

DIE KAAPSE

BIBLIO

TEKARIS

VOL.36 NO.1
JANUARIE 1992
JANUARY

BEPLANNING

Beplan só

.....

Budgeting

.....

IFLA Conference
in Moscow

.....

'n Naslaandiens

THE CAPE

LIBRARIAN

RESEARCH SECTION
Modern Cape Library Service

Redaksionele Beleid

Die Kaapse Bibliotekaris is die huisblad van die Kaapse Provinsiale Biblioteekdiens en verskyn elke maand behalwe in Julie en Desember. Dit bevat artikels oor biblioteek- en inligtingwese, nuusberigte, resensies, aanwinste asook praktiese artikels oor uitstalwene en biblioteekadministrasie. Die redaksie behou hom die reg voor om, indien nodig, bydraes te redigeer, te verkort of te herskryf. Die publikasie van bydraes wat nie in opdrag geskryf is nie, kan egter nie gewaarborg word nie. Die menings van medewerkers is nie noodwendig dié van die Kaapse Provinsiale Biblioteekdiens nie. Alle kopie vir 'n bepaalde uitgawe moet die redaksie twee maande vooruit bereik. Artikels, briewe en nuusberigte kan aan die redakteur gestuur word.

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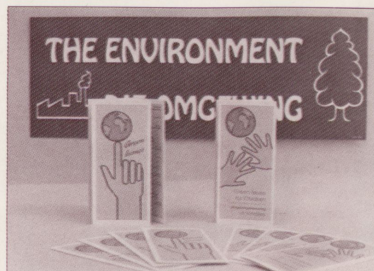
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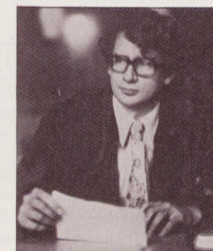
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Redaksioneel / Editorial

Dis vrolik, dis pret, dis **Kinderkarnaval** - 1992 se tema! Ons kinderbibliotekaris gaan vanjaar 'n fees hê. Hul kan hul kreatiewe denke vrye teuels gee en alles rondom die kindergebruiker beplan, met diere in die hoofrol. **Diereplesier** sal in Biblioteekweek afskop en in heelwat projekte deurgevoer word. Ons verskaf onder meer 'n drietalige inkleurkalender vir kinders en 'n besondere pakket vir Biblioteekweek. Maar voor ek my mond heeltemal verby praat, meer besonderhede hieroor in 'n volgende uitgawe.

Na aanleiding van die vraelyste wat ons teruggekry het, het ons die 'looks' van ons tydskrif aansienlik verander (kyk die evaluering van die vraelys op bladsy 19). Onder meer is die kopie in 'n meer leesbare lettertipe geset, hoofartikels kry opsommings in die tweede taal en humor in die vorm van 'n rubriek, *Voor my toonbank verby*, sal elke tweede maand verskyn. Hier kan bibliotekaris self oor die lief en leed in hul biblioteke praat. Ou treffers soos *Nuut op die Rak*, *Rondom ons Beroep*, *Kindersfokus* en *Biblioteekfokus*, is weer vanjaar met ons. *Agenda*, 'n nuwe rubriek waar belangrike aankondigings gedoen sal word, verskyn maandeliks.

Nuwe uitstalmateriaal - Groenkessies en SA Vandag - sal julle eersdaags bereik (sien bladsy 34).

Ons voorblad vir 1992 is 'n besondere tipografiese ontwerp met ons tema deurlopend op die agterblad - 'n fees vir die oog! Geniet hierdie vol uitgawe.

The fun and games of a **Children's Carnival** is the theme for public library activities in 1992. For children's librarians this should be a fun-filled year. Give free reign to your imagination and creativity and plan your programme for the children's library with animals as the main characters. To kick off the year we have supplied you with a colouring-in calendar for children which will be followed by an extensive Library Week package. Let me say no more; we will give you more details of the activities planned for the year soon.

In response to the findings of the questionnaires returned to us, we have given the magazine a brand new look (see page 19 for an evaluation of the questionnaire). The magazine is also set in a more readable type and there are summaries in the second language for the main articles. A new bimonthly column, *Passing my desk*, will provide a humorous touch and give you the opportunity to share the trials and tribulations you have experienced in your library. Old favourites such as *In the market place*, *Rondom ons beroep*, *Children's focus* and *Library in focus* are back this year. A new monthly column, *Agenda*, will provide you with important announcements.

New display material on Green Issues and SA Today should reach you soon (see page 34).

Our cover design for 1992 is an exciting typographical design with the Children's Carnival theme on the back cover - a feast for the eye! Enjoy this issue.

AGENDA

All important announcements and notices to public librarians in the Cape Province will be published monthly in this column.

Biblioteekdiens nou Direktoraat

Die Biblioteekdiens is uiteindelik 'n volwaardige Direktoraat. Aan die einde van 1991 het die Biblioteekdiens se status binne die Provinsiale Administrasie van 'n subdirektoraat na 'n direktoraat verander. 'n Aantal bykomende poste op bestuursvlak is geskep, die Biblioteekdiens het sy 24ste streek bygekry met Milnerton as die vyfde streek binne die beheergebied, Skiereiland, terwyl bykomende poste in die bestelafdeling by Hoofkantoor geskep is.

Daar word vertrou dat hierdie nuwe diensstaat die Biblioteekdiens in staat sal stel om nie alleen sy huidige diens op dieselfde peil te handhaaf nie, maar ook om die diens aan openbare biblioteke te verbeter deur bestaande knelpunte uit die weg te probeer ruim. Daar is reeds begin om vakante poste te vul en ons hoop om meer besonderhede in dié verband in die volgende uitgawe te verskaf.

Focus on children's services

The theme for public libraries in 1992 is children's services. The Library Service has planned a number of activities and materials for a Children's Carnival which will be launched during Library Week from 11 - 15 May and will be followed through to the July and September holidays. The main aim of the Carnival is to promote libraries and reading.

The theme for the year's activities is 'Animal antics' and material such as a library colouring-in book for children, large colour-in posters, library games, puzzles, stickers, book marks, a handbook for children's librarians, a do-it-yourself mobile and a holiday reading programme are some of the highlights planned for the year. To set the tone for the rest of the year the colouring-in calendar for older children will remind them throughout the year of the importance of books and libraries.

Watter boeke in databasis en watter nie?

Slegs boeke vanaf die C-reeks aanwinningsnommers is tans in die gerekenariseerde databasis opgeneem. Boeke wat voor die C-reeks van aanwinningsnommers deur die Biblioteekdiens aangekoop is, se bibliografiese beskrywing in die katalogus is nie aanvaarbaar vir direkte opname in die databasis nie. Die ouer boeke sal weer gekatalogiseer moet word voordat dit uiteindelik opgeneem sal kan word. Dit kan die werklas van die dokumentasieaksie vergroot.

In die tweede helfte van 1992 sal die Biblioteekdiens begin met volledige voorraadopnames by openbare biblioteke om boeke van strepieskodes te voorsien. Geen strepieskode kan in 'n boek aangebring word, voordat dit nie in die databasis opgeneem is nie.

Hoe meer boeke dus uit aanwinste voor die C-reeks dateer, hoe groter sal die werklas vir die katalogiseerders wees. Dit is dus nodig dat boekvoorraad noukeurig deurgewerk word en dat boeke met aanwinningsnommers voor die C-reeks, slegs behou word indien dekking deur 'n openbare of streekbiblioteek as noodsaaklik beskou word. Openbare en streekbiblioteekarisse word versoek om deur boekvoorraad te werk en ernstig te besin oor die behoud van boeke met aanwinningsnommers voor die C-reeks.

Vloei van nuwe biblioteek- materiaal

Die implementering van die gerekenariseerde databasis vir die Biblioteekdiens op die sentrale aankoop-, voorbereidings- en voorsieningsvlakke is reeds in 'n toetsfase. Daar word beoog om vanaf Februarie 1992 die voorsiening van alle boekmateriaal aan streekbiblioteke volgens die nuwe stelsel te laat geskied. Om dit te kan doen, verg harde werk van almal betrokke by sentrale aanwinste en voorsiening by Hoofkantoor.

Omdat hierdie projek tot dusver soveel insette en manekrag vereis het, word verwag dat die vloei van nuwe biblioteekmateriaal skerp sal afneem in die eerste kwartaal van 1992. Openbare en streekbiblioteekarisse moet asseblief kennis neem van hierdie verwagte afname. Die goeie nuus is dat hierdie posisie in die tweede kwartaal behoort te verbeter en spoedig sal herstel. Die Biblioteekdiens verwag dat die totale voorsiening van nuwe materiaal vir 1992 nie negatief beïnvloed behoort te word nie. Waar die vloei in die eerste kwartaal sal afneem, sal dit daarna weer toeneem sodat elke biblioteek sy regmatige hoeveelheid nuwe materiaal sal ontvang.

Forum

From this year our letter column will be separated from the rest of the news. By doing this we hope to get even more reaction from our readers on any matters of importance. Every letter is welcome, whether it contains positive or negative criticism or comment. It is however important that

the editor must know the real names and addresses of people writing letters, especially when written under a pseudonym. The identity of these people will be kept strictly confidential. Letters can be sent to The Editor, The Cape Librarian, PO Box 2108, Cape Town, 8 000.

□ 1990 Jaarverslag

Teleurgesteld ...

Hoekom het julle afgewyk van die normale formaat vir jaarverslae? Waarskynlik om ekonomiese redes. Dit is nou net goed om deurmekaar te raak met ander uitgawes van **Die Kaapse Bibliotekaris!** Gelukkig is die inhoud nog van dieselfde hoogstaande waarde.

Groete

Jannie Hill

Streekbibliotekaris, Calvinia

Die nuwe formaat is weens praktiese oorwegings gekies. U kommentaar oor die inhoud word waardeur en ons vertrou dat u dit nuttig kan gebruik - Red.

... en tevrede!

Ek het so pas julle jaarverslag vir 1990 ontvang. Ek wil julle gelukwens met die puik publikasie. Dis nie net keurig saamgestel en werklik mooi uitgelê nie, maar die inligting is vir my nuttig en baie, baie interessant.

Dankie dat julle altyd aan ons ook dink.

Groete

Dr H J M Retief

HAUM-Daan Retief Uitgewers

□ Waardering vir Tydskrif

Gedurende die afgelope jaar (1991) het 'n ad hoc-komitee van die Suid-Afrikaanse Instituut vir Biblioteek- en Inligtingswese (SAIBI) se Raad ondersoek ingestel na SAIBI se publikasies. Deel van die ondersoek is uitgevoer deur middel van 'n vraelys wat aan lede van SAIBI gestuur is. In die vraelys is geleentheid vir kommentaar gelaat.

