not intended.

Medical University of Southern Africa, Library Services: Mr A. Pienaar.

334

STATISTIEKHOUDING: LITERATUURONDERSOEK. 1977

Besonderhede nie verstrekkend.

Verslag is opgestel (Nov. 1977).

Universiteit van Pretoria, Biblioteekdiens: Mnr. J.P.J. Engelbrecht // mej. A. Pienaar; mev. E. Langkilde.

335

BESTUURSSTATISTIEK: INLIGTINGDIENS 1985. 1985-1986

Besonderhede nie verstrekkend.

Verslag is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Projektkomitee mej. A. Pienaar; mej. A.D. Heckroodt; mej. M. Lee; dr. T. Trichardt; mnr. P.D. de Kock // mej. A. Pienaar; mev. E. Langkilde.

336

ONDERSOEK NA 'N BESTUURSINLIGTINGSTELSEL VIR BIBLIOTEEKDIENS: 1983-1987

'n Gedeelte van die ondersoek, naamlik 'n teoretiese verkenning van relevante konsepte, is reeds afgehandel en gepubliseer. 'n Volgende fase, naamlik 'n ondersoek na die SANSO-inligtingstelsel en die integrering daarvan in 'n totale bestuursinligtingstelsel geniet tans aandag. Beoogde verdere fases is: die bepaling van inligtingsbehoefte met betrekking tot bestuursaktiwiteite van persone betrokke by die bestuur van die UOVS-biblioteekdiens; evaluering van die bestaande inligtingstelsel vir die bestuur van die Biblioteekdiens; en die ontwerp van 'n inligtingstelsel.

Skriftelike verslag word beoog.

Universiteit van die Oranje-Vrystaat, Biblioteekdiens: Mej. E. Pelzer.

337

INLIGTINGSBEHOEFTE VAN TOPBESTUUR EN VAN LEDE VAN DIE AFDELING BEPLANNING EN ONTWIKKELING. 1979

Besonderhede nie verstrekkend.

Verslag is opgestel (16 Aug. 1979).

Universiteit van Pretoria, Biblioteekdiens: Mej. M. Steyn; mej. G.J. Maritz // mej. A. Pienaar, mev. E. Langkilde.

6.10 COMMITTEES

338

UNIVERSITY LIBRARY COMMITTEE STRUCTURE. 1982

The University of Cape Town investigated its Senate Library Committee structure in order to ensure better communications between the library and the university as a whole as well as to provide a more efficient administrative and consultation structure for the university librarian. The result of the investigation was the formation of a small committee with six Senate representative, and representatives of the university administration, the university executives and the university librarian ex officio. On a faculty level each faculty established a faculty library sub-committee on which students and academic staff were represented. The faculty library sub-committees ensured good horizontal communication with the library and had the responsibility of distributing allocations funds to component departments of the faculty concerned.

Written report intended.

University of Cape Town, Libraries: Mr A.S.C. Hooper.

339

BIBLIOTEEKKOMITEES VAN SUID-AFRIKAANSE UNIVERSITEITE: HULLE SAMESTELLING EN FUNKSIES. 1979

Die reglement vandie UPE se Biblioteekkomitee van die Senaat was merkbaar verouder en moes dus bygewerk word. Inligting oor die samestelling en funksies van die Biblioteekkomitees van alle KUH-universiteite is per teleks ingewin en in tabelvorm saamgestel. Dit het geblyk dat geskrewe reglemente vir Biblioteekkomitees die uitsondering was.

Skriftelike verslag is opgestel.

Universiteit van Port Elizabeth, Biblioteekdiens: Mnr. J.C. Cronjé.

340

'N STUDIE VAN BESTAANDE PUBLIKASIEKOMITEE-REGLEMENTE BY SA UNIVERSITEITE MET DIE OOG OP DIE HERSIENING VAN DIE UPE-PUBLIKASIEKOMITEEREGLEMENT. 1985

Alle Suid-Afrikaanse universiteite is genader en gevra vir kopieë van hulle bestaande Publikasiekomiteereglemente en moontlike kommentaar en verduideliking hierop. Na ontvangs van die ander universiteite se reglemente is 'n vergelykende studie gemaak van hulle en van alle faktore wat die bestaande UPE-reglement sou kan affekteer. Al hierdie faktore is neergeskryf met kommentaar oor moontlike toepasing by UPE en 'n konsepreglement is opgestel gebaseer op die bevindings.

Skriftelike verslag is opgestel.

Universiteit van Port Elizabeth, Biblioteekdiens: Mnr. M.J. Hosten.

341

KONFERENSIE VAN NASIONALE BIBLIOTEKARISSE VAN SUIDER-AFRIKA EN SAMESTELLING VAN 'N WERKGROEP VIR NASIONALE BIBLIOTEKE. 1986 Voortdurend

Doel:

Om Nasionale Biblioteekwerkzaamhede te bevorder deur 'n konferensie aan te bied waartydens die reeds-bepaalde behoefte aan 'n werkgroep bespreek sal word.

Ontwerp:

Identifisering van eiesoortige sake en probleme; en reël van die konferensie hieroor; samebundeling van die referate; daarstelling van 'n werkgroep en in organisatoriese onderbou.

Skriftelike verslag word beoog.

Staatsbiblioteek: Mev. V. du Plessis.

6.11 PERSONNEL MANAGEMENT

342

MANAGERIAL ROLE BEHAVIOUR OF UNIVERSITY LIBRARY DIRECTORS. 1984-1988.

Purpose:

A definitive statement (=theoretical model) of effective managerial role behaviour of university library directors.

Design:

(Tentative) A systematic assessment of the managerial role of the university library director will have to include (a) a thorough observation, analysis and description of his managerial activities, (b) an identification, analysis and interpretation of the real demands and expectations associated with his managerial role, and (c) the matching of the findings of (a) and (b) for a definitive statement of what constitutes effective managerial role behaviour for the university library director.

A survey methodology utilizing a variety of data collection techniques/instruments presently appears to be the most appropriate methodological approach.

Written report intended.

University of Pretoria, Department of Library and Information Science:
Mr H.E. Auret.

343

PRESTASIE MAATSTAWWE VIR OPENBARE BIBLIOTEKE IN SA. 1985-1986

In samewerking met UNISA se Sentrum vir Biblioteek- en Inligtingdiens word bestaande kwantitatiewe metings van biblioteekaktiwiteite ondersoek vir praktiese toepassing deur openbare biblioteke in die OVS om verslaggewing tov effektiwiteit en omvang van dienste op 'n uniforme vergelykbare basis te plaas.

