Isalathiso: 20111021-6897
Inombolo yefayili: 12/17/1/2
Imibuzo: S Hanekom

INgcaciso eMfutshane yeCandelo le-*Cape Teaching and Leadership Institute*: 0005/2021

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

**Isihloko: Ukuvulwa kwelayibrari i-*EDULIS* ukwenzela ukungena kwabenzelwa iinkonzo**

1. Ilayibrari i-*Education Library and Information Services* (*EDULIS*) iya kuvulwa kwakhona ukulungiselela ukungena kwabenzelwa iinkonzo ukususela ngowe-02 Novemba 2021. Ngaphambili bekungavumelekanga ukudibana ubuso ngobuso nabenzelwa iinkonzo. Le layibrari iya kuqhubeleka nenkonzo yokuziswa okanye ukuza kuthathwa kweencwadi/izibonelelo ukuba abenzelwa iinkonzo bakhetha ukungadibani nabasebenzi baselayibrari.

2. Ilayibrari yenza inkonzo epheleleyo yayo, ebandakanya ukusetyenziswa kwelayibrari jikelele nangokungena uhlale, ukujonga-jonga (*browsing*) izibonelelo ixesha elingaqingqwanga nokusetyenziswa kwekhompyutha.

3. Nakuba kunjalo, kuya kubakho imiqathango ethile yokuqinisekisa ukuba zilandelwa mbo iiprothokholi zokhuseleko , ezinjengezi:

3.1 Abenzelwa iinkonzo abangayinxibanga imaski yobuso abayi kuvunyelwa ukuba bangene;
3.2 Abenzelwa iinkonzo mabazingenise kwicandelo loonogada (security) ii-ayithem ezibuyiswayo, ii-ayithem ziya kugcinwa bucala phambi kokuba zibuyiselwe kwakhona ezishelfini;
3.3 Linani elincinane labenzelwa iinkonzo abayi-10 abanako ukungena ngexesha elinye kwilayibrari ngalo naliphi na ixesha;
3.4 Bonke abenzelwa iinkonzo baya kuhlolwa ligosa lokhuseleko phambi kokuba bangene;
3.5 Abenzelwa iinkonzo kufuneka bawuthobele umqathango wokuqelelana ngomgama oyi-1,5 imitha omnye komnye;
3.6 Iikhompyutha zikawonke-wonke zinganako ukusetyenziswa ixesha elincinane eliyimizuzu eyi-30; yaye

3.7 Abasebenzi baselayibrari baya kuyiqinisekisa ukuthotyelwa kwemiqathango yokuhlanziswa kwezandla.

4. **Iiyure zokusebenza kweLayibrari**

Ngeentsuku zeveki: 07:30 – 16:30
NgeMigqibelo: 09:00 – 12:00
Kuvuliwe: Ngeeholide zesikolo
Kuvaliwe: Ngeeholide zikawonke-wonke nangeentsuku ezilungiselelwe oko.

Ixesha leeholide zehlobo (*festive season*): Ilayibrari iya kuvala ukulungiselela ixesha leeholide zehlobo ukususela ngowe-24 Disemba 2021 yaye iyakuvula kwakhona ngowe-03 Januwari 2022.

5. Abenzelwa iinkonzo bangaqhubeka becela ii-ayithem ngefoni okanye nge-imeyili. Abasebenzi baselayibrari baya kuthatha ii-ayithem eziceliweyo eshelfini yaye kulungiswe ipasile ukuba ilandwe ngumntu ubuqu okanye ziza kuposwa. Ukuba ziza kuthathwa, abasebenzi baselayibrari baya kwazisa abenzelwa iinkonzo nge-imeyili ngexesha ipasile enokuza kuthathwa ngalo elayibrari. Izibonelelo zaselayibrari oya kuzifumana ziya kuba zezikhuseleke ngokugqibeleleyo kuwe ukwenzela ukuba uzisebenzise.

5.1 Le ngcaciso ilandelayo iyafuneka ukuba izibonelelo zaselayibrari zicelwa nge-imeyili:

- Isihloko negama lombhali we-ayithem njengoko zibhaliwe kwikhathalogu;
- Ukuba akunaso isihloko esichanekileyo, cela izibonelelo ezimalunga nesihloko (nika inkcazelo echanekileyo kangangoko);
- Ii-inishiyali nefani yakho;
- Inombolo yesazisi sakho okanye inombolo yobulungu belayibrari i-*EDULIS*; kunye
- Nokuba umsebenzi waselayibrari makazipose, okanye uza kuzilanda na.

6. **Ukufikelela kwizibonelelo zekhompyutha ii-*e-resources***

I-*Books*24x7, iziko ledatha yamanqaku ejenali yezemfundo (*educational journal articles*), ikhathalogu yelayibrari neziko lewebhu: http://edulis.pgwc.gov.za/. Ii-*e-resources* kufikelelwa kuzo ungayanga siqu elayibrari , njengamaxesha onke. Abenzelwa iinkonzo banako ukusayinela ukungena njengesiqhelo. Ukuba nifumana naziphi na ingxaki ngee-*password* zenu, kucelwa niqhagamshelane nomsebenzi waselayibrari oya kukucebisa ngenkqubo yokungena.

7. Emva kokuphazanyiswa lithuba lokumiswa ngxi kweentshukumo, silindele ukuba kwakhona sazise ngeNkonzo yeLayibrari i-*EDULIS* kubo bonke abenzelwa iinkonzo bethu. Kucelwa nisazise ukuba ninazo naziphi na iimfuno ezizodwa okanye iingcebiso ngokuba singayiphucula njani na inkonzo yethu.

8. Abenzelwa iinkonzo banokuqhagamshelana nelayibrari i-*EDULIS* ngefoni apha 021 957 9618, ngeMivulo ukuya ngooLwezihlanu, 07:30 – 16:30; ngeMigqibelo ukususela ngo-09:00 – 12:00 okanye nge-imeyili apha edulis@westerncape.gov.za.

**ISAYINWE:** NGU-H MAHOMED
**USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO**
**UMHLA:** 2021-10-26