Uit die kommentaar wat ontvang is, blyk dit dat daar in ons beroep besonder hoë waardering vir **Die Kaapse Bibliotekaris** bestaan. Heelparty onder diegene wat kommentaar bygedra het, het met groot lof na dié tydskrif verwys.

Nadat die vraelys tydens die onlangse vergadering van die Raad bespreek is, het die Raad my gevra om u mee te deel dat u tydskrif beslis 'n besondere nis in die Suid-Afrikaanse biblioteek- en inligtingwêreld verworwer het. Die Raad wens u hartlik geluk met hierdie prestasie.

Met vriendelike groete

Prof Anna Louw

Eresekretaris, SAIBI

□ What about security?

Two weeks ago, as a test, I walked into a library, took two books

from the shelves and, without checking with the assistant walked out with them. After ten days I went back and replaced them - I could have kept them and nobody would have known. Now if I can do this, so can many, many more people.

Would it not make sense to have the counters close to the entrance and exit. Members would then present their books and receive their tickets before entering bookshelves areas. On coming out they hand in tickets and books. Parcels should be left at an outside desk as is done in large stores.

A funny thing to complain about these days, but don't you think library fees are ridiculously low? I'm not well off by any means; I simply think that with books being so expensive and so many being returned in a bad condition, an increase in fees would help to pay for the purchasing of new books and repairing of damaged ones.

I do try to make my children care for books but even so they are sometimes careless.

Yours sincerely

A library member
Cape Province

We would like to know what our readers think of this most important issue. I can just note that an article on security in the library will soon appear in the magazine - Ed.

□ US lei mense soos volg op in Biblioteekkunde

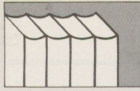
Na aanleiding van die Komitee van Universiteitshoofde se ondersoek na biblioteekopleiding in Suid-Afrika het die komitee ná intensiewe onderhandelings besluit dat my departement op 'n beperkte terrein sal voortgaan om basiese opleiding in die biblioteek- en inligtingkunde aan te bied deur middel van B Bibl- en B Bibl Hons-programme. Die Universiteit van Stellenbosch se Raad het op 'n onlangse vergadering hierdie aanbeveling goedgekeur.

Dit beteken dat sowel die skoolbiblioteekopleiding as die M- en D- studie binnekort gestaak word. Geen nuwe kandidate vir B Bibl (Ed)-, M- en D-studie is ná 31 Desember 1991 aanvaar nie. Die laaste aanbieding van die kursus vir die diploma in spesialiseringsonderwys in die skoolbiblioteekkunde was verlede jaar gewees.

Die departement sal van 1993 'n algemene basiese opleiding vir die graad B Bibl aanbied, met spesiale aandag aan die openbare biblioteekwerk.

Prof P G J Overduin, Hoof Departement Biblioteek- en Inligtingkunde, Universiteit van Stellenbosch.

(Die Burger)



Strategie vir 'n Naslaandiens

Charlene Malan, Naslaanbibliotekaris, Bellville Openbare Biblioteek

Die Handwoordeboek van die Afrikaanse Taal (HAT) definieer strategie as die kuns om trope, skepe en dies meer op die voordeligste wyse te beweeg en te gebruik. Strategie het al 'n geruime tyd sy plek in die bestuursopset gevind. Die definisie van Duffy is dus baie nader aan die biblioteekpraktik: "... some agreement exists that strategy comprises those decisions that define the relationship between an organization and its environment."⁽¹⁾

Strategie omvat dus die besluite wat die verhouding tussen die biblioteek en sy gebruikers raak.

Besluite wat die verhouding tussen die biblioteek en sy gebruikers raak is onder andere ten opsigte van voorraad, oop ure, omvang van die diens. Al hierdie besluite is onlosmaaklik verbind met die gemeenskap wat hy bedien. "In each community public libraries must assess the needs of their own users, with their particular circumstances, and adapt the aims or the emphasis in response to local conditions", aldus Shillinglaw.⁽²⁾

In hierdie reeks van tien artikels sal die volgende aspekte van die naslaandiens toegelig word:

1. Die gemeenskap wat ek bedien. Die bronne tot my beskikking.
2. Voorsiening in die naslaanbehoefes van my gemeenskap.
- 3-9. Leer ken jou voorraad aan die hand van spesifieke onderwerpsnavrae.
10. Die bibliotekaris/naslaanassistent as strateeg. Kompetisie (Bylaag).

Gemeenskap wat deur biblioteek bedien word

Omdat die biblioteek as instelling onlosmaaklik deel van sy gemeenskap is waarin hy geplaas is, asook finansieel in stand gehou word deur die gemeenskap wat hy bedien, kan laasgenoemde met goeie reg sekere verwagtinge van die biblioteek koester.

Swart sê: "Each library will have to identify its future users, become intimately involved in the community it serves ... prioritize its own services, based on its community's needs."⁽³⁾

Dit blyk dus dat 'n gemeenskapsopname wat demografiese faktore, sowel as sosiale en fisiese eienskappe insluit, onontbeerlik is. "Thus the community analysis will not only assist in the achievement of the aims and objectives but will at the same time provide updated information to challenge these aims and objectives."⁽⁴⁾ Aspekte van die gemeenskap waarvoor inligting ingewin behoort te word is:

- Die sosiale samestelling van die gemeenskap, byvoorbeeld ouderdom, geslag, bevolkingsgroepe, taal.
- Opvoedingspeil, byvoorbeeld, is dit 'n Derde Wêreld arbeidersgemeenskap of Eerstewêreld professionele/tegnologiese gemeenskap?
- Skole en ander opvoedingsinstansies.
- Die teenwoordigheid van ander inligtingsbronne, staatsdepartemente en ander hulporganisasies.
- Kerke, klubs en verenigings.

Harris beklemtoon ook die noodsaaklikheid van 'n profiel van die inligtingsbehoefes in die gemeenskap wat opgedeel kan word in:

- Die oplos van daaglikse probleme.
- Die hantering van krisissituasies.
- Inligting oor nuus en sake van die dag.
- Inligting om kultuur- en godsdiensige belangstellings en gesinslewe te rugsteun.
- Inligting vir ontspannings- en vrytidsaktiwiteite.
- Inligting ten opsigte van beroepe.
- Inligting vir spesiale groepe, byvoorbeeld gestremdes en anderstaliges.⁽⁵⁾

Vir praktiese wenke vir die daarstel van 'n gemeenskapsprofiel verwys ek u na die artikels van Harris (*The Cape Librarian*, Februarie 1989), sowel as 'n lys van raadpleegbare bronne saamgestel deur Iskandar (*The Cape Librarian*, March 1990).

Bronne

Tweedens is daar die bronne tot my beskikking of wat ek verder kan ontgin vir die daarstel van 'n optimale inligtingsdiens.

•Boekmateriaal

Elke biblioteek beskik oor 'n aantal basiese naslaanwerke synde ensiklopedieë, woordeboeke, jaarboeke, at-

lasse, ensovoorts. Daar rus egter 'n groot verantwoordelikheid op biblioteekpersoneel om nie alleen kennis te dra van die bestaan van 'n verskeidenheid naslaanwerke nie, maar om hulself vertrouwd te maak met die inhoud van elke werk.

Dit kan ook nie sterk genoeg beklemtoon word dat die nie-fiksie leenvoorraad net so 'n belangrike naslaanbron is nie. Personeel moet tyd maak om nuwe publikasies te bestudeer vir dit begin sirkuleer.

•Koerante en Tydskrifte

Om 'n parate diens te kan lewer, is dit nodig dat biblioteekpersoneel kennis neem van sake van die dag.

Koerante en tydskrifte bied inligting oor prominente persone, omgewingsaangeleenthede, die politiek en ekonomie, ontdekkings en rampe, resensies en baie meer. Wat vandag nuus is, word môre vir 'n skoolprojek of debat benodig.

Baie werk kan gespaar word as biblioteekpersoneel betyds inligting fotostateer en liasseer vir latere gebruik.

•Pamflette en Knipsels

Le Roux skryf: "Wherever users come to libraries for information on the issues, events and ideas of the present day, a ready reference file of pamphlets must be provided."⁽⁶⁾ Hoewel die Kaapse Provinsiale Biblioteekdiens 'n pamfletversameling het wat deur biblioteke benut kan word, wil ek die uitdaging aan elke biblioteek stel om 'n versameling te begin.

Thomas sê: "Conscientious maintenance of such a file is not as time-consuming as repetitious searches on the same recurrent question."⁽⁷⁾

Die kwessie van kennis van die gemeenskap is hier ook ter sprake. "A librarian who is well-acquainted with the library's clientele will have a sharp instinct for preserving needed materials."⁽⁸⁾

Artikels wat gefotostateer word, kan aanvanklik in ringlêers gehou word. Namate die versameling groei kan dit in koeverte in liasseerkabinette gebêre word.

Dit is raadsaam om opskrifte slegs in een taal te hê en so spesifiek moontlik te wees. Die benadering moet wees dat die

pamfletversameling inligting bevat wat nie in boeke beskikbaar is nie. Die pamfletversameling moet netjies in stand gehou word en die inhoud gereeld gekontroleer word. 'n Aantreklike versameling wat op datum is, moet altyd die doelwit wees.

•Onderwerpsindeks

Die doel van die onderwerpsindeks is tweeledig van aard:

- Dit ontsluit die inligting in die pamfletversameling. Vir elke koevert moet daar dus 'n kaartjie wees wat aandui dat daar inligting in die pamfletversameling is.
- Op dieselfde kaartjie kan ook ander bronne gelys word wat inligting oor die onderwerp bevat. (Sien diagram hieronder.)

Daar moet ruim gebruik gemaak word van verwysings omdat onderwerpe

"A successful information service depends much less on so-called expertise than on common sense, practical experience and enthusiasm for the task in hand."⁽¹⁰⁾

Volgens Aitchison dui alle geraadpleegde literatuur daarop dat die openbare biblioteek die ideale organisasie is om 'n gemeenskapsinligtingsdiens te implementeer, op grond van die volgende:

- Biblioteke is dikwels oop wanneer ander instansies gesluit is.
- Personeel is opelei om inligting te soek en só te orden dat dit maklik ontsluit kan word.
- Openbare biblioteke is gevestigde instellings.
- Openbare biblioteke het 'n beeld van neutraliteit.⁽¹¹⁾

Die gemeenskapsinligtingsdiens van 'n bepaalde biblioteek is egter onlosmaaklik verbind aan die behoeftes van die gemeenskap wat hy bedien.