Skriftelike verslag word beoog.

Bloemfonteinse Openbare Biblioek en OVS Provinsiale Biblioteekdiens.
Werkgroep oor Statistiese Maatstawwe: Mnr. P.J. van der Walt; mnr. L. Orffer // mnr P.J. van der Walt.

344

O & M INVESTIGATION INTO STAFFING. 1985

The purpose of the investigation was to determine the specific problems that existed relating to workload particularly in the Information and Periodicals sections; to determine the productivity level of each member of staff in those departments and to recommend improved systems if need

be. The investigator analysed all tasks in these sections. The findings revealed that in the Information section all staff were working at optimum level, no tasks could be streamlined and that an additional member of staff was required. In the Periodicals section the productivity of one member of staff could be improved. However, in spite of this, an additional member of staff was required.

Two additional members of staff were, therefore, recommended.

Written report is compiled.

Anglo American Corporation of South Africa Limited, Library: Mrs D. Armstrong.

345

PERSENEELHANDLEIDING. 1978+

Besonderhede nie verstrek nie.

Universiteit van Pretoria, Biblioteekdiens: Mej. A. Momberg; mnr. P.D. de Kock; mev. B. von Ehrenberg // mnr. P.D. de Kock.

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GEÏNTEGREERDE PERSENEELONTWIKKELINGSTELSEL. 1984

In samewerking met die Departement Bedryfsielkunde word 'n geïntegreerde stelsel vir personeelontwikkeling sedert Januarie 1984 ontwikkel en geïmplementeer. Die basis vir die ontwikkeling van die stelsel word gevorm deur gedragdimensies gebaseer op sg M4-gedrag, d.w.s. dié posverwante gedrag wat krities is vir sukses of mislukking in 'n spesifieke pos of rol. Daar is M4-gedragdimensies vir elke pos bepaal, asook sleutelprestasieareas of kerntake. Met behulp van hierdie twee elemente word 'n sielkundige kontrak met ondergeskiktes aangegaan om oor toepaslike leiersgedrag vir spesifieke situasies ooreen te kom. Terugvoering oor werkverrigting en prestasie en die meting van groei en ontwikkeling van ondergeskiktes word aan die hand van die dimensies gedoen. Die M4-gedragdimensies sal die deurlopende faktor in alle afsonderlike stelsels vorm soos bv. 'n keuringstelsel, ontwikkelingsbeplanningstelsel en so meer.

Die stelsel is in verskillende fases ontwikkel:

1. 'n Voorberedingsfase waartydens toesighouers en ondergeskiktes aan die situasieleierskapsteorie en -model van Hersey & Blanchard blootgestel is.
 2. Bepaling van die sleutelprestasie-areas/kerntake en die M4-gedragdimensies van elke pos.
 3. Die aangaan van die sielkundige kontrak met elke posbeker om oor die taakrelevante ryphed en ooreenstemmende leiersgedrag ooreen te kom.
 4. Die evaluering van die funksionering en groei van posbeker na 'n vasgestelde tydperk.
 5. Die beplanning en ontwikkelingsprogramme na aanleiding van ontwikkelingsleemtes wat na vore gekom het in fase 4.
 6. Heronderhandeling vind deurlopend plaas sodra 'n situasie of rol verander sodat die raamwerk van verwagte gedrag altyd aanvaarbaar bly.
- Skriftelike verslag word beoog.

Universiteit van die Oranje-Vrystaat, Biblioteekdiens: Mev. A.M. le Roux.

347

MOTIVERING VAN AMPTENARE VAN DIE ADMINISTRASIE-AFDELING. 1985

Doel:

Om te bepaal watter faktore die personeel van o.a. die afdeling: Biblioteek motiveer.

Ontwerp:

Motiveringsfaktore is gedefiniëer en gelys. Respondente moes aandui of hulle die faktore belangrik beskou en in hoe 'n mate hulle behoeftes bevredig word. Voorbeelde van insidente wat hulle gelukkig/ongelukkig gemaak het, moes gegee word.

Bevindinge:

Rekenaarsverwerking van gegewens het verskille tussen afdelings en geslagte aangetoon. Leemtes by Biblioteek is aangedui.

Skriftelike verslag word nie beoog nie.

Openbare Biblioteek Kimberley en Kimberley Munisipaliteit: Mev. F. van Niekerk.

348

SPESIFIEKE PRESTASIE AREAS/KERNTAKE ONTLEDINGSTAAT. 1985

Doel:

Om die spesifieke prestasie areas of kerntake vir elke lid van die Biblioteekpersoneel vas te stel om oorvleueling van gesag uit te skakel en om verantwoordelikheidsveld van bestuur duidelike af te baken. Om hierdeur op- en afwaartse kommunikasie te bewerkstellig en produktiwiteit te verhoog.

Ontwerp:

Sleutelprestasieareas van toesighouers en bestuur word gedefiniëer en maatstawwe waaraan voldoen moet word bepaal.

Bevinding:

Gemotiveerdheid en betrokkenheid sal aangewakker word.

Skriftelike verslag word beoog.

Openbare Biblioteek Kimberley en Kimberley Munisipaliteit: Prof. Koos Uys (UOVS) // mev. F van Niekerk

349

LIBRARY AND INFORMATION MANPOWER NEEDS - A STUDY OF THE SITUATION IN BOTSWANA. 1984

To investigate the deployment of library and information personnel; identify the nature of future developments and manpower implications of these developments; consider the most appropriate arrangements for library education in Botswana and to explore ways in which the British Council and the British Overseas Development Administration could contribute to the development of library and information workforce in Botswana. Oral interviews were used. The report includes as main headings - aims and objectives of the study; the current deployment of staff; development and growth of the library service; the development plan for library services; arrangements for library education; the British contribution; and summary of recommendations.

Recommendations included - the creation of trainee posts in the establishment of the Botswana National Library Service; Posts of regional librarians should be formed; an annual workshop or training course should be held for library staff in Botswana and consideration to be given to the establishment of a one year post-graduate diploma course at the University of Botswana.

Written report is published.

Botswana National Library Service: Mr N. Moore.

