

LIBRARY TRAINING SCHEDULE: 2017

Name of Branch	FLORIDA SCIENCE LIBRARY CAMPUS				
Month	Sept- Nov 2017				
Date	Time	Training Unit	Venue	Number of persons who may be accommodated in venue	Name and email of Trainer /s
05/09/2017	10:00-12:00	Introduction to the Library Services and Procedures	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
06/09/2017	10:00-12:00	Library Catalogue	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
07/09/2017	10:00-12:00	Electronic Resources	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
07/09/2017	10:00-12:00	Introduction to Referencing Technigues	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
08/09/2017	10:00-12:00	Introduction to the Library Services and Procedures	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
12/09/2017	10:00-12:00	Library Catalogue	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
13/09/2017	10:00-12:00	Electronic Resources	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za

14/09/2017	10:00-12:00	Introduction to Referencing Techniques	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
15/09/2017	10:00-12:00	Introduction to the Library Services and Procedures	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
19/09/2017	10:00-12:00	Library Catalogue	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
20/09/2017	10:00-12:00	Electronic Resources	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
21/09/2017	10:00-12:00	Introduction to Referencing Techniques	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
22/09/2017	10:00-12:00	Introduction to the Library Services and Procedures	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
10/10/2017	10:00-12:00	Library Catalogue	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
11/10/2017	10:00-12:00	Electronic Resources	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
12/10/2017	10:00-12:00	Introduction to Referencing Techniques	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
13/10/2017	10:00-12:00	Introduction to the Library Services	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
17/10/2017	10:00-12:00	Library Catalogue	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za

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18/10/2017	10:00-12:00	Electronic Resources	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
19/10/2017	10:-12:00	Introduction to Referencing Techniques	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
20/10/2017	10:00-12:00	Introduction to the Library Services and Procedures	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
24/10/2017	10:00-12:00	Library Catalogue	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
25/10/2017	10:00-12:00	Electronic Resources	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
07/11/2017	10:00-12:00	Introduction to Referencing Techniques	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
08/11/2017	10:00-12:00	Introduction to the Library Services and Procedures	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
09/11/2017	10:00-12:00	Library Catalogue	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
10/11/2017	10:00-12:00	Electronic Resources	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za
14/11/2017	10:00-12:00	Introduction to Referencing Techniques	Florida Science Library	10	Samson Nobela, nobels@unisa.ac.za

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PLEASE NOTE:

The training sessions are for registered Unisa students only and booking is essential.

Bookings may be done via one of the following:

- At the branch itself
- By sending an e-mail to:
Name: See Time Table: UNISA Library Training Schedule
E-mail: nobels@unisa.ac.za
- By telephoning: 011 471 2933/2282

All sessions require a basic level of computer literacy. You must have joined *myUnisa* before attending library catalogue training and introduction to e-resources.

Students that do not possess these skills are requested to attend the Mouse and Keyboard skills first (please get more details from the branch library).

DESCRIPTION OF THE TRAINING OFFERED:

- **Introduction to the library services and procedures** which covers: - Library tour; library rules and procedures; myUnisa/myLife; creating a Library PIN; Library resources.
- **Library Catalogue** which includes: Airpac; Basic Search options; Borrowing; Renewals; Requests (ILL); Returning of library material; E-Reserves (prescribed and recommended reading).
- **Electronic resources** which includes: Online reference sources (encyclopedias, dictionaries etc); online requests (requesting books and articles); how to access E-reserves; off-campus access ;Locating journal articles; choosing and searching databases; search techniques; printing/saving/emailing articles.
- **Introduction to Referencing Techniques** which includes: Copyright; plagiarism; in-text referencing; referencing styles