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Cape Teaching and Leadership Institute Minute: 0005/2021

To: Chief Directors, Directors (Head Office and district offices), Circuit Managers, Heads: Curriculum Support, Subject Advisers, Specialised Learner and Educator Support Staff, Principals and Chairpersons of governing bodies at public schools

Subject: EDULIS library open for walk-in clients

1. The Education Library and Information Services (EDULIS) library will reopen for walk-in clients from 02 November 2021. Previously no face-to-face interaction with clients was allowed. The library will continue with its drop-off or collection service if clients prefer not to interact with librarians.
2. The library is offering its full service, including general library use and seating, unlimited browsing and computer access.
3. There will, however, be certain restrictions to ensure that safety protocols are adhered to, such as:
 - 3.1 Clients not wearing a face mask will not be permitted to enter;
 - 3.2 Clients must hand returned items in at security; items will be quarantined before being reshelved;
 - 3.3 A limited number of only 10 clients can access the library at any one time;
 - 3.4 All clients will be screened by security before entrance;
 - 3.5 Clients have to adhere to a distance of 1,5 metres from each other;
 - 3.6 Public computers may only be used for a limited time of 30 minutes; and
 - 3.7 The library staff will take precautionary sanitising measures.
4. **Library hours**

Weekdays: 07:30 – 16:30
Saturdays: 09:00 – 12:00
Open: School holidays
Closed: Public holidays and designated days
Festive season: The library will be closed for the festive season from 24 December 2021 and reopen on 03 January 2022.

5. Clients may continue to request resources via telephone or email. Library staff will fetch the requested items from the shelf and prepare parcels either to be picked up in person or posted. If collecting, library staff will notify clients by email when the parcel may be collected from the library. The library material you will receive will be perfectly safe for use.
- 5.1 The following information is required if library resources are requested by email:
 - Title and author of items as in the catalogue;
 - If you do not have a specific title, request resources about a topic (be as specific as possible);
 - Your initials and surname;
 - Your identity number or EDULIS library membership number; and
 - Whether the library staff must post it, or whether you will collect it.
6. **Access to e-resources**

Books24x7, database of educational journal articles, the library catalogue and website: <http://edulis.pgwc.gov.za/>. Access to e-resources is available remotely, as always. Clients can sign in as usual. If you experience any problems with your passwords, please contact the library staff who will guide you through the process.
7. After the disruption of the lockdown period, we look forward to reintroducing the EDULIS Library Service to all our clients. Please let us know if you have any special needs or if you have suggestions how to improve our service.
8. Clients can contact the EDULIS library by telephone no. 021 957 9618, Mondays to Fridays, 07:30 – 16:30; Saturdays from 09:00 – 12:00 or via email at edulis@westerncape.gov.za.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-10-26