351

EVALUERING VAN MANNEKRAGSTATISTIEK IN DIE BIBLIOTEEK- EN INLIGTINGWESE IN DIE RSA. 1986

Doel:

Om die bestaande gegewens en statistiek oor mannekrag in die biblioteek- en inligtingweese in die RSA te evalueer en die bruikbaarheid daarvan vir grondige ontleding, bepaling van tendense en formulering van projeksies vir die mannekrag-situasie te ondersoek.

Ontwerp:

1. Bestudering van die vakliteratuur met die doel om veranderlikes te identifiseer, 'n prioriteitsorde daarvoor te bepaal asook die gahalte waaraan mannekragstatistiek behoort te voldoen ten einde verantwoordbare mannekragstudies in die biblioteek- en inligtingweese moontlik te maak.
2. Evaluering van beskikbare mannekragstatistiek in die biblioteek- en inligtingweese in die RSA in terme van volledigheid en gehalte.
3. Aanbevelings oor moontlike koördinasie, wysiging en aanvulling van bestaande mannekragstatistiek in die biblioteek- en inligtingweese in die RSA.

Skriftelike verslag word beoog.

RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Mev. A.G. Coetzer.

352

ONDERSOEK NA DIE WENSLIKHEID VAN 'N POS VAN BIBLIOTEEK-HULPASSISTENT OP DIENSSTAAT VAN JUDY-SCOTT BIBLIOTEEK. 1985

Doel:

Om die wenslikheid van die skep van 'n pos van Biblioteek-hulpassistent by Judy Scott Biblioteek te ondersoek.

Ontwerp en inhoud:

Tydstudies van take.

Onderhoude met Bestuur en personeel.

Aanbevelings:

(i) Dat huidige norm van 30 000 uitreikings per Biblioteekassistent na 28 500 verlaag word vir doeleindes van hierdie verslag.

(ii) Dat 'n pos van Biblioteekhulpassistent (banaming onderhewig aan Taakwaardasie) op diensstaat van Judy Scott Biblioteek geskep word.

Skriftelike verslag is opgestel.

Openbare Biblioteek Kimberley en Kimberley Munisipaliteit: Mnr. P.J. van der Walt // mev. F. van Niekerk.

353

DIE WENSLIKHEID VAN BYKOMENDE PERSONEEL BY DIE JUDY SCOTT BIBLIOTEEK OM IN DIE BEHOEFTE VAN DIE ROODEPANBIBLIOTEEK TE VOORSIEN. 1983

Doel:

Om die wenslikheid van bykomende personeel vir Judy Scott Biblioteek na te gaan met inagneming van nuwe depot te Roodepan.

Ontwerp:

Onderhoude met belanghebbendes.

Inhoud:

Ontleding en uiteensetting van take. Tydsktudies. Skakeling met ander instansies. Raadpleging van boeke. Aanbevelings. Finansiële implikasies.

Aanbevelings:

Die skep van 'n addisionele pos van Biblioteekassistent: Dat 30 000 uitreikings per jaar per assistente as norm vir personeelsterkte gebruik word.

Skriftelike verslag is opgestel.

Kimberley Openbare Biblioteek en Kimberley Munisipaliteit (Werkstudie Afdeling): Mnr. P.J. van der Walt // mev. F. van Niekerk.

355

ONTWIKKELING VAN 'N INDIENSOPLEIDINGSPROGRAM VIR EKSTERNE REKENAARMATIGE INLIGTINGHERWINNING IN DIE UNIVERSITEITSBIBLIOTEK. 1984-1987

Die verkryging van inligting en verwysings na inligting met behulp van databasismakelaars as metode van inligtingsdienslewering word toenemend deur die universiteitsbiblioteek benut as een van die metodes om gebruikers se inligtingsbehoefte te bevredig. Die gespesialiseerde opleiding van personeel wat vir hierdie doel vereis word asook die probleem dat personeel wat voor die tagtigerjare gegradueer het nie toereikende universitêre opleiding in hierdie verband ontvang het nie, noodsaak die daarstelling van 'n effektiewe indiensopleidingsprogram. Ter aanvang sal 'n literatuurstudie uitgevoer word om vas te stel wat reeds op hierdie gebied gedoen is. In die proses van literatuurstudie sal bestaande programme geïdentifiseer word wat vir indiensopleiding aangewend kan word. Bruikbare programme sal waar moontlik geëvalueer word. Indien bevind word dat geen geskikte program vir indiensopleidingsdoeleindes reeds bestaan nie, sal begin word met die ontwikkeling van 'n eie program. Alle faktore wat 'n invloed op die plaaslike situasie mag hê sal in aanmerking geneem word, byvoorbeeld tyd en koste van personeel. Waarskynlik sal hierdie faktore ook 'n ondersoek na die moontlikhede van die benutting van media in die program noodsaak. Met behulp van opvoedkundige literatuur sal leerdoelwitte en leerinhoud bepaal word alvorens daar op metodes van onderrig besluit sal word. Na die afhandeling van hierdie teoretiese fase sal met empiriese navorsing begin word om 'n rekenargebaseerde program te ontwikkel.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Biblioteekdiens en Departement Biblioteek- en Inligtingkunde: Mev. A.L. van der Merwe // prof. P.A. van Brakel; mev. S Potgieter.

356

INLYWINGSKURSUS VIR NUWE PERSONEELLEDE. 1972 deurlopend

Eenmaal per jaar, vroeg in die jaar word 'n inlywingskursus vir nuwelinge aangebied wat sedert die vorige jaar se inlywingskursus aangestel is. Die doel van hierdie kursus is om nuwelinge bekend te stel met die posisie van die Biblioteekdiens in die hiërargie van die Administrasie, sowel as die doel, funksies en prosedures van die Biblioteekdiens.

Skriftelike verslag word nie beoog nie.

Natalse Provinsiale Biblioteekdiens: Mej. E.C. van der Merwe.

357

IN-SERVICE TRAINING OF MEDUNSA LIBRARY STAFF. 1982 ongoing

The purpose is to ensure that Library staff have the necessary knowledge, insight, skills, experience and positive attitude to be able to carry out their tasks effectively.

New staff members receive an orientation programme of 2-3 hours in which administrative procedures are completed, personnel matters explained and the services and organisation of the library outlined.

New unqualified library assistants receive a one week course in basic library skills. In-service training is arranged for other staff as the need arises, including talks by outside speakers and attendance at

outside courses. On-the-job training takes place regularly and duty sheets and procedure manuals are maintained.

