**Webherontwerp Augustus – Oktober 2011**

**HOW DO I?**

* “How do I” is ‘n kombinasie van alles wat voorheen onder “Information Literacy” en “Help” was.
* Die “How do I” drop-down-lysie op die nuwe tuisblad, sal nie volledig kan wees nie. Gebruik “More…” om aan te dui dat daar nog inskrywings is.
* ‘n Onderskikte blad moet oopmaak as jy op “More…” klik. Dié blad moet al die “How do I” lys. Die kan in onderafdelings gelys word. Byvoorbeeld:
	+ Information Skills How do I
		- Get library training?
		- Cite?
		- Evaluate websites?
		- Avoid plagiarism
		- Manage my references/citations?
		- Comply with copyright
	+ Information sources How do I
		- Search for books on a specific topic in the Library catalogue?
		- Search for books/e-books by keywords/title in the Library catalogue?
		- Use the Library catalogue (complete guide)?
		- Find e-books in the Gale e-books database?
		- Search and find scientific articles in databases?
		- Improve my search strategy?
		- Find articles in Academic Search Premier?
		- Find information in SUNSearch (the library search engine)?
		- Find articles in Scopus?
		- Find articles in SA e-journals?
		- Find articles in Pubmed?
		- Find completed theses/dissertations?
	+ Services How do I
		- Borrow, request and order books?
		- Access and use my library account?
		- Reserve a book currently on loan?
		- Request a book from a branch library?
		- Request a book from an other library (e-form)?
		- Request and order articles?
		- Request an article from a branch Library?
		- Request an article from an other Library?
		- Submit my thesis online?
	+ Technology How do I
		- Get off-campus access?
		- Register for off campus access?
		- Get wireless access?
			* Stellenbosch campus
			* Tygerberg campus

 **Notas:**

In die algemeen moet FAQs, handleiding en tutoriale ook ingevoeg word waar die betrokke diens of bron aangebied word. Dit is nie sinvol dat dit slegs in ‘n aparte lys, weg van die oorspronklike diens/bron, gelys word nie.

“Virtual Library tour” - Hierdie moet wees “ Tour of the virtual library” en val onder “Find information Sources”.

“Library induction for Researchers” – Hierdie sal val onder “Quick Start Guides” vir nagraads en navorsers

 **LEARNING COMMONS & E-CLASSROOM**

“Learning Commons” en “E-classroom” is afsonderlike webblaaie onder **About the library > Library spaces**

LW. “How do I” en “Training” word nie hier herhaal nie.

‘n Nuwe blad moet geskep word vir “E-classroom” indien dit nog nie bestaan nie.

**TRAINING**

“Training” val onder **Services > Services A-Z > Training**

Hieronder val:

* + Calendar of generic training events
	+ [Types of training offered](http://www.lib.sun.ac.za/Library/eng/help/IG_Programme/Opleiding/Types_Training.htm)
		- Generic (+ booking form)
			* Tour
			* Workshop
		- Discipline-related (+ booking form)
			* Library tour
			* Class
			* Individual sessions for lecturers / researchers
			* Hands-on session in E-classroom
			* Customised module for WebCT.
			* Course-integrated modules
			* Overview of discipline-related training (hierdie oorvleuel met bg.)
		- Online tutorials (see “How do I”)

**INFORMATION LITERACY**

Daar is nie spesifiek voorsiening gemaak vir Inligtingsgeletterdheid nie. Daar kan egter ‘n inskrywing gemaak word daarvoor onder Services > Services A-Z met verwysings na “Training”en “How do I” blaaie wat verband hou.