Fouche aangehaal deur Aitchison, lys voorbeelde van inligtingsbehoefes wat as basis by die samestelling van gemeenskapsinligting gebruik kan word:

- Gebruikersgoedere en dienste.
- Finansies en regsaspekte.
- Fisiese en geestelike gesondheid en welsyn.
- Persoonlike, gesins- en gemeenskapsaangeleenthede.
- Onderwys, opleiding en vrytidsaktiwiteite.

Dit blyk ook uit studies by sewe Britse biblioteke dat drie modelle van gemeenskapsinligtingsdiens geïdentifiseer word naamlik:

- Direkte diens: Biblioteekpersoneel ken 'n sekere plek aan inligtingsbronne toe en verskaf inligting direk aan gebruikers.
- Rugsteundiens: Biblioteke help instansies of professionele persone betrokke by hulpverlening, deur byvoorbeeld die publikasie van gidse met gemeenskapsinligting of inligtingstukke oor spesifieke onderwerpe; advies aan groepe oor die

versameling en rangskikking van inligting, blokkennings van boeke, publisiteit, ensovoorts.

- Self-help: Die biblioteek dien as tussenliggende omgewing, regulasies, belasting te interpreter; gebruikers met die invul van vorms te help, nuutgeletterdes te help met byvoorbeeld die skryf van formele briewe, soos aansoeke om werk; navrae oor pensioene, ensovoorts.

Ten Slotte

Dit blyk uit die voorafgaande dat indien die biblioteekpersoneel die bronne wat tot hulle beskikking is, optimaal ontgin en in verband bring met die gemeenskap wat bedien word, die openbare biblioteek 'n noodsaaklike rol vervul.

"Despite the electronic communication revolution, the public library will remain a valuable educational, informational, cultural and leisure resource for the common man."⁽¹²⁾

Verwysings

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DUI AAN DIT IS IN PAMFLET
VERSAMELING → (P)

LANGENHOVEN, CJ

KANNEMEYER, JC Geskiedenis van die Afrikaanse literatuur v.1 R839.3609 KAN
DICTIONARY of SA Biography v.1 R920.68 DIC
VYFTIG Afr Skrywers RQ290 A-Z VYF p 28-29
NIENABER, PJ Langenhoven die volkskrywer R839.36 LAN
BEUKES, G Skrywers en rigtings R839.3609 BEU
NIENABER, PJ Perspektief & profiel R839.3609 NIE
WÊRELDSPKTRUM v 16 P192-193

↑ UITLEEN

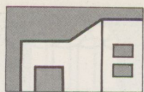
onder verskillende soekterme benader kan word.

•Gemeenskapsinligting

Gemeenskapsinligtingsdiens gaan sover terug as die Tweede Wêreldoorlog. Citizens Advice Bureaus help individue met probleme soos noodregulasies, verlore familie en ontzuiging.

Burdette skryf: "What is required today is up-to-date information on everyday matters which helps the individual to exercise better control over his own circumstances; information which helps him to solve problems, make better decisions, and which may lead to cultural enrichment."⁽⁹⁾

Gemeenskapsinligting verskil van tradisionele inligtingsbronne: Dit kan verkry word van staatsdepartemente, tydtafels, klubs, verenigings, koerante, ensovoorts.



Calvinia Openbare Biblioteek

Hester Olivier, Bibliotekaris

Calvinia is aan die voet van die Hantamberge geleë. Aan die suidekant staan die trotse Rebonieberg met 'n krater bo-in waar die Roggeveldberge begin. Hantam is 'n Khoi-woord wat 'Die berg van die rooi veldwortel' beteken en Rebonie beteken 'Roep-my-niet'. Daar is 'n legende van gevangeses wat ontsnap het, teen die Rebonieberg uitgeklim het en in die krater af. So het hulle mekaar geroep en die voorste een het dan geskree, waarvan die eggo's - 'Roep-my-niet!' - gehoor is.

Hantam was afhanklik van Clanwilliam vir troues en ander kerkgeleenthede. In 1847 stig die gemeente af en koop die stuk grond, Ramskop, van Veldkornet Abraham van Wyk vir 60 000 gulden (£1 500). Die eerste predikant, ds NJ Hofmeyr, versoek op die eerste kerkraadsvergadering dat die naam Hantam na Calvinia verander word, genoem na die kerkhervormer Calvyn.

Hantam, blommetypt, maar ook soos Charles Fryer, Hantamkind en digter sou sê: "Dis 'n hoefyster van berge, wyseling van hoeke en hange, van tepels en tafels, met tussenin die droë bossieveld swarterig van kapok en skaapkos." (Uit Klein Koninkryk.)

Biblioteekgeskiedenis

'n Subskripsiebiblioteek is in 1862 gestig. Dit is interessant om uit die notules van 1904 te sien dat dr A van Rhyn ook eens op die komitee was en dit wil voorkom asof die magistraat ook 'n komiteelid was.

Mev Maria Malan (gebore Louw), eggenote van dr DF Malan, was ook 'n tydjie bibliotekaresse.

Op 15 Oktober 1951 ontvang die biblioteek die eerste 250 boeke vanaf die Biblioteekdiens met mev Lulu Baartman as bibliotekaresse. Ongeveer tien jaar later word 'n platespeler, plate en projektor voorsien en minder as 'n jaar daarna kry die biblioteek kunsafdrukke.

Die munisipaliteit het op 3 Desember 1955 aansoek gedoen om by die Provinsiale Biblioteekdiens geaffilieer te word. Dit is deur die destydse Direkteur van die Biblioteekdiens, dr Theo Friis,

goedgekeur en die huidige biblioteek is op 24 Augustus 1961 deur hom geopen.

Biblioteekgebruik

Die biblioteek het tans 1550 lede waarvan 500 in die distrik woon. Distrikselede betaal vanjaar R17,50 ledegeld per lid per jaar. Die inwoners is baie ywerige lesers, veral die plaasemense wat maar een keer per week dorp toe kom. Skoolkinders besoek die biblioteek baie - vanaf voorskoolse kinders tot universiteitsstudente. Temas en take word ook op groot skaal gedoen, die kinders hang partykeer oor die lae rakke by gebrek aan siplek. Inligting en prente word altyd in die liasseerkabinet vir dié doel gebere. Tydens vakansies is die biblioteek vir die studente 'n lees- en kuierplek.

Demonstrasies word ook gereeld aangebied. Onlangs is 'n baie geslaagde weefkursus deur Clandine Louw van Bellville aangebied. Pragtige uitstallings van weefwerk van plaaslike weewers is ook in die biblioteek uitgestal met 'n Paella-ete daarna. Hoe om blomme te droog, materiaal druk, binnenshuisversiering, ensovoorts, is ook al gedemonstreer en handwerk van senior burgers word soms uitgestal.

Vir die Kleuterskool en die kleiner speelgroepie soek onderwyseresse boeke uit wat hulle in die klasse gebruik. Rolprente word gereeld deur die streekpersoneel vertoon en video's met 'n opvoedkundige strekking word dikwels in die skool vertoon, veral as dit op sekere vakke betrekking het. Musiekonderwyseresse maak baie gebruik van die plate en boeke, veral met Mozartjaar verlede jaar.

Praatjies word ook dikwels gehou by die Vroue Landbou Vereniging, die ACVV en ander organisasies. Spesiale uitstallings word

dikwels gemaak soos tydens die vleisfees.

Omdat die biblioteek so sentraal geleë is, is dit dikwels 'n rusplek na inkopies en blokkiesraaisels word gereeld hier ingevul.

Aktiwiteite

Mooi vrolik getekende plakkate versier die kinderafdeling in die biblioteek om die kinders se leeslus aan te wakker. Tekeninge van kinders word ook opgeplak. En kinders kan jou hart behoorlik warm maak, veral as 'n opgeskote seun op 'n koshuismiddag 'n klein opgevoerde briefie in jou hand druk. As jy dit later oopmaak en lees hoe vier kamermaats dankie sê en hoe hulle die boeke, veral die reeks Bybelboeke, geniet met onderaan geskrywe "Liefde vir Tannie, Jan-Paul, Jannie, Schalk, Frikkie", dan is jy so spyt dat hulle al weg is, want jy sou hulle graag elke 'n drukkie wou gee.

Poppekasvertonings word ook gereeld gehou. Septembermaand - Vriendskapsmaand - was dit die Vriende van die Biblioteek se beurt om elke Donderdag by die siekeboeg in die ouetehuis 'n program aan te bied. 'n Poppekas oor die senior burger, sy kwale en verbode medisyne wat hulle gebruik, is vir afwisseling gehou wat hulle baie geniet het.

Tydens Biblioteekweek word ook gereeld 'n verskeidenheidskonsert vir die senior burgers gehou en aan die einde van die jaar 'n Kerstspel. 'n Rustige

atmosfeer word geskep deur sagte musiek te speel in die biblioteek.

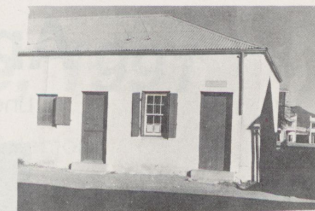
Ten slotte ...

"Ek glo dat deur aan jou lede te gee, van jouself en jou biblioteek, kan 'n mens op meer as een gebied sukses in jou biblioteek behaal."

Luister na jou lede se behoeftes, leed en hul vreugdes. Maak aantreklike uit-

stallings met nuwe boeke, veral dié wat jy weet jou gebruikers se behoeftes sal vervul. Maak hulle bewus van die inligtingsdiens en soveel ander dienste in die biblioteek. 'n Vriendelike gesig en 'n glimlag sê ook baie as 'n persoon by die biblioteek instap.

Die biblioteek se leuse wat groot in die biblioteek pryk, is 'N GROET EN 'N GLIMLAG KOS NIKS.



Die biblioteek in 1961



'n Kleurvolle fietsry-optog tydens Biblioteekweek 1991.



Poppekas! Mev Hester Olivier (middel), J Steenkamp en Sella van Niekerk.



'n Mozart-uitstalling in 1991.



Gebruikers besig met 'n blokkiesraaisel.



Wenners van 'n opstelwedstryd en wie die meeste in 1991 gelees het.



Droë blomme word hier gerrangskik.

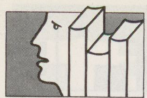
Stigtingsdatum (Biblioteekdiens) 15 Oktober 1951

Voorraad

Boeke	8 883
Kunsafdrukke	242
Plate	343
Video's	120

Sirkulasie: 1990

Boeke	66 122
Kunsafdrukke	579
Plate	2 705
Video's	4 610



André P Brink

Linette Viljoen, Human & Rousseau

André P Brink is 'n fenomeen, die mees gelese en mees omstrede Afrikaanse skrywer.