Written report not intended.

Medical University of Southern Africa, Library Services: Mr J. van Niekerk.

6.12 PROFESSIONAL EDUCATION AND TRAINING

358

FINANSIES: LANGTERMYNBEPLANNINGSPROJEK: 1983-1986

Doel:

Om die finansiële situasie van die Departement Biblioteek- en Inligtingkunde te monitor met die oog op die optimale benutting van beskikbare fondse.

Metode:

- 1) 'n Situasieanalise is onderneem wat bestaan het uit 'n doelbepaling, interne verkenning en omgewingsverkenning
- 2) Doelwitbepaling
- 3) Ontwikkeling van strategieë
- 4) Ontwikkeling van aksieprogramme vir monitering van beskikbare fondse en generering van addisionele fondse
- 5) Implementering
- 6) Hersiening.

Skriftelike verslag word nie beoog nie.

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde: Mnr. J.C. Swart.

359

LANGTERMYNBEPLANNING IN DIE DEPARTEMENT BIBLIOTEEK- EN INLIGTINGKUNDE AAN DIE UNIVERSITEIT VAN PRETORIA. 1983-1986

Die doel van gemelde projek is om, in die lig van bestaande en geantisipeerde omgewingsveranderings en -eise waardeur die lewenskragtigheid van Departement Biblioteek- en Inligtingkunde in die algemeen, en die Departement Biblioteek- en Inligtingkunde aan die Universiteit van Pretoria in die besonder beïnvloed word, 'n geskikte strategie te ontwikkel, te implementeer en deurlopend te monitor ten einde die effektiewe en effisiënte nastrewing van wesenlike doelwitte in belang van die onderrig-, navorsing- en gemeenskapsdiensfunksie op die kort-, medium- en langtermyn moontlik te maak en te bevorder. Die werkwyse waarvolgens die bogemelde doel bereik wil word, is geskoei op en neem sy verloop in ooreenstemming met die algemeenbekende en -aanvaarde beplanningsprosessiklus; hierdie siklus kan as volg voorgestel word.

1. Doelbepaling
2. Interne verkenning
3. Omgewingsverkenning
4. Bepaling van doelwitte
5. Ontwikkeling van strategie(ë)
6. Ontwikkeling van aksieprogramme
7. Implementering
8. Monitering/Hersiening

Die benutting van die aangeduide beplanningsprosessiklus as metodologiese raamwerk het die tweeledige voordeel dat (a) die ondersoek 'n natuurlik-sistematiese verloop neem, en (b) die gang en stand van die projek op enige stadium vinnig en maklik gepeil kan word.

Die langtermynbeplanningsprojek is geloods na aanleiding van 'n besluit geneem tydens 'n departementele personeelvergadering op 18 Februarie 1983 waartydens 'n komitee saamgestel is om die projek te inisieër. Gemelde komitee het, na bepaling van die metodologiese raamwerk (+ beplanningsprosessiklus), die eerste vyf (5) stappe van die beplanningsproses onderneem en, na aanleiding van sy bevindings, die noodsaak vir die instelling van ses (6) subkomitees geïdentifiseer. Gemelde subkomitees is saamgestel met as opdrag om, in die lig van die resultate van die afgehandelde eerste vyf (5) stappe, stap 6: ontwikkeling van aksieprogramme, en stap 7: implementering, ten aansien van die besondere faset/terrein aan die subkomitee toegewys, ten uitvoer te bring. Dientengevolge het die aanvanklike besluit van die departementele personeelvergadering die konkrete organisatoriese beslag gekry.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde.
Langtermynbeplanningskomitee: Alle departementslede // mnr. H.E. Auret.

360

UNIVERSITÊRE OPLEIDING VIR 'INLIGTINGWERKERS': 'N KURRIKULUMONTWERP OP MAKROVLAK. 1987

Doel:

Ontwerp van vereiste inhoud van universitêre opleiding van 'inligtingwerkers' op makrovlak

Stappe van ondersoek:

- Vasstelling van opvoedkundige vereistes vir kurrikulering
- Situasië-analise van inligtingwese
- Bepaling van doel en mikpunte van universitêre opleiding van 'inligtingwerkers'
- Vasstelling van vereiste inhoud van universitêre opleiding op makrovlak.

Doel behoort deur literatuurstudies en gestruktureerde onderhoudvoering bereik te word.

Skriftelike verslag word beoog.

RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Dr. J.G. Meijer; mnr. J.F. Burger; mev. M. du Preez; mnr. D.E. Haag // Dr. J.G. Meijer.

361

DIE ONTWERP VAN 'N ONDERRIGPROGRAM VIR NASLAANWERK. 1984-1985

Die doel is om 'n kurrikulum of onderrigprogram vir naslaanwerk volgens didaktiese beginsels te ontwerp.

Die opvoedkundige literatuur word ondersoek om 'n aanvaarbare teoretiese kurrikuleringsmodel te identifiseer vir toepassing op die onderrig van naslaanwerk. Die bestaande gegewens en verwagte veranderlikes in die onderrigsituasie word deur middel van 'n ondersoek van die biblioteek- en inligtingkundige literatuur asook 'n empiriese ondersoek ontleed en verwerk tot doelstellings, leerinhoude, leerervarings en leergeleenthede en geordende leerinhoude, leerervarings en leergeleenthede van 'n onderrigprogram vir naslaanwerk op mesovlak.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde:
Mev. M.S.P. Visser // prof. P.A. van Brakel.

362

OPNAME VAN STUDENTEGETALLE AAN BIBLIOTEEK- EN INLIGTINGKUNDE DEPARTEMENTE BY SUID-AFRIKAANSE UNIVERSITEITE. 1984 jaarliks

Doel:

Om jaarliks inligting te bekom oor die aantal ingeskrewe sowel as afgestudeerde studente in Biblioteek- en Inligtingkunde aan Suid-Afrikaanse universiteite.

Metode:

Inligting word ingewin met behulp van 'n vraelys wat aan Departemente Biblioteek- en Inligtingkunde gestuur word.

Die eerste van die reeks opnames is in 1984 onderneem. Tydens daardie opname is ook inligting ingesamel oor die aantal biblioteek- en inligtingkunde studente wat jaarliks sedert 1973 afgestudeer het. 'n Breë aanduiding is ook bekom van die werksplasing van afgestudeerde beroeps-lui, asook 'n breë aanduiding van die vraag- en aanbodsituasie.

