

Unisa Regional Library Training 2017

Unisa Regional Library Training 2017					
Name of Branch		Cape Town			
Month		July			
Date	Time	Training Unit	Venue	Number of persons who may be accommodated in venue	Name and email of Trainer /s
03/07/17 Monday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
04/07/17 Tuesday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
05/07/17 Wednesday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
06/07/17 Thursday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
10/07/17 Monday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za

	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
11/07/17 Tuesday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
12/07/17 Wednesday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
13/07/17 Thursday	10h00 – 12h00	Electronic resources	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
17/07/17 Monday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
18/07/17 Tuesday	10h00 – 12h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
19/07/17 Wednesday	14h00 – 16h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
20/07/17 Thursday	10h00 – 12h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
24/07/17 Monday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za

25/07/17 Tuesday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
26/07/17 Wednesday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
27/07/17 Thursday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
31/07/17 Monday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za

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 the above trainers.

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 (encyclopaedias, 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

Unisa Regional Library Training 2017

Name of Branch		Cape Town			
Month		August			
Date	Time	Training Unit	Venue	Number of persons who may be accommodated in venue	Name and email of Trainer /s
01/08/17 Monday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
02/08/17 Tuesday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
03/08/17 Wednesday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
07/08/17 Monday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
08/08/17 Tuesday	10h00 – 12h00	Electronic resources	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za

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10/08/17 Thursday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
14/08/17 Monday	10h00 – 12h00	Electronic resources	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
15/08/17 Tuesday	14h00 – 16h00	Introduction to referencing techniques Introduction to referencing techniques	COMPUTER LAB B.03 COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za Mdu ncongmg@unisa.ac.za
16/08/17 Wednesday	10h00 – 12h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
17/08/17 Thursday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
21/08/17 Monday	10h00 – 12h00	Introduction to electronic resources	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
22/08/17 Tuesday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
23/08/17 Wednesday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
24/08/17 Thursday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za

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28/08/17 Monday	10h00 – 12h00	Introduction to electronic resources	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
29/08/17 Tuesday	14h00 – 16h00	Introduction to electronic resources	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
30/08/17 Wednesday	10h00 – 12h00	Introduction to electronic resources	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
31/08/17 Thursday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za

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Unisa Regional Library Training 2017

Name of Branch

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Month		September			
Date	Time	Training Unit	Venue	Number of persons who may be accommodated in venue	Name and email of Trainer /s
04/09/17 Monday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
05/09/17 Tuesday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
06/09/17 Wednesday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
07/09/17 Thursday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
11/09/17 Monday	10h00 – 12h00	Electronic resources	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
12/09/17 Tuesday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za

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13/09/17 Wednesday	10h00 – 12h00	Electronic resources	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
14/09/17 Thursday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
18/09/17 Monday	10h00 – 12h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
19/09/17 Tuesday	14h00 – 16h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
20/09/17 Wednesday	10h00 – 12h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
21/09/17 Thursday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
26/09/17 Tuesday	10h00 – 12h00	Introduction to electronic resources	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
27/09/17 Wednesday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
28/09/17 Wednesday	10h00 – 12h00	Electronic resources	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za

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- By sending an e-mail to the above trainers.

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).

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- ***Introduction to Referencing Techniques*** which includes: Copyright; plagiarism; in-text referencing; referencing styles

Unisa Regional Library Training 2017

Name of Branch		Cape Town			
Month		October			
Date	Time	Training Unit	Venue	Number of persons who may be accommodated in venue	Name and email of Trainer /s
02/10/17 Monday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
03/10/17 Tuesday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
04/10/17 Wednesday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Mdu ncongmq@unisa.ac.za
05/10/17 Thursday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
09/10/17 Monday	10h00 – 12h00	Electronic resources	COMPUTER LAB B.03	30	Mdu ncongmq@unisa.ac.za

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10/10/17 Tuesday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
11/10/17 Wednesday	10h00 – 12h00	Electronic resources	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
12/10/17 Thursday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
16/10/17 Monday	10h00 – 12h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
17/10/17 Tuesday	14h00 – 16h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
18/10/17 Wednesday	10h00 – 12h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
19/10/17 Thursday	14h00 – 16h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za
23/10/17 Monday	10h00 – 12h00	Introduction to electronic resources	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
24/10/17 Tuesday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Letitia lekayll@unisa.ac.za

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25/10/17 Wednesday	10h00 – 12h00	Introduction to referencing techniques	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za
26/10/17 Thursday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Mdu ncongmg@unisa.ac.za
30/10/17 Monday	10h00 – 12h00	Introduction to Unisa Library services and procedures & Library Catalogue	COMPUTER LAB B.03	30	Letitia lekayl@unisa.ac.za
31/10/17 Tuesday	14h00 – 16h00	Electronic resources	COMPUTER LAB B.03	30	Sophia auguss@unisa.ac.za

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