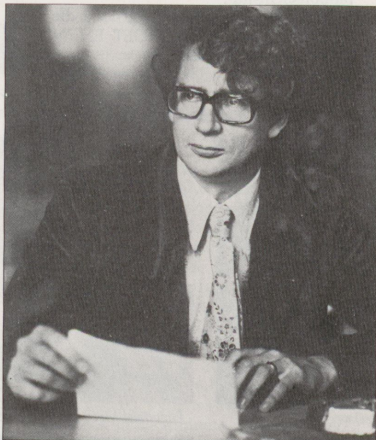
Brink het in 1962 met *Lobola vir die lewe* en *Die ambassadeur* bygedra tot "die deurbraak van die moderne roman in Afrikaans". Daarmee het hy ook 'n leier van die vernuwing van sestig geword. Dit is veral vanaf *Kennis van die aand* dat hy ook internasionale erkenning geniet. Hierdie roman, asook 'n *Oomblik in die wind*, *Gerugte van reën*, 'n *Droë wit seisoen* en *Houd-den-Bekis*, of word in 26 tale vertaal, van Serbo-Kroaties tot Xhosa, en word gelees van Argentinië tot Rusland, van Israel tot Finland.

Brink se jongste roman, *Die kreef raak gewoon* daaraan, het reeds in Engels verskyn as *An act of terror* en word in die meeste groot Europese tale vertaal. Die Noorse uitgawe, byvoorbeeld, het nog voor die Engelse een verskyn, en is reeds deur 'n Skandinawiese boekklub aangekoop. (Lees ook die resensie op bladsy 24.)

Die kreef raak gewoon daaraan is groots in opset en groot in omvang en kan gesien word as Suid-Afrika se eerste groot internasionale roman van die De Klerk era. In 'n sekere sin sluit dit kultuurhistories die ou Suid-Afrika af en lui die nuwe in.

Met hierdie roman, sy eerste sedert *Muur van die pies*, voltooi André Brink die kringloop wat begin het met *Kennis van die aand*. Sedert daardie boek het al sy romans te doen gehad met die vrae waarmee hy as mens, skrywer, Suid-Afrikaner en Afrikaner geworstel het. Die gebruik van geskiedkundige gegewens, die uitwerking van die sensuurbevel, politieke betrokkenheid en seksualiteit en erotiek is alles wesenlike aspekte van Brink se werk.

As romanskrywer is hy internasionaal vereer. Hy is reeds twee keer vir die Booker Prize in Brittanje genomineer. Die Martin Luther King Memorial Prize is aan hom toegeken en in 1980 het Frankryk hom vereer met die hoogste toekenning vir internasionale literatuur, die Priz Médicis Étranger. Hy is in 1982 benoem tot ridder van die Franse Legion



deur André P Brink verskyn, sommige van hulle kinder- en jeugboeke (wat insluit die meesterlike, bekroonde vertaling van Lewis Carroll se *Alice in Wonderland* en *Through the Looking Glass*, asook Kenneth Graham se *The Wind in the Willows*) maar ook verskeie belangrike literêre werke soos 'n verkorte weergawe van *Don Quijote* en vertalings van dramas van Shakespeare, Tsjechow en Ibsen.

As toonaangewende sestiger het Brink die Afrikaanse letterkunde verryk met temas en begrippe wat aansluit by die groter wêreldletterkunde. Sy navorsing van die tydgenootlike Europese strominge het gelei tot uitgebreide geografiese reise, veral in die Latynse lande. Uit sy belewenis van dié lande het 'n sestal uitmuntende reisboeke verskyn. Hy is trouens die enigste reisverhaalskrywer wat nog vir die genre bekroon is. 'n Uitsoekversameling saamgestel uit sy reisverhale oor Frankryk, Spanje, Portugal en Italië het verlede jaar onder die titel *Latynse reise* verskyn (en die eerste oplaag is reeds uitverkoop).

By die breë publiek het Brink se omstrede politieke beskouinge al baie kritiek ontlok. Maar of jy nou Brink se menings deel of nie, is dit duidelik dat diep en ernstige denke aan die grondslag van sy oortuigings lê. Hy is 'n mens wat 'n saak deeglik deurskou voordat hy 'n eie mening waag.

André P Brink is die toonbeeld van gulheid en meelewendheid wanneer dit by sy medeskrywers kom. Baie jong skrywers stuur op eie houtjie manuskripte aan hom wat hy dan geduldig deurwerk en met uitvoerige raad terugstuur of by 'n uitgewer aanbeveel. Vanweë Brink se internasionale invloed het meer as een skrywer sukses, ook buite Suid-Afrika, aan hom te danke. Waar hy tans professor in Engels aan die Universiteit van Kaapstad is, sal hy ongetwyfeld voortgaan om nuwe talent te ontgin en aan te moedig.

Indien u biblioteek se voorraad van André Brink se boeke onvoldoende is, kontak die streekbibliotekaris.



The Booker Prize, 1991

Compiled by Cecily van Gend, Book Selector

The 1991 winner of the Booker Prize was announced in London on 22 October 1991. The shortlist of six titles in the running was released a month previously, accompanied by the usual frenzied activity at the bookmakers, offering varying odds on the competing authors.

Despite receiving the longest odds, the winner was the Nigerian-born writer, Ben Okri, for his fifth novel, *The famished road*. It is an episodic, poetic and richly imaginative work, narrated by the spirit-child Azaro, who did not want to be born, but who continues to have mystic visions of reality in the Nigerian village beset by hunger, grinding poverty and political strife.

Okri, although born in Nigeria, spent his first seven years in England, where his father came to study law. On the family's return to Lagos, his father became a poor man's lawyer, and Ben was constantly having to leave school, because the fees could not be paid. He later returned to England to study comparative literature at Essex University, but was unable to complete his degree because he could not afford the tuition fees. His first novel was published during this time. Of all the writers on the shortlist, he will possibly most appreciate both the acclaim and the financial benefits. His collection of stories, *Incidents at the shrine*, won the African section of the 1987 Commonwealth Writers prize, but generally speaking his writing has received little attention, probably because it is not easy to read and lacks popular appeal. He writes, he says "for the heart that suffers and the heart that loves ... I'm the invisible one ... I'm only visible temporarily then I'll go back to my solitude. The only change I hope for is that I can write without so much hunger." (Interview with Linda Grant in the *Observer*, 27 October 1991.)

The other titles on the shortlist were

• **Martin Amis: *Time's arrow***

This author has been on the shortlist before, and was the bookies' favourite. Always an experimental writer, his latest novel is no exception - the tale is told backwards, as the narrator recounts his life story from death to birth in a searing vision of guilt.

• **Roddy Doyle: *The van***

Doyle is the author of the novel on which the film *The commitments* was based, and in *The van* he continues the saga of the Rabbitte family, as Jimmy Rabbitte Senior, unemployed, becomes a partner in a fish-and-chip van. Set in the heady days of Ireland's triumphs in the World Cup, this is a "tender tale of male friendship, swimming in grease and stained with ketchup".

• **Rohinton Mistry: *Such a long journey***

Now living in Canada, Mistry was born and grew up in

Bombay, and in this, his first novel, he "gives us a vision of Bombay as perhaps only an artist in exile could: the plentitude of his description, the patient accumulation of detail, the bird's eye view of politics and the worm's eye view of clamouring life, combine a stranger's sense of wonder with a familiar's intimacy." (Nicci Gerrard writing in the *Observer*, 20 October, 1991.)

• **Timothy Mo: *The redundancy of courage***

Mo, author of the vibrant and colourful, *Sour sweet*, and *The monkey king*, has written a powerful and thought-provoking account of the invasion of a small Pacific island by one of its more powerful neighbours. It is "a story of sacrifice and friendship in terrible times, told with compelling simplicity, narrative drive, and unexpected humour. It contains the urgency of a thriller and a rare depth of political insight and compassion".

• **William Trevor: *Reading Turgenyev***

One of two novellas appearing together in a volume entitled *Two lives*, this is set in rural Ireland at the turn of the century, and is the poignant and moving account of the way in which illusion provides compensation for a stifling existence. Mary Louise, trapped in marriage to an impatient older man, fantasises about her love for her dead cousin, with whom she used to read Turgenyev.

1991's Judges

The judges were Jeremy Treglown (chair), Penelope Fitzgerald, Jonathan Keates and Ann Schlee. A fifth judge, Nicholas Mosely, resigned in protest at the selection of the shortlist. He was against the inclusion of the Martin Amis title, and favoured instead Alan Massie's *The sins of the fathers*.

As a footnote, the following anecdote, recounted by Anthony Lejeune in his *London Letter* on the SABC's English programme one Sunday evening, once again underlines the whole question of the relevance, or importance, of literary prizes. Apparently the *Mail on Sunday*, in an effort to discover how many of the shortlisted books were actually read by the public, went round to a number of bookshops throughout the country with vouchers enabling the holders to claim £5 from the *Mail* on presentation of the voucher. These were placed 2/3 of the way into each of the shortlisted novels. By the time the winner was announced, only a handful of the vouchers had been redeemed, and none of these was from the Okri novel. As Lejeune dryly remarked, obviously the rest of the books purchased were bought by early Christmas shoppers.





IFLA Conference in Moscow

Mary Nassimbeni, Senior Lecturer, School of Librarianship, University of Cape Town

The annual conference of the International Federation of Library Associations coincided with the historical attempted ousting of USSR president, Mikhail Gorbachev, in August 1991. Librarians from South Africa together with delegates from 75 other countries, attended the conference. Mary Nassimbeni from the University of Cape Town tells how she experienced the week in Moscow.

The 57th Annual IFLA Conference, held in Moscow from 18-24 August 1991, addressed the theme *Libraries and culture: their relationship*. This provided a timely opportunity for many library and information workers, particularly in countries such as ours which is currently very concerned with closely related issues such as nation-building, national identity and a national culture, to explore and reflect on the role of library and information services as mediators of culture.

The 1 600 delegates came from 76 countries. There were 14 South Africans, including three exiles who had travelled from Tanzania and England.

Sunday, 18 August 1991

We registered on Sunday at the Conference which was held at the World Trade Centre, Sovincentr, which can (and on occasion later in the week had to) be reached by foot along the Moscow River Embankment in 20 minutes, a walk which takes you past the Russian Parliament - the White House - which is a ten minute walk from our hotel, the

Belgrade. That day the first session consisted of contributed papers, among the most interesting of which was a paper by Mr E Adimorah of the Imo State Library Board, Nigeria, on rural community systems and culture in Africa.