Skriftelike verslag is gepubliseer. (.oc ' ';Mousaion. Reeks 3 vol. 3, no. 1, 1985).

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde: Mnr. A.J. Swanepoel // prof. J.A. Boon.

363

PRAKTIESE OPLEIDING VAN ONDERWYSSTUDENTE MET DIE OOG OP EFFEKTIEWE BENUTTING VAN DIE SKOOLMEDIASENTRUM IN DIE ONDERWYSPRAKTYK. 1981-1986

Die ondersoek word in twee fases uitgevoer. Die doel van die eerste fase is om eerstejaarstudente (en enkele vierdejaarstudente) se gebruik van die mediasentrum op skool en sy houding daarteenoor te bepaal. Die tweede fase behels drie afdelings

- onderhoude met 'n aantal vak-, klas- en mediaonderwysers om verdere inligting in te win oor huidige toestande en sekere bevindinge uit die eerste fase te toets.

- literatuurstudie om ander bevindings te vergelyk - ook buitelandse.

- finale bevindings en aanbevelings.

Die nodige inligting is bekom d.m.v. 'n anonieme vraelys (in groepsverband) aan alle studente wat die kursus: Inleiding tot Biblioteekgebruik aan die Onderwyskollege Pretoria gevolg het in 1981 - grotendeels eerstejaars.

Die vraelys het in hoofsaak gehandel oor:

- biografiese inligting van die groep
- gesindheid t.o.v. media en mediasentrums
- leesgewoontes
- kennis van media
- benutting van mediasentrums.

Voorlopige verslag is opgestel; skriftelike verslag word beoog.

Onderwyskollege Pretoria, Departement Biblioteekwese: Mev. E.M.C. Terblanche // mnr. J.E Schutte.

364

SYLLABUS FOR A NATIONAL DIPLOMA: LIBRARY AND INFORMATION SERVICES. 1983

An investigation into the role and training of library technicians in overseas countries, and the compilation of a proposed syllabus for such training in South Africa in terms of the SAILIS standards for education for library and information service.

Written report is compiles.

Cape Technikon, School of Communication: Mr A. Kerkham.

365

FORMELE OPLEIDING VIR DIE INLIGTINGWESE: 1985-1986

Die doel is om vernuwing in die formele opleiding te ondersoek en te bepaal hoe en wat aangebied moet word. Afwagtend op SAIBI se situasieanalise word 'n model van die Inligtingkunde gebruik om daarop 'n kernleerplan te bou.

Skriftelike verslag word beoog.

Universiteit van die Oranje-Vrystaat, Departement Biblioteek- en Inligtingkunde: Prof. D.W. Fokker.

366

OPLEIDING VAN PERSONEEL VAN GEAFFILIEERDE BIBLIOTEKE. 1980 deurlopend

Omdat so 'n hoë persentasie biblioteekpersoneel in plattelandse biblioteke ongekwalifiseerd is, bied die Biblioteekdiens opleidingskurse twee keer per jaar aan.

Stadsklerke probeer besuinig so ver as moontlik en kursusse waartydens bibliotekaresse hotelkoste moet betaal, is uiters ongewild. Die antwoord is dus gevind in ééndaagse kursusse oor 'n enkele onderwerp per keer.

Skriftelike verslag word nie beoog nie.

Natalse Provinsiale Biblioteekdiens: Mej. E.C. van der Merwe.

367

DIE OPLEIDING VAN ONDERWYSER-BIBLIOTEKARISSE BY ONDERWYSKOLLEGES IN DIE REPUBLIEK VAN SUID-AFRIKA. 1983

Die doel van die navorsing was om die probleme m.b.t. die opleiding van onderwyser-bibliotekaris by Onderwyskolleges in die RSA te identifiseer nl.

1) Gebrek aan eenvormige opleiding

2) Die gebrek aan eenvormige vakterminologie.

Die eise wat aan die opleiding gestel word is geformuleer. Aanbevelings m.b.t. die volgende sake is gemaak:

1) Die rekrutering van studente vir opleiding

2) Die voorsiening van geskikte opleiers

3) Gestandaardiseerde opleiding

4) Standaardisering van vakterminologie

5) Personeelvoorsiening en

6) Skoolbiblioteekstandaarde vir die RSA.

Skriftelike verslag is opgestel.

Onderwyskollege Potchefstroom: Dr. G.C. Engelbrecht // mnr. J.H. Malherbe.

368

PERSONEEL: LANGTERMYNBEPLANNINGSPROJEK. 1983-1986 Die doel van die Subkomitee: Personeel as onderdeel van die Langtermybeplanningsprojek is om in die lig van onderskeidelik:

(a) die oorkoepelende doel van die Departement Biblioteek- en Inligtingkunde aan die Universiteit van Pretoria, naamlik om by wyse van (i) effektiewe onderrigkundige én vaardige beroepslui aan die beroepspraktyk te lewer, (ii) navorsing te onderneem ter uitbreiding van die kennisbasis van die Biblioteek- en Inligtingkunde, en (iii) gemeenskapsdienslewering by wyse van kortkurse en konsultasiedienste;

(b) interne verkenning ten einde die huidige stand van sake te peil; en

(c) omgewingsverkenning waardeur geleenthede en beperkings in die Departementele taakomgewing geïdentifiseer is, geskikte strategieë vir die kort-, medium- en langtermyn te ontwikkel wat konkrete beslag sal

vind in beleidsriglyne t.a.v onderrig, navorsing en
gemeenskapsdienslewering.

Skriftelike verslag word beoog.

Universiteit van Pretoria, Departement Biblioteek- en Inligtingkunde:
Mnr. H.E. Auret.

6.13 DEVELOPMENT PLANS AND PROGRAMMES

369

THE FUTURE OF THE UNIVERSITY LIBRARY. 1985

The purpose of this report was to set out the future plan of the University Library in accordance with changes made to the Physical Growth Plan of the University. It was tabled at Senate Library Committee and serves as a blueprint of the Library's future. It is a 16-page report, and includes:-

An Introduction outlining in brief the University's physical growth plan; The East Campus configuration of libraries; The West Campus configuration; Alternative ultimate West Campus; Medical School Campus; Storage; Study Space; Growth factors; The University Library in the Year 2000; Financial implications; Conclusion. It is concerned primarily with space and growth factors, and outlines the eventual size and configuration of space for the whole Library system by the year 1998. What became very clear from this report was the imminent need for storage and study space: storage of lesser-used material, and reading space for extended hours.

