Isalathiso: 20200728-7227
Inombolo yefayili: 12/17/1
Imibuzo: S Hanekom

INgcaciso eMfutshane yeCandelo i-*Cape Teaching and Leadership Institute:* 0005/2020

Iya: KuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kuBaphathi beeSekethe, kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kuBacebisi ngeZifundo, kuBasebenzi boKunika iNkxaso kuBafundi nakooTitshala beeMfundo eneeMfuno eziZodwa, kwiiNqununu nakooSihlalo bamabhunga olawulo kwizikolo zikarhulumente

Isihloko: Ilayibrari i-EDULIS ivuliwe ukulungiselela iinkonzo ezimbalwa

1. Ilayibrari i-*Education Library and Information Services* (*EDULIS*) iya kuvula kwakhona ukulungiselela ukwenza iinkonzo ezimbalwa kwabenzelwa iinkonzo ukususela nge-03 Agasti 2020. Le layibrari iya kuvulwa ukulungiselela iinkonzo zokuzisa okanye zokuza kuthathwa kweencwadi/kwezibonelelo ngabenzelwa iinkonzo. Ngoku akukho kudibana ubuso ngobuso kunye nabenzelwa iinkonzo.

2. Inkqubo elandelwayo **xa kubuyiswa izibonelelo zaselayibrari**:
   Landisiwe ukuya kowe-01 Septemba 2020 ixesha lokubuyiswa kweencwadi nezibonelelo zaselayibrari ekwakufuneka zingeniswe ngexesha lokumiswa ngxi kweentshukumo (*lockdown*) .Emva koko, ii-ayithem zinokuhlaziywa ekhompyutheni okanye ngefoni ukwandisa ithuba lokuboleka kwabo ukuba abakwazi kuzibuyisa.

   Ngoku, kunako ukubuyiswa ii-ayithem ngokuzingenisa kwabezokhuseleko kwisango lelayibrari. Xa kubuyiswa ii-ayithem, kucelwa abenzelwa iinkonzo baqinisekise ukuba bayazithobela iimfuneko ezingummiselo zokuziqelelanisa ngokomgama okuqhelekileyo. Ukunxitywa kweemaski kunyanzelekile. Kuya kuhlolwa ubushushu bomzimba kwabenzelwa iinkonzo, kuthathwe iinkcukacha zabo, yaye kuqwalaselwe inani lee-ayithem ezibuyisiweyo.

   Ukuba akunako ukuzibuyisa wena ubuqu ii-ayithem, wamkelekile ukusebenzisa inkonzo yeposi yokubuyiselwa kwezibonelelo simahla. Ukuba akunayo ikhuphoni yokuposa yasimahla, kucelwa uqhagamshelane nelayibrari ukwenzela ukuba siyithumele kuwe nge-imeyili.

3. Inkqubo elandelwayo **xa kubolekwa izibonelelo zaselayibrari**:

Abenzelwa iinkonzo banokucela izibonelelo zaselayibrari ngefoni okanye nge-imeyili. Abasebenzi baselayibrari baya kuthatha ii-ayithem eziceliweyo eshelfini yaye kulungiswe iipasile nokuba ziza kuzokuthathwa ngumntu ubuqu okanye ziza kuposwa, Ukuba zizokuthathwa, abasebenzi baselayibrari baya kwazisa abenzelwa iinkonzo nge-imeyili ngexesha ipasile enokuza kuthathwa ngayo elayibrari. Xa kuzokuthathwa ii-ayithem, kucelwa abenzelwa iinkonzo baqinisekise ukuba bayazithobela iimfuneko ezingummiselo wokuqelelana ngokomgama eziqhelekileyo. Ukunxitywa kweemaski kunyanzelekile. Izibonelelo zaselayibrari oya kuzifumana ziya kuba zezikhuselekileyo kuwe ukwenzela ukuba uzisebenzise.

Le ngcaciso ilandelayo iyafuneka ukuba izibonelelo zelayibrari zicelwa nge-imeyili:

- Isihloko negama lombhali wee-ayithem njengoko zinjalo kwikhathalogu,
- Ukuba akunaso isihloko esithile, cela izibonelelo ezimalunga nesihloko (nika ingcaciso engqalileyo kangangoko),
- Ii-inishiyali kunye nefani,
- Isazisi sakho okanye inombolo yobulungu belayibrari ye-*EDULIS*, kunye
- Nokwazisa ukuba masizipose, okanye ingaba uya kuzokuzithatha wena ngokwakho.

Okulandelayo yingcaciso emalunga nokukhangela ikhathalogu esekhompyutheni.

4 **Ukufikelela kwizibonelelo zasekhompyutheni ii-*e-resources*** (iziko ledatha yejenali yasekhompyutheni (*electronic journal database*), i-*Books24x7* kunye nekhathalogu yelayibrari):
Kuya kufikelelwa kuzo ukude (*remotely*) kwiziko i-*Edulis* njengoko kusoloko kunjalo lonke ixesha qho. Abenzelwa iinkonzo bangasayina bangene ngokuqhelekileyo. Ukuba ufumana iingxaki ngeepasiwedi zakho, kucelwa ukuba uqhagamshelane nabasebenzi belayibrari abaya kukukhokela kwinkqubo leyo.

5 Emva kokuphazamiseka kwethuba lokumiswa ngxi kweentshukumo (*lockdown*), sijonge ngethemba ekuqaliseni kwakhona inkonzo yelayibrari i-*EDULIS* kubo bonke abenzelwa iinkonzo bethu. Kucelwa nisazise xa nineemfuno ezizodwa okanye xa nineengcebiso ngokuphucula inkonzo yethu ngethuba lesimo sentlekele.

6. Abenzelwa iinkonzo banokuqhagamshelana nelayibrari i-*EDULIS* ngefoni 021 957 9618, ngeMivulo ukuya ngoLwezihlanu,10:00 – 14:00 okanye nge-imeyili apha: edulis@westerncape.gov.za.

ISAYINWE: NGU-PAD BEETS
USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO
UMHLA: 2020-08-07