Monday, 19 August 1991

At breakfast on Monday morning we heard from Eastern European colleagues about radio reports that the president, Mr Mikhail Gorbachev, was ill in the Crimea and that the Committee of Eight had taken over. The various sessions of the Conference that day were held amidst anxiety and uncertainty about the significance of the news reports which were confirmed by our Russian colleagues. The Conference was officially opened on Monday afternoon by the Minister of Culture of the USSR, Mr Nicolai Gubenko - a distinguished Russian actor and film director. Before presenting his paper he made a statement about the political crisis. He asked us not to panic and to proceed with our Conference. He also said that it was unacceptable to have Soviet tanks in the

streets of Moscow and that he hoped to see or hear from Gorbachev shortly.

Tuesday, 20 August 1991

On Tuesday morning, delegates from the Belgrade Hotel (including my companions Joan de Beer of State Library and Piet Westra of the South African Library) walked to Sovincentr along the Moscow River Embankment because the roads were blocked. We had to climb over the barricades outside the Whitehouse, Russian President Boris Yeltsin's stronghold. The Organisers of the Conference issued a statement that the Conference would proceed but that we should be in touch with our Embassies and that we should carry our tickets, our passports and our money with us.

That afternoon many of the South African delegates attended the Africa session which could almost be called the South Africa session because all the papers were presented by South Africans: Philip van Zijl of Mangosuthu Technikon, Noki Pakade of the Community Resource Training Project in Durban, who stood in at the last minute



Mary Nassimbeni, Piet Westra (South African Library) and Joan de Beer (State Library) in the Red Square in Moscow.



Burnt out tram at the intersection of Kalinin Propekt and Ring Road. This was the place where the three young men died when tanks tried to smash through barricades.



for a speaker from Morocco who was absent, and by me. This combination made for a very focused session because all of the contributions dealt with community resource centres and made for a pleasingly coherent and useful question and discussion time after the papers. The Chairman, Bart Nwafor of Nigeria, explained that the pattern deviated from that of former years because this was the first time that South Africans had been invited to deliver papers at this session. Later that evening we attended a reception at the Pushkin Museum. We were offered apple juice and biscuits since the staff were responding to a strike call by Yeltsin to signal opposition to the coup.

That night at the hotel we heard from East European colleagues that the White House was shortly to be assaulted by Soviet tanks, an entirely plausible scenario given the large numbers of tanks, soldiers and armoured vehicles we had encountered in the last couple of days. We were very unnerved at about 11 o'clock when we saw unusual traffic and activity, heard shots, screams and sirens and smelt burning outside our hotel which was a couple of hundred metres from a barricade of trams and buses which were blockading access to the White House at the intersection of Kalinin Prospekt and the Ring Road which circles the centre of Moscow. That night three young men died when tanks tried to smash through this barricade.

Wednesday, 21 August 1991

On Wednesday the mood at the Conference was gloomy and delegates crowded around the televisions between sessions to follow Cable News Networks news reports or attempting to get seats on earlier flights out of Moscow. In the afternoon I attended the meeting of the Standing Committee on Africa. From a window in the corridor outside our meeting room I could see the White House with its distinctive gold clock and the mass of Yeltsin supporters forming a human shield, and the barges forming a barricade on the Moscow River. We emerged from our meeting just in time to hear the report that the coup had failed and that the putschists (people who organised the coup) had fled. That evening we attended a joyous (and lavish) reception at the Kremlin Palace as guests of the Government of the USSR. After the celebrations we made our way to the barricades meeting many Muscovites on the way. Our route home took

us past the scene of the tragic events of the night before, marked by shrines dedicated to the young men who had lost their lives: banners, candles, masses of flowers, icons and tributes of bread, fruit and cigarettes.

Thursday, 22 August 1991

I spent Thursday with a group of seventy teaching colleagues at a most interesting symposium at the library school at the Moscow Institute of Culture. Here we heard most interesting papers on education and training for library and information science in Russia delivered by some of the professors of the department and got an inkling of some of the difficulties under which they work. Foreign travel is very difficult; indeed contact with foreign colleagues is rather rare. This symposium was the first occasion that the department had ever held a colloquium attended by delegates from outside of the USSR.

There are a total of 3 840 students registered for the programme in library and information studies of which 1 040 are full-time, 1 000 are part-time (evening tuition) and 1 800 are correspondence students, including foreign students from Burma, Bulgaria, Jordan, Kenya, China, Cuba, Mongolia, Somali and Ethiopia. The library school - one of seventeen in the USSR - has a staff of 150 lecturers and offers the following qualifications (four years' full-time study):

- the speciality in 'library science and bibliography' which qualifies students to serve as specialists in the humanities and scientific-technical field; for service in a public library; for service to children and youths;
- the speciality in 'systems of scientific and technical information' which earns the qualification 'informer-organiser of information service' which was introduced in 1991, and
- the speciality 'museum management studies and the protection of historical and cultural memorials' which earns the qualification museologist.

The graduating students are assigned according to the demands of the libraries of the different branches of the national economy. In 1991, 25 per cent of the students will have the right of free job placement.

The organisation of the symposium was excellent and we were overwhelmed by the warmth and generosity of our Russian hosts. In the afternoon we were entertained to a concert by stu-

dents of the performing arts department, for which the Moscow Institute of Culture is justly famed.

Friday, 23 August 1991

The Conference concluded on Friday afternoon with a closing session which was to have been devoted to a full Council meeting whose main item of business was the discussion of the Working Group's report concerning South African membership of IFLA, particularly the proposal that IFLA revoke institutional membership. This debate did not take place because the organisers had taken a decision on Tuesday to cancel the business meeting as many delegates were leaving early or had already left. The issue remains unresolved and the Executive Board of IFLA will take a decision by the end of the year. In its deliberations it will also have to take into account and try to reconcile two resolutions: one from the Standing Committee on Africa endorsing the Working Group's proposals, and one from the Library Association suggesting a moratorium on new South African applications for membership and an impartial survey on apartheid policies and practices in South African library and information services before deciding on the question of expulsion. Minister Gubenko in closing the Conference thanked us for our solidarity, asked us not to think ill of our colleagues who had left early, and announced that he had resumed his position as Minister of Culture having resigned on Tuesday, refusing to cooperate with the Committee of Eight.

Saturday, 24 August 1991

On Saturday, instead of joining one of the many organised tours, Joan de Beer and I attended the funeral rally in Revolution Square at the Afghanistan Memorial where thousands of Muscovites converged bearing the Russian flag, flowers, banners and photographs of the three young men.

Sunday, 25 August 1991

I left on Sunday having spent a memorable eight days in Moscow and having shared a remarkable experience with people from all over the world and with the friendly and brave people of Moscow.

Beplanning

'n Noodsaaklike belegging vir openbare biblioteke

Frans van der Merwe, Direkteur

Oral in die wêreld, maar veral hier in Suid-Afrika, leef ons in 'n gemeenskap wat vinnig verander. Verandering bring noodwendig onsekerhede mee en besluite wat nou geneem word, het sekere gevolge vir die toekoms. Die veranderinge wat tans in ons land plaasvind, het 'n direkte invloed op die openbare biblioteek. Indien die openbare biblioteek 'n plek in die nuwe Suid-Afrika wil hê, moet die nodige aanpassings nou gedoen word as 'n noodsaaklike belegging vir die toekoms.

Aanpassings vir openbare biblioteke kan slegs aangebring word indien die nodige beplanning op die kort-, medium- en langtermyn, plaasvind. Bibliotekaris moet binne die raamwerk van 'n voortdurend veranderende samelewing, asook ander eksterne faktore wat 'n rol speel, beplan word en aanpassings in die beplanning doen ten einde gestelde doelwitte te bereik. Tydens die beplanningsproses moet deeglik besin word oor die doelwitte wat die biblioteek binne 'n spesifieke tyd wil bereik, die programme wat uitgevoer moet word, asook die hulpbronne, soos fondse of biblioteekmateriaal wat nodig is om die doelstellings so doelmatig moontlik te bereik.

Waarom beplan?

Biblioteekbeplanning hoef nie 'n ingewikkelde proses te wees nie; bepaal waar die biblioteek nou staan, wat die biblioteek beoog om oor 'n sekere aantal jaar te bereik en kies dan die beste metode om die bepaalde doel te bereik. 'n Geskrewe plan is maar net die begin - die plan moet geïmplementeer en die impak daarvan geëvalueer word.

Beplanning is noodsaaklik want:

- Deur beplanning word toegesien dat die biblioteek se bronne, hetsy tyd, fondse of personeel, so doeltreffend moontlik aangewend word.
- Deur te beplan, word prioriteite bepaal.
- Beplanning maak die biblioteek se diens meer ontvanklik vir die behoeftes van 'n steeds veranderende gemeenskap.
- Beplanning stel die biblioteek in staat om ander inligtingsagentskappe in die gemeenskap te identifiseer en die diens daarby aan te pas. So kan herhaling van dieselfde dienste verhoed word.
- Die beplannings- en metingsproses word verbind om voorring te bepaal.
- Beplanning kan 'n groot hulpmiddel wees in die biblioteek se reklame- en kommunikasiepoging om die biblio-

teekowerheid, en die gemeenskap bewus te maak van die voordele van biblioteeklidmaatskap.

- Beplanning stel die biblioteek in staat om bykomende ondersteuning, asook fondse te bekom.

Wat is ons doelstellings?

Openbare biblioteke, soos enige ander instelling, moet hulle doelstellings formuleer om hul aktiwiteite te regverdig - en baie belangrik - om voortgesette finansiering deur hul owerhede te verseker en dit so doeltreffend moontlik te gebruik.

Ons doelstellings is die resultaat van dit wat ons beoog om te bereik. Die definiering van ons doelstellings is ten nouste verwant aan die behoeftes van ons teikengroepe, aan die manier waarop die behoeftes van ons teikengroepe geëvalueer word, asook aan die manier waarop ons die resultate wat behaal word, evalueer.

Dit is vir 'n openbare instelling soos die Kaapse Provinsiale Biblioteekdiens belangrik om duidelik geformuleerde doelstellings te bepaal en om hierdie doelstellings onder die aandag van sy eie owerheid, asook natuurlik alle ander biblioteekowerhede in Kaapland, te bring. Dit is verder uiters belangrik dat die doelstellings van die openbare biblioteekdiens in Kaapland onder die aandag van die gemeenskap gebring moet word, sodat almal bewus kan wees van die dienste waarop hulle geregtig is. Doelstellings is ook belangrik in die sin dat dit help om biblioteekpersoneel te motiveer.