Written report is compiled.

University of the Witwatersrand, Library: Ms H. Edwards.

370

QUINQUENNIAL PROPOSALS FOR THE PERIOD 1983/1987. 1982

This report is compiled every five years, and is intended to outline major areas of proposed development, staffing structure, space and physical planning, areas of major expenditure as envisaged at the time, policy, and problem areas. The Quinquennial Plan provides the Vice-Chancellor and senior University Administration with the medium to long-term plan of the University Library.

The report may vary in length but is generally 10-12 pages. The content of the 1983/1987 report was as follows:- Outline of Library Policy; Proposed Library developments (incl. automation, online information, Audiovisual Centre, Bindery, Restoration Centre); Library Staff Structure; Accommodation; Equipment; Conclusion.

Written report is compiled.

University of the Witwatersrand, Library: Ms H. Edwards.

371

REVISED DEVELOPMENT PLAN FOR THE CAPE TOWN CITY LIBRARIES. 1983

The purpose of the plan was to provide a policy guide to the City Council to promote the future equitable provision of library facilities in the municipal area in a co-ordinated and rational manner.

An inter-departmental team based its investigations on a critical analysis of the existing service, population distribution and a community survey. The team adopted the hierarcical system for the distribution of libraries in Cape Town. In terms of this system libraries would be ranked on the following four levels: The Central Library, district libraries,

branch libraries, and mobile libraries and special services. It recommended the provision of four district libraries; the retention of 15 existing branch libraries, three existing branch libraries to be extended, two more branch libraries to be provided and 14 existing libraries to be closed down.

Written report not intended.

Cape Town City Libraries: Mr C.H. Vermeulen.

372

REPORT ON THE FUTURE OF THE LIBRARY. 1983

An investigation of the aims of the library, and standards which should be applied to stock size, growth rate, budgeting, number of staff, staff status and salaries, equipment, accomodation. The most important recommendations were that a system of subject librarians be introduced, and that the professional staff be granted academic status. Recommendations were also made on stock and staff growth rates over a 10 year period, and on library instruction for students.

Written report is compiled.

Cape Technikon, Library: Mr A. Kerkham.

373

NASIONALE INLIGTINGSBELEID: SAKE AANGAANDE NASIONALE INLIGTINGSBELEID IN PRIORITEITSGROEPE GERANGSKIK. 1981-1982

Die doel was om alle beleidsaspekte te identifiseer waarby die SA Instituut vir Biblioteek- en Inligtingwese in sy eie formulering en deurgee van nasionale inligtingsbeleid belang het. 'n Loodskomitee het 'n konseplys van beleidsprioriteite in rangorde van voorkeur opgestel en aan die georganiseerde beroep voorgelê (a) in die SAIBI-Nuusbrief en 'n paar maande later (b) by 'n eendaagse konferensie vir alle belanghebbendes. Daarna het die Loodskomitee getrag om alle standpunte in 'n finale dokument te finaliseer.

Skriftelike verslag is opgestel.

SAIBI, Komitee vir Nasionale Inligtingsbeleid: Mnr. I.F.A. de Villiers (Sekretaris); prof. J.A. Boon (Voorsitter).

374

BEPLANNINGSPROJEK VIR UNIVERSITEIT VAN PRETORIA SE BIBLIOTEEKDIENS. 1983+

Besonderhede nie verstrekkend nie.

Eerste verslag 1983, ander word beoog.

Universiteit van Pretoria, Biblioteekdiens: Prof. E.D. Gerryts.

375

'N OMVATTENDE BEPLANNINGSONDERSOEK NA DIE UNIVERSITEIT VAN STELLENBOSCH SE BIBLIOTEEKDIENS. 1982-1984

Ondersoek is ingestel na alle aspekte van die Biblioteekdiens, onder andere doel, funksies, nuwe-funksies, take, hulpbronne, geleenthede en bedreigings. Die doel van die ondersoek was om strategiese planne daar te stel vir 'n periode van vyf jaar. 'n Projektkomitee het as koördineerder opgetree met verskeie werkgroepe wat aspekte hanteer het. Gebruikers het ook bydraes gelewer (memoranda en gesprekke).

Bevindinge en aanbevelings met motiverings is in 'n finale verslag gedokumenteer. Laasgenoemde is vertroulik.

Universiteit van Stellenbosch, Biblioteekdienste: Mev. E. Taylor.

376

VERNUWING. 1980

- Uitdagings wat nuwe tendense aan die universiteitsbiblioteekwese stel. Simposium 2-4 Jul. 1980, *Verslagreeks* nr. 4

- Uitdagings en probleme betreffende die vernuwing van die Biblioteekdiens aan Universiteit van Pretoria (prof. E.D. Gerryts. *Verslagreeks* nr. 4, Julie 1980).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Prof. E.D. Gerryts.

377

DIE INVLOED VAN DIE INLIGTINGSTEGNOLOGIE OP DIE BIBLIOTEK- EN INLIGTINGWESE. 1984-1986

'n Werkgroep van vier lede van die Komitee vir Nasionale Inligtingsbeleid (KNI) ondersoek daardie fasette van die inligtingstegnologie wat 'n invloed op die biblioteek- en inligtingwese vanuit die gesigspunt van SAIBI kan uitoefen. Die doel is om uiteindelik aanbevelings te formuleer t.o.v. die voorsiening wat biblioteek- en inligtingsdienste moet maak om gemelde invloed(e) betyds die hoof te bied. Die werkgroep vergader maandeliks en hoop om voor die einde van 1986 sy verslag aan KNI voor te lê.

Skriftelike verslag word beoog.

SAIBI, Komitee vir Nasionale Inligtingsbeleid: Prof. P.A. van Brakel.

378

DIE BESTUUR VAN WETENSKAPLIKE EN TEGNIESE INLIGTINGDIENSTE TEN AANSIEN VAN TEGNOLOGIESE ONTWIKKELINGE. 1982

Die bestuursfunksies beplanning, beheer, personeel ontwikkeling, bemaking, organisasie en navorsing in 'n inligtingdiens word ondersoek met betrekking tot ontwikkelinge in die rekenaarwese, die telekommunikasiewese, die uitgewerwese en meer in besonder die elektroniese publikasiemedium. Vooruitskouinge en riglyne word gegee in soverre dit betrekking het op die situasie in die RSA. Kort en lang termyn beplanning wou deur die bevindings van die ondersoek ondersteun en moontlikhede vir inskakeling van nuwe tegnologie in inligtingdienslewering word beskou.

Skriftelike verslag is opgestel.

WNNR, Nasionale Instituut vir Informatika: Mnr. A.G. Brunt.

379

NATIONAL LIBRARY SERVICE FOR THE BLIND AND PRINT HANDICAPPED IN SOUTH AFRICA. 1986

Possibility of co-ordinating existing institutions and libraries providing library service to blind and print handicapped readers into one.

Written report intended.

South African Library for the Blind: Mr N.J. Snyman.

380

THE STAFFING AND ORGANISATION OF THE BOTSWANA NATIONAL LIBRARY SERVICE. 1984

Objectives were: to prepare job descriptions of all posts in the National Library Service; to review and recommend terms of reference and membership of the National Library Board; to review book acquisition, processing and distribution within the service; to advise on the

deployment of present staff in the service; to review the training needs of the service and to draw up a training programme. Discussions and oral interviews were used to carry out the study. Final report had as main headings: the structure of the service; the allocation of staff; the different divisions within the service; the Board of the National Library Service; training of staff; job descriptions for each post and a summary of recommendations. Recommendations included: the structure of the service to be based on three areas of information, education and cultural development; staff to be reallocated according to the establishment; the book fund to be increased annually until it reaches 25 % of total expenditure and the Minister of Home Affairs to define the administrative functions of the Board.

Written report is published.

Botswana National Library Service: Mr N. Moore.

6.14 ORGANIZATION OF RESEARCH

381

DIE AARD EN FUNKSIE VAN 'N NAVORSINGSEENHEID IN 'N SUID-AFRIKAANSE UNIVERSITEITSBIBLIOTEEK. 1984-1985

Navrae is per brief aan Suid-Afrikaanse universiteitsbiblioteke gerig om vas te stel of hulle oor afsonderlike navorsingseenhede vir beplanning en ontwikkeling beskik. Ses van die twaalf universiteitsbiblioteke wat genader is, beskik oor 'n afsonderlike afdeling met eie personeel. In die orige ses word beplanning feitlik deurgaans deur die topbestuur behartig of gekoördineer. Die aantal poste per afdeling wissel van 7 (sommige vakant) tot 1 deelyds. Die gemiddelde aantal poste per afdeling is 2,8. Aanbeveel dat UPE 'n soortgelyke afdeling skep.

Skriftelike verslag is opgestel.

Universiteit van Port Elizabeth, Biblioteek. Navorsingseenheid vir Bestuursinligting: Mnr. H.J. Oosthuizen.

382

NAVORSINGSBESTUUR. 1980-1984

1) Bestekopname in Biblioteek- en Inligtingkunde navorsing in die RSA (mev. G.J. Beukes. 18 Apr. 1984).

2) Beplannings-, navorsings- en ontwikkelingsaktiwiteite met die oog op 'n doeltreffende Biblioteekdiens (dr. H. de Bruin, Verslagreeks nr. 4, Jul. 1980).

Verslae is opgestel.

Universiteit van Pretoria, Biblioteekdiens: Kontakperonse mev. G.J. Beukes; dr. H. de Bruin.

383

PROPOSED FRAMEWORK FOR A NATIONAL PROGRAMME IN THE FIELD OF LIBRARIANSHIP, INFORMATION AND DOCUMENTATION. 1975-1976

The purpose of the project was to draw up a framework within which research in the field of librarianship, information and documentation could be considered and for use as a guideline in determining research requirements and research priorities. The framework was drawn up at the request of, and submitted to, a committee of the National Library Advisory Council.

Written report not intended.

National Library Advisory Council: Dr. R. van Houten.

384

BIBLIOTEEK- EN INLIGTINGKUNDIGE NAVORSING IN ENKELE OORSESE LANDE: BEVINDINGS TYDENS EN AANBEVELINGS NA AANLEIDING VAN 'N BUITELANDSE STUDIERS. 1983-1984

Onderhoude is gevoer met 27 wetenskaplikes en praktisyns in die biblioteek- en inligtingwese in die VSA, Groot-Brittanje, Wes-Duitsland Nederland. Die onderhoude is gevoer aan die hand van 'n gestruktureerde onderwerpelys wat tevore aan respondente gestuur is. Belangrike gegewens is ingesamel oor beplanning, finansiering, metodologie, evaluering, implementering en doelgerigtheid van biblioteek- en inligtingkundige navorsing.

Skriftelike verslag is gepubliseer.

RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Dr. J.G. Meijer.

385

NAVORSINGSPROGRAM VAN EBIN. 1980

'n Voorlopige navorsingsprogram vir EBIN wat in Oktober 1980 gestig is. Die globale inhoud van die program bevat breë temas oor die nasionale bronnevoorraad, gebruikerbehoefte, ontsluiting, herwinning, mannekragbenutting, opleiding van biblioteek- en inligtingkundiges en basiese navorsing.

Skriftelike verslag is opgestel.

RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Dr. J.G. Meijer.

6.15 OTHER INVESTIGATIONS

386

HISTORY OF THE NATIONAL UNIVERSITY OF LESOTHO LIBRARY FROM 1955 TO 1980. 1983-1986

This short account aims to expose the historical development of the library from its inception to the 1980s. It outlines its developmental features; its phases from the time it was headed by unqualified personnel, qualified expatriate personnel and lastly, local qualified personnel. It outlines its acquisitions policies through its stapes, its budgetary growth, staff growth and activities. Included is also its physical growth. There is also a list of conferences and papers attended and written by members of staff.

Written report is compiled.

National University of Lesotho, Library: M.M. Lebotsa.

387

PUBLIKASIE VAN WETENSKAPLIKE TYDSKRIFARTIKELS IN DIE RSA: BEHOEFTE EN PROBLEME VAN GEESTESWETENSKAPLIKES. 1986

Die doel van die studie is om ondersoek in te stel na die behoefte aan 'n algemene geesteswetenskaplike tydskrif wat gereeld verskyn om sodoende navorsingsresultate op die kortste moontlike termyn beskikbaar te stel en voorts om vas te stel in hoeverre in hierdie behoefte(s) deur 'n bestaande multidissiplinêre tydskrif by natuurwetenskaplikes reeds voorsien word.

Daar word beoog om literatuurstudie te onderneem en vraelyste aan soveel potensiële outeurs as moontlik te stuur.

Skriftelike verslag word beoog.

RGN, Eenheid vir Biblioteek- en Inligtingkundige Navorsing: Mnr. J.F. Burger.

388

SUID-AFRIKAANSE LETERÊRE PRYSE VIR KLEUTER-, KINDER-, EN JEUGBOEKE. 1983-1986

Die doel met hierdie navorsingsprojek is om Suid-Afrikaanse literêre pryse vir kleuter-, kinder-, en jeugboeke, die bekroonde boeke en die betrokke outeurs/illustreerders bekend te stel.

Die projek dek: 'n beskrywing van die prys, 'n biografiese skets en foto van die persoon na wie die prys vernoem is, 'n biografiese skets en foto van die betrokke outeurs/illustreerders en twee gekeurde resensies wat oor die bekroonde boek gepubliseer is.

Skriftelike verslag word beoog.

Universiteit van Suid-Afrika, Departement Biblioteek- en Inligtingkunde: Prof. J.A. Kruger.

389

'N WAARDEBEPALING VAN KINDERBOEKTOEKENNINGS IN SUID-AFRIKA DEUR KINDERS, LITERATORE, RESENSENTE, BIBLIOTEKARISSE, ONDERWYSERS, SKRYWERS EN UITGEWERS: 'N EMPIRIES--VERGELYKENDE ONDERSOEK. 1985+

Dit is moontlik dat bekroonde kinderboeke nie gewilde leesstof is nie omdat inherente eienskappe van die boek self, gebrekkige leesleiding of onkunde die oorsaak is. Deur middel van vraelyste, persoonlike onderhoude en gevallestudies word empiries vasgestel watter van hierdie redes moontlik geldig is. Daar word ook bepaal of van hierdie redes uit die weg geruim kan word.

Skriftelike verslag word beoog.

Potchefstroomse Universiteit vir Christelike Hoër Onderwys, Instituut vir Navorsing in Kinderlektuur: Prof. C. Lohann

390

'N ONTLEDING VAN DIE LITERATUUR OOR TUSSENGROEPVERHOUDINGE AAN DIE HAND VAN DIE RGN-TGV/INTR DATABASIS. 1985

Die TGV/INTR-databasis is uit verskeie eksterne bronne saamgestel en om die dekking en omvang van die databasis ten opsigte van die elf werksterreine van die TGV-projek vas te stel, is die onderwysprofiel-metode aangepas vir die ontleding. 'n Ontleding van die chronologiese verspreiding van publikasiedatums per werksterrein het 'n eksponensiële groei tussen 1910 en 1980 getoon. Die resultate het die hoofkomitee in staat gestel om die beskikbare publikasies per werksterrein asook die chronologiese verspreiding daarvan met mekaar te vergelyk.

Skriftelike verslag is opgestel.

Randse Afrikaanse Universiteit, Departement Biblioteek- en Inligtingkunde: Mnr. J. van Wyk.

391

DIE MOONTLIKE BEÏNVLOEDING VAN TUSSENGROEPVERHOUDINGE BY KINDERS DEUR KINDERLEKTUUR MET SPESIALE VERWYSING NA DIE BEELD VAN KINDERS VAN VERSKILLENDE VOLKSGROEPE SOOS VERGESTALT IN DIE LEKTUUR, EN DIE OORDRAG VAN BESKOUINGE EN GESINDHEDE DEUR DIE OUTEUR. 1982

Onderzoek is gedoen na die voorkoms van (a) individuele karakters van bepaalde volksgroepe in die lektuur, (b) karakters uit verskillende volksgroepe wat gesamentlik in di lektuur figureer, en (c) konflik tussen

individue uit verskillende rasse-groepe in die lektuur. Verder is aangedui watter moonlike uitwerking dit op die leser kan hê met betrekking tot die vorming van tussengroepverhoudinge. Daar is bevind dat (1) skrywers oor die algemeen met die nodige insig skryf en verhoudinge met die nodige diskresie behandel. (2) Van die ouer werke wel 'n negatiewe invloed kan laat geld omdat dit wat as aanvaarbaar beskou word met die jare verander het. 'n Belangrike aanbeveling is dat skrywers en uitgewers meer aandag behoort te gee aan volksgroepe wat gladnie of nie sterk genoeg in die lektuur figureer nie.

Skriftelike verslag is opgestel.

Potchefstroomse Universiteit vir Christelike Hoër Onderwys, Instituut vir die Navorsing in Kinderlektuur: Prof. C. Lohann.

392

REDES WAAROM DIE HISTORIESE MOFFAT PERS IN KIMBERLEY OPENBARE BIBLIOTEEK MOET BLY. 1985

Doel:

Om te bewys dat Kimberley 'n wetlike historiese en geldige rede het om die drukpers te behou.

Ontwerp en Inhoud:

Agtergrondsgeskeidenis; kronologiese lys van gebeure vanaf 1825 is saamgestel. Inligting oor soortgelyke perse in SA is bekom. Waarde van perse vir SA-drukkuns is d.m.v. gesprekvoering bepaal.

Aanbeveling:

Dat die pers in Kimberley Openbare Biblioteek gehou moet word waar dit ten toon gestel moet word vir die publiek.

Skriftelike verslag word nie beoog nie.

Openbare Biblioteek Kimberley en Kimberley Munisipaliteit: Mev. M.J. Hoare, mev. M Macey, mev. F. van Niekerk // mev. F. van Niekerk.

393

HANDLEIDING BY DIE SAAMSTEL VAN WERKSTUKKE. 1985

Besonderhede nie verstrekkend nie.

Skriftelike verslag is opgestel intern deur UOVS (word as interne stuk beskou).

Universiteit van die Oranje-Vrystaat: M.C.E. van Schoor (Departement Geskiedenis); mej. M. Eales // mej. M. Eales.

394

INDEX OF THE LAWS OF THE NATIONAL STATES IN SOUTH AFRICA. 1987

Purpose:

To determine the need for an index to the laws of the National States.

Design:

Starting out from a basic index developed in-house by a legal librarian, the feasibility of expanding this, based partly on the expertise developed through publication of the Government Gazette Index, is to be investigated; markets are to be identified and the needs assessed.

Written report intended.

State Library: Mrs V. du Plessis.

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