Die missie van die Kaapse Provinsiale Biblioteekdiens is om in vennootskap met plaaslike owerhede 'n openbare biblioteekdiens in Kaapland te lewer, terwyl die funksies die volgende is:

- die verkryging van biblioteekmateriaal en -toerusting,
- die vakkundige versorging van biblioteekmateriaal,
- die beskikbaarstelling van biblioteekmateriaal en -toerusting op 'n gedesentraliseerde basis, asook die lewering van 'n omvattende vakkundige voorligtingsdiens,
- om 'n inligtingsdiens te lewer,
- om die gebruik van biblioteke en van biblioteekmateriaal te bevorder, en
- om administratiewe hulpdienste te lewer.

Dit blyk dus dat provinsiale doelwitte meer algemeen van aard sal wees, terwyl die van openbare biblioteke konkreet en aksiegerig sal wees. Openbare biblioteke is in die voordelige posisie dat hulle by die kundigheid en voordele wat sentrale

beplanning inhou, baat vind, maar tog uiteindelik hul spesifieke doelwitte in hul eie unieke gemeenskappe kan nastreef.

Daar sal altyd 'n noue verwantskap en ooreenkoms wees tussen plaaslike doelstellings, dit wil sê van individuele openbare biblioteke en die van die Provinsiale Biblioteekdiens, weens die feit dat geaffilieerde openbare biblioteke in Kaapland en die Biblioteekdiens ooreenkomstig bepalings van dieselfde wetgewing funksioneer.

Faktore wat beplanning beïnvloed

Hoe beplan mens met beperkte fondse vir 'n openbare biblioteekdiens wat drasties uitbrei; om 'n agterstand in te haal en nuwe dienste in te stel by bykans 100 gemeenskappe in Kaapland wat tans nog nie oor basiese biblioteekfasiliteite beskik nie en om terselfdertyd bestaande dienste aan 468 biblioteke te handhaaf sonder om die gehalte of hoeveelheid van die diens in te kort? Weldeurdagte beplanning en die kundige aanwending van bestaande hulpbronne blyk die enigste oplossing te wees.

Ander faktore wat 'n wesentlike invloed op beplanning by die Kaapse Provinsiale Biblioteekdiens uitoefen, is onder andere die inflasiekoers waaraan biblioteekmateriaal onderworpe is. In 1989 is byvoorbeeld gerapporteer dat waar die amptelike inflasiekoers destyds 14,9 persent was, die prys van nuwe motors met 13,5 persent en brandstof en elektrisiteit met 18,3 persent verhoog is, terwyl die prys van leesstof daarenteen met 21,7 persent toegenem het. Die voortdurende verandering in die wisselkoers, die kommerwekkende tekort aan biblioteekmateriaal in die inheemse tale, asook aan materiaal geskik vir die bevordering van geleterheid, is verdere knelpunte wat beplanning beïnvloed.

Dit moet in gedagte gehou word dat insette vir provinsiale begrotings jaarliks gedurende Februarie gedoen word. Fondse wat dus tot Maart 1993 benodig word, moes reeds op 15 Februarie 1991 aangevra word. Die provinsiale boekjaar strek vanaf 1 April tot 31 Maart, terwyl die van plaaslike owerhede van 1 Julie tot 30 Junie strek, 'n feit wat beplanningskoördinasie bemoeilik. Sonder deeglike en vroegtydige beplanning om fondse vir beoogde programme en aktiwiteite betyds te bekom, is enige program tot mislukking gedoem. Sels na 'n deeglike beplanning van die finansiële behoeftes verneem die Biblioteekdiens jaarliks eers veel later in watter mate daar aan sy behoeftes voldoen kon word. Die beskikbaarheid van staatsfondse is nie meer so gereedlik beskikbaar soos etlike jare gelede nie, aangesien die aanvraag besonder groot is om bestaande dienste te handhaaf en om agterstande in te haal. Dit gebeur dus dikwels dat slegs geringe of geen verhogings in Biblioteekdiensbegrotings toegestaan word en dat 'n herbeplanning gedoen moet word met inagneming van gestelde prioriteite. Daar moet dus ook beplan word vir die moontlikheid dat geen bykomende fondse toegestaan word nie, maar sels vir 'n inkorting daarvan.

Samewerking tussen Provinsiale Biblioteekdienste en ander biblioteekinstellings ten opsigte van nasionale of ander projekte word aangemoedig en verwelkom, maar is nie altyd prakties

uitvoerbaar nie, tensy beplanning minstens 18 maande vooraf geskied en indien die sentrale tema daarvan inskakeel by dit wat die Biblioteekdiens beoog. Die programme van Provinsiale Biblioteekdienste geskied op grond van deeglike behoeftebepalings, is verder uiters omvangryk en kan dus nie sonder meer op kort kennisgewing gewysig word nie.

Die beplanningsproses

Benewens die jaarlikse sirkulasiestatistiek, is dit nie maklik om die doeltreffendheid van 'n openbare biblioteekdiens te meet nie. In beplanning is dit egter van die aller grootste belang om te weet of die openbare biblioteek se diens aan die behoeftes van die meeste van sy gebruikers voldoen.

In 'n heterogene gemeenskap soos die wat deur die Kaapse Provinsiale Biblioteekdiens bedien word, wat oor bykans 500 bedieningspunte versprei is en wat terselfdertyd 'n groot agterstand aan openbare biblioteekfasiliteite ondervind, is beplanning nie so eenvoudig nie.

Die behoeftes van die gemeenskap, die voorsiening daarin, asook die eise wat aan die openbare biblioteekdiens gestel word, moet voortdurend geëvalueer word. Die enigste manier om dit sinvol te doen, is deur middel van plaaslike opnames en navorsing, wat 'n integrale deel moet vorm van die hele beplanningsproses. Die huidige stelsel waarvolgens behoeftebepalings gedoen word, toon heelwat gebreke en tekortkominge, maar sal binnekort aangevul word deur 'n gerekenariseerde stelsel en grootliks tot verbeterde inligtingvloei bydra wat beplanning voordelig kan beïnvloed.

Die eerste stap in die beplanningsproses is om te besluit watter aktiwiteite uitgevoer en watter dienste aangebied moet word. Aktiwiteite en dienste moet daarna in volgorde van voorkeur geplaas word en in hierdie proses moet daar natuurlik deeglik besin word oor die voortsetting van lae prioriteitsdienste. Weldeurdagte besluite van hierdie aard kan slegs geneem word indien maksimum inligting aan die besluitnemers beskikbaar is.

Dit is nie moontlik om spesifiek te beplan en terselfdertyd in die behoeftes van alle gebruikers in Kaapland te voldoen nie. Aan die hand van die volgende vrae kan algemene riglyne neergelê word, wat weer kan geld by die bepaling van doelstellings en prioriteite wat gewoonlik 'n biblioteekplan of program voorafgaan:

Probleme

- Waarom word sekere dienste beklemtoon en ander weer nie?
- Hoe funksioneer die bepaalde diens?
- Is die huidige vlak van dienslewering bevredigend?
- Watter redes word aangevoer vir 'n verandering in die funksionering van die bepaalde diens of in die vlak van dienslewering daarvan?

Bepaal prioriteite

- Watter bepaalde diens of funksie word uitgekies om te beklemtoon en om watter rede?

Doelwitte en beleid

- Hoe kan die gekose prioriteite regverdig word?
- Aan watter gebruikersgroepe in die gemeenskap moet diens-te bevorder word?
- Watter doelwitte word nagestreef met elke beplande aktiwiteit?
- Watter vlak van dienslewering word vir elke aktiwiteit of program nagestreef?

Program van aksie

- Bestaan daar enige alternatiewe planne of programme?
 - Wat is die gevolg van elke plan of program?
- Openbare biblioteekdienste in Suid-Afrika verkeer onder toenemende druk om vir die toekoms te beplan om in die behoeftes van sy gebruikers te voorsien, maar om terselfdertyd sy uitgawes binne perke te hou, aangesien die aanspraak op belastingsbronne besonder groot is en finansies deesdae al hoe moeiliker bekombaar is.

Beplanning vir die Kaapse

Provinsiale Biblioteekdiens

Vir die doeleindes van hierdie artikel word gekonsentreer op die beplanningsaspek sover dit die Biblioteekdiens raak. In terme van Biblioteekordonnansie 16 van 1981 het die Kaapse Provinsiale Biblioteekdiens egter 'n spesiale verpligting en verhouding met geaffilieerde openbare biblioteke in Kaapland en sal daar dus ook gekyk word in watter mate die beplanningproses van die Biblioteekdiens openbare biblioteke direk of indirek raak.

Openbare biblioteekdienste in Suid-Afrika verkeer onder toenemende druk om vir die toekoms te beplan.

Dit is in hierdie verband belangrik om daarop te let dat geaffilieerde openbare biblioteke in Kaapland plaaslike owerheidsinstellings is en dat elke betrokke plaaslike owerheid vir 'n sekere deel van die openbare biblioteekdiens verantwoordelik is, naamlik om 'n openbare biblioteekdiens in te stel, dit te beheer en te bestuur. Dit is dus die verantwoordelikheid van die plaaslike owerheid om 'n biblioteekgebou op te rig wat aan die Biblioteekdiens se minimumstandaarde voldoen (meestal met behulp van 'n provinsiale subsidie) en om verder ook die aantal personele aan te stel en die biblioteek te bestuur ooreenkomstig standaarde soos bepaal deur die Provinsiale Biblioteekdiens.

Die Provinsiale Biblioteekdiens verskaf op sy beurt weer 'n wye verskeidenheid biblioteekmateriaal, ander vakkundige publikasies, asook audiovisuele toerusting op bruikleen aan biblioteke. 'n Tweede belangrike funksie van die Biblioteekdiens is om vakkundige voorligting aan openbare biblioteekpersoneel en -owerhede te lewer.

Dit is primêr die taak van elke openbare biblioteek om sy eie

beplanning te onderneem. Die spesiale verhouding en die noue verweeftheid tussen die Biblioteekdiens en openbare biblioteke in Kaapland bring in die praktyk egter mee dat die Biblioteekdiens die basiese beplanning namens geaffilieerde biblioteke doen en dat elke openbare biblioteek sy eie aanpansings doen om in sy unieke behoeftes te kan voorsien.

Openbare biblioteke wat by die Kaapse Provinsiale Biblioteekdiens geaffilieer is, is volgens sekere kriteria in drie groepe ingedeel: groot, medium en klein. Die persentasies is die volgende (die 115 biblioteekdepots is nie hierby ingesluit nie):

- Groot - 6,9 persent
- Medium - 43 persent
- Klein - 50,1 persent

Die meerderheid biblioteke is dus klein- of mediumgrootte met beperkte hulpbronne en die beplanning wat deur die Biblioteekdiens gedoen word, raak die meeste geaffilieerde biblioteke direk.

Prioriteite vir die Kaapse Provinsiale Biblioteekdiens

Biblioteekwetgewing in die Kaapprovinsie plaas geen beperking op die verskillende soorte biblioteekmateriaal of die vorm van diens wat deur die Kaapse Provinsiale Biblioteekdiens gelewer word nie. Hierdie besluite berus dus geheel en al op professionele oordeel.

Langtermyn-prioriteite ten opsigte van dienste wat gelewer word, asook by die besteding van fondse deur die Biblioteekdiens, is die volgende:

Dienste

Dit is die streef dat alle inwoners in die provinsie gereedelik toegang moet hê tot openbare biblioteekdienste. Daarom word die hoogste prioriteit verleen aan die instelling van openbare biblioteekdienste aan ontwikkelende gemeenskappe wat nog nie daarvoor beskik nie en 'n prioriteitsprogram in hierdie verband is reeds vir etlike jare in werking.

Fondse vir biblioteekmateriaal

- Die hoogste prioriteit is ten opsigte van inligting, naamlik die versameling, ontsluiting en beskikbaarstelling van inligtingsbronne, ongeag formaat.
- Die verskaffing van informele, aanvullende opvoedkundige dienste deur biblioteekmateriaal van opvoedkundige aard beskikbaar te stel, asook die gebruik daarvan aktief te bevorder.
- Die beskikbaarstelling van ontspanningslesstof en ander verwante materiaal.

Program van aksie

Hoewel ruimte ontbreek om 'n volledige weergawe te gee van alle beplanningsfasette, doelwitte en die vlak van dienslewering wat per aktiwiteit nagestreef word, word die beplanning rondom die Jaar van die Leser-projek van 1990 as voorbeeld van beplanning op die kort en medium termyn, kortliks hier uiteengesit:

Jaarprogramme vir openbare biblioteke wat rondom 'n bepaalde tema beplan word, hou groot voordele in eerder as op-

gramme wat in die algemeen, vaag en meestal op die ingewing van die oomblik aangepak word. Die voordele van die besluit van die Suid-Afrikaanse Instituut vir Biblioteek- en Inligtingwese in 1988 om 1990 tot die Jaar van die Leser te verklaar, is dadelik aangegryp en beplanning het in alle erns begin.

'n Program vir elke maand van die jaar wat elke groep betrek waaruit die gemeenskap saamgestel is, is aan die hand van uitgebreide navorsing by openbare biblioteke saamgestel.

Teen 1 September 1989 is 'n volledige en omvangryke program vir die volle duur van 1990 in Die Kaapse Biblioteekaris gepubliseer. Die kunswerk van die tema en die meeste ander plakkate is beskikbaar gestel, terwyl die beplanning vir die aankoop van 180 000 boeke, spesifiek gerig op verskillende ouderdoms- en belangstellingsgroepe in die gemeenskap, die aanbring van spesiale plakkertjies op hierdie boeke, leeslyste, bladwysers, bekendstellingsplakkate, plastiekdrasakke en 'n groot hoeveelheid ander reklamemateriaal, ook gedoen is. Daarbenewens is die program vir 'n nasionale simposium vir 250 afgevaardigdes, ook beplan.

Die jaarprogram vir 1990 het verder in 'n neutdop soos volg daar uitgesien:

- Die instelling van tien nuwe openbare biblioteekdienste in gemeenskappe wat voorheen oor geen dienste beskik het nie, is beplan (dit sluit in die beplanning van die geboue in samewerking met argitekte, die subsidiëring daarvan, die verkryging van geskikte biblioteekmateriaal, die inrigting van die biblioteek, asook die indiensopleiding van die betrokke personeel).
- Die aantal boeke en ander items biblioteekmateriaal wat in elke kategorie aangekoop word, is bepaal en verder is gesorg dat 'n gebruikersgerigte voorraad in 'n konstante vloei op gesette tye aan 468 biblioteke in die provinsie gelewer word (altesame 635 939 items is aangekoop, in voorraad geneem en aan openbare biblioteke uitgereik).
- 'n Opleidingsprogram vir provinsiale en openbare biblioteekpersoneel is beplan (21 kursusse is aangebied wat deur 857 biblioteekaris bygewoon is).
- 'n Omvangryke reklame- en publikasieprogram, insluitend die inhoud van Die Kaapse Biblioteekaris, is beplan.

Die evaluering van die resultate behaal

Die evaluering van 'n biblioteekdiens is noodsaaklik en die doel daarvan moet wees om die diens te verbeter en nie om die diens te bewys nie.

Dit is werklik moeilik om vooraf te bepaal of gestelde priori-

teite die beste moontlike besluit tydens beplanning was. Eers na implementering van 'n program en na evaluering van die resultate wat behaal is, sal daar sekerheid wees oor die sukses, al dan nie, van die bepaalde program.

Hoewel daar 'n voortdurende monitering plaasvind, kom 'n evaluering van resultate behaal op kort tot medium termyn, moontlik die beste na vore in die jaarverslag van die Biblioteekdiens. Hierdie publikasie wat in terme van Biblioteekordonnansie 16 van 1981 jaarliks aan die Administrateur voorgelê moet word, word ook aan alle biblioteekowerhede en openbare biblioteekaris in Kaapland en verskeie ander instansies beskikbaar gestel. Dit word intern as 'n onontbeerlike bestuurs hulpmiddel beskou.

By die Biblioteekdiens vind jaarliks 'n byeenkoms van vakkundige personeel plaas waartydens daar indringend na doelwitte, prioriteite, asook na 'n evaluering van resultate behaal, gekyk word. Die rol van die Biblioteekdiens se 24 streek-biblioteekaris, asook ander senior vakkundige personeel in die streekorganisasie is in hierdie evalueringproses van groot waarde.

Samevatting

Dit is nie maklik om te bepaal hoeveel beplanning vir 'n openbare biblioteekdiens voldoende is nie. Dit is egter baie duidelik dat die openbare biblioteek nie meer sonder behoorlike beplanning kan funksioneer nie.

Suid-Afrika staan vandag voor 'n nuwe toekoms met 'n nuwe samelewing wat geskep word. Is ons openbare biblioteekaris werklik voorbereid en gewillig om die nuwe geleentheid wat ons gebied word, aan te gryp? Hoe beplan ons vir hierdie nuwe uitdagings?

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Summary of article

Planning is an essential prerequisite for the survival and future existence of public libraries. Libraries will, however, have to formulate their aims and objectives very clearly in order to justify their activities and their continued funding by local authorities.

It is basically the task of each public library in the Cape Province to undertake its own planning. Due to the special relationship between public libraries and the Cape Provin-

cial Library Service, the Library Service has to plan broadly on behalf of all libraries, but leaves it up to each library to adapt these plans to satisfy its own, unique needs. This form of centralised planning is in the interest of all communities in the Cape Province.

Libraries should monitor and evaluate their services on a regular basis and adjustments should be made when necessary.

Strategic Financial Planning for Public Libraries

Ilze Swart, City Librarian, Bellville Public Library

Financial planning for the new fiscal year (commencing in July for local authorities) usually begins in January or February when all departments are asked to submit estimates for the new year's budget to the Finance or Treasury Department.

"Budgeting is the process by which one determines the funds necessary to carry out the objectives of the organization."⁽¹⁾

It is a continuous activity, not a task one undertakes once a year. If notes are made about future needs, new services, new products, et cetera, during the year, the information can be collected when preparing the budget.

A budget is a financial plan, not only for the coming year, but also for the following 3-5 years. The librarian is accountable for the library's budget and its implementation, but the staff should participate in the planning process. "Employees who play a part in setting goals will be more effective."⁽¹⁾

"A library's size does not materially affect the budgeting process, although larger libraries naturally have more complexity at each step."⁽²⁾ Branch and mobile libraries should have their own budgets and their staff should participate in the compilation.

APPROACHES

There are various approaches to budgeting. The most common are:

Incremental approach

This simply means that the estimates of one year are compared with the actual expenditure of the previous year. Based on this expenditure, certain assumptions are made, on which the figures for the new financial year are based. The danger in this type of budgeting is that one merely acts on past history and does no real creative planning for the future.

Zero base approach

Each year's budget is drawn up without any reference to the previous year's budget, according to the aims and projects for the new financial year. It is a more accurate way of budgeting because one calculates the funds necessary for every activity. It involves more time and work as each item for which one budgets has to be thoroughly researched.

Most municipalities today use a combination of methods, including the above and other approaches.

One must keep in mind that the increase in a budget in relation to the previous year's one is subject to a ceiling, which is a percentage by which a budget may increase determined by the Department of Finance in Pretoria. This mandatory constraint (13 per cent in 1991/92) is an attempt to limit state spending and to control money supply.

COMPONENTS

The budget consists of two components:

The operating budget

This is the instrument whereby funds are provided to enable an

organisation to carry out its day to day operations. The operating budget will make provision for the following:

Staff/labour costs

These include salaries, wages, bonuses, housing subsidies, contributions by council towards group life insurance, medical aid, pension fund, unemployment and workmen's compensation. These figures are usually calculated by the Finance Department. The librarian is expected to give input regarding new posts and new application for housing subsidies for the coming year. Provision should also be made for increases in the hourly rate for part time staff, who are often poorly paid and without whom many public libraries could not operate efficiently.

General costs

The following items should be provided for in the budget, either in individual votes or as part of a general vote:

● Protective clothing or uniforms

Policies will vary on whether staff should wear uniforms or overalls. Overalls should be provided for cleaning staff.

● **Attendance of conferences, seminars and training courses**
Librarians of large public libraries should budget for attendance of the annual SAILIS conference: registration fees, accommodation and transport. In addition, provision should be made for attendance of workshops, seminars and training courses locally. Council should pay for registration fees as it is part of the training and continuous education process.

● Printing and stationery

One-off items may include the printing of a new letterhead, library brochure, compliment slips, library week promotions, et cetera. Consult staff about their requirements before preparing the budget.

● Asset register items (small items under R400)

These are items which would not be included in the capital budget, for example a typist's chair, calculator, fan, heater, kitchen equipment, toys, waste paper bins, et cetera; but which would be included in the library's asset register and would have to be accounted for in the library's annual stocktaking.

● Book security system

This would include the purchase of tattle tape strips, upgrading of existing equipment and a service contract for the equipment.

● Maintenance of library material

A separate vote has been created to see exactly how much is spent on stock maintenance. Included are: magic tape and other book repair tapes, video and CD holders, cleaning material for records and CD's, et cetera.

● Rebinding of books

For use only by libraries who buy their own books in addition to the stock they receive from the Library Service. Costs are currently an average of R18 per book.

● Interlibrary loans

Registration costs as a member of the interlibrary loan system are currently R50 per annum. Budget also for the purchase of interlibrary loan coupons from the State Library.

● Extension activities

Many librarians who do not budget for extension activities and who do not have a Friends of the Library society to sponsor them, end up paying from their own pockets for children's holiday programmes, prizes, and other activities. Councils should provide funds for: holiday programmes, Library Week, reading certificates, sweets, balloons, purchase of promotional material, honoraria for speakers invited to the library. A library may also be asked to host a meeting, lecture or training course, and this vote should include provision for refreshments.

The CPLS has been providing us with wonderful display material and publications free of charge over the years. We may have to pay for these services in the future.

● Transport costs

If no municipal vehicle is available, staff should be reimbursed for travelling expenses to meetings, visits to old age homes, et cetera. If a municipal vehicle is available, an estimate of mileage should be made so that pro rata costs can be debited to the library's vote.

● Subscription/membership fees

Institutional membership of SAILIS is currently R150 per annum and membership of the Children's Book Forum is R15. Your library may also be a member of other organisations, such as the National Film Library.

● Telephone costs/postage

These also increase every year. Provision should be made for the rental as well as calls. If you have a fax machine, it can be budgeted for under a separate vote number for an accurate recording of costs. Keep in mind that postal costs usually increase in April every year. Also allow for postage by registered mail for interlibrary loans.

● Consumables

Tea, coffee, sugar, milk, light bulbs, batteries, black refuse bags, replacement of contents of our first aid box, et cetera, are included under this vote.

● Cleaning materials

Includes equipment such as brooms, dusters, drying up cloths, window cleaners. Also toilet-paper, polish, window cleaner and other hygienic products. Consumables and cleaning materials would probably be combined in a smaller budget.

● Maintenance of equipment

Includes repairs or costs of a service contract for equipment such as typewriters and word processors, television and video sets, fax machine, audio equipment, cash registers, burglar alarms, et cetera. Draw up a schedule of expiry dates and costs of contracts to which you can refer every year.

● General maintenance and repairs

These may be done by municipal repairmen or by outside contractors, and depending on how your budget is structured, you may have different vote numbers for work done internally and externally. This vote would include: painting, cleaning of carpets and furniture, repairs to furniture and fittings, toilets, replacement of signage, curtains and blinds, upholstery.

● Cleaning contracts

General cleaning contracts or contracts for cloakroom services should receive separate vote numbers so exact costs can be identified. The same applies to pest control services.

● Payments to CPLS

○ Annual payment of lost and damaged material:

How much you budget for will be determined by the type of community you serve (mobility and affluence being factors to consider), the previous record of losses and the efficiency of your follow up of overdues.

○ Stocktaking losses

Stocktaking accounts now have to be paid within a year of the actual stocktake, so one would budget for this item once every three years. Again, one has only previous payments to go by, but a generous allowance should be made for the increase in costs of library material.

Both these expenses should be reflected in the budget to give an accurate picture of expenditure on the library.

● Rent

If premises are rented or a library occupies part of a larger complex and is charged pro rata for the space it occupies, this should be an item on the budget.

● Other costs

These are calculated by the Finance Department.

○ Regional Services Council levies (based on labour costs.)

○ Regional Services Council establishment levy (calculated on income received from outside sources.)

○ Insurance (based on the total valuation of the building, furniture and fittings and stock. CPLS sent libraries a schedule of values of different types of library materials for insurance purposes in July 1991.)

● Departmental service charges

These will include water and electricity supply. Charges for reprography (photocopying) done at the municipality will also be debited to the library.

● Interest and redemption

This is payable on capital purchases. Redemption is equal payments over the period of repayment, and interest is calculated on the decreasing balance at a rate which is determined annually by the Administrator.

The capital budget

In the capital budget funds are made available for the purchase of items of a more permanent nature which become an asset of Council, for example, land, buildings, vehicles, furniture and fitting, books, et cetera. Large projects undertaken by Council, for example, building of roads, are also included. The installation of a book detection security system and computerisation of the circulation desk are projects which larger libraries should be including in their capital budgets this year, or in their short term planning.

INCOME

Income may be generated from the following sources:

Fines for overdue materials

Past records are useful for estimating this income. If a library has increased its fines, as most did last year, additional income can be budgeted.

● Reservations

Most librarians charge a fee for reservations and special requests. Statistics will enable you to calculate an estimate.

● Subscription members

These are paying members who live outside the municipal area and who do therefore not contribute to the upkeep of the library through rates and taxes as ratepayers do. Guidelines for subscription fees have been laid down by the Library Service. How many you will attract will depend on your library's location, facilities and quality of service.

● Photocopying service

When a municipality provides a photocopying service in a library, the income received is an additional source of revenue. Photocopying facilities can also be provided by the Friends of the Library or by a private company, who place a machine in the library free of charge in exchange for the income. In these

cases the municipality would not derive income from the service but it also would not incur any expenses.

• Donations

These may be from the public or from organisations. Donations are deposited in the General Income Fund and serve only to lower the library's deficit. If you wish to ensure that donations are spent for a specific purpose, suggest that the donation is made to the Friends, who can later be approached to fund a special project.

• Hire of halls

Depending on your Council's policy, a small fee may be charged for the use of group activities rooms and halls by outside organisations to offset costs of maintenance.

• Charges for services/user fees

Costs of interlibrary loans may be recovered from borrowers, but as actual costs are charged, no income is derived from this source. If charges for the borrowing of audio-visual materials are implemented, they will not be a source of income for municipalities as the monies will have to be paid to the Library Service annually.

• Subsidies

You may receive a subsidy from a Regional Services Council for offering a library service to its ratepayers.

STRATEGIES

Strategies for effective financial planning and management include:

• Public relations

The library should maintain a high profile in the community and in municipal circles. The importance of the library's role in the educational and cultural life of the community should be emphasized. If the Council is informed of library activities on a regular basis library needs will be sympathetically viewed at budget time.

• Specific budgeting

In Bellville we have created specific votes for specific expenses so that we can pin-point costs, rather than lump a variety of expenses under a General/Diverse/Sundries vote. A directory has been created for every vote, listing the items which are debited to the vote so that we consistently and accurately use the funds as planned. Preparing estimates is easier this way and more accurate.

• Good motivation

Thoroughly researched and well prepared presentations for every item on the budget will show that you have done your homework: checked prices, allowed for escalation, asked for preliminary quotes, et cetera.

Opsomming van artikel

Finansiële beplanning begin met die begroting wat vroeg elke jaar opgestel word vir implementering op 1 Julie. Langtermyn-beplanning is deel van die begrotingsproses. Begroting is 'n voortdurende proses en biblioteekpersoneel moet aan die opstel daarvan deelneem. Enkele benaderings tot die begroting, soos die inkrementele (bedrag van toename) en die zerobasis word genoem.

Komponente van die begroting, naamlik bedryfs-

• Planning and monitoring expenditure

Monthly monitoring of expenses (via a print-out if your municipality has the facility) will ensure that the figures budgeted are regularly compared with actual expenditure, and corrective action, such as transferring money between votes, can be taken if necessary. Monies which have not been spent or for which an order has not been placed by 30th June are automatically forfeited. This is an incentive to plan the rate of expenditure carefully, month by month where possible. It also enables the Treasury Department to plan its cash flow.

• Responsible management of expenditure

A librarian who handles municipal funds in a responsible way and who is able to operate within the constraints of the budget will enhance his image and credibility with top management and Council. The strategy to adopt is to run your library as though it is your own business, and the money you are spending is your own.

• User fees

Strategies based on the levying of user fees for access to books to raise additional income should be resisted. They are counterproductive as they place a heavy administrative workload on an already overworked staff, and the exercise is not cost-effective.

• Fundraising

Fundraising will be an important financial strategy in the next decade, and here the Friends of the Library associations play a central role. Sponsorships are a relatively untapped source of financial assistance. Local businesses can be approached to sponsor holiday programmes and prizes, print bookmarks, et cetera. Local clubs and societies may sponsor magazine subscriptions for the library in their field of interest. How innovative can one be?

"Planning, managerial and political skills will be essential to the development of effective funding strategies for the 1990's."⁽³⁾

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begroting, kapitale begroting en inkomste word breedvoerig bespreek. Kommentaar word verder gelewer op elke pos waarvoor voorsiening gemaak kan word in die bedryfskoste.

Ten slotte word strategieë vir doeltreffende finansiële beplanning en bestuur voorgestel: openbare verhoudinge, spesifieke begroting, goeie motivering, beplanning en die raadgee met uitgewes, verantwoordelike bestuur van uitgewes, gebruikersgelde en fondsinsameling.

So dink ons lesers!

Ieteke Oggel, Redakteur

Die Kaapse Bibliotekaris geniet hoë aansien onder sy lesers en vergelyk goed met ander biblioteektydskrifte. Tog is daar definitiewe ruimte vir verbetering. Dit was van die mees opvallende resultate nadat vraelyste oor die tydskrif uitgestuur is.

Vervolgens wil ek 'n uiteensetting gee van die mees opvallende en prominente bevindings en afleidings wat ek saam met die Navorsingafdeling gemaak het. Indien u wil weet hoe elke vraag in sy afsonderlike afdelings beantwoord is, kan u my kontak by (021)2582446.

X Wie het die vraelys ingevul?

Die vraelys is aan almal wat ons tydskrif ontvang, uitgestuur, behalwe ons lesers oorsee. 'n Totale aantal van 900 vraelyste is uitgestuur en 325 vraelyste is terug ontvang, waarvan 34 laat was.

X Wie lees ons tydskrif?

Die meeste deelnemers was vroulik (84%) wat tussen die ouderdomsgroep 36 tot 50 jaar val. Hoofsaaklik bibliotekaris (hetsy openbare-, streek- of hoof-) lees die tydskrif. Die deelnemers was oor die algemeen Afrikaanssprekend (70%) en werksaam in klein biblioteke op die platteland (60%).

X Wanneer moet ons tydskrif verskyn?

Verbydend is dat die meeste deelnemers die tydskrif binne die eerste maand van ontvangs lees. Die keuse van verskynning val egter hoofsaaklik op 12 keer per jaar (56%). Aan dié vereiste kon ongelukkig nie voldoen word nie, omdat die tender op hierdie publikasie reeds vir die volgende twee jaar bepaal is en daarvolgens moet die publikasie tien keer per jaar verskyn.

X Wat word gelees en wat nie?

• Rubrieke

Die meeste deelnemers (63%) lees die *Redaksioneel*. Hierdie kolom sal egter in die vervolg nie meer deur die Direkteur van die Biblioteekdiens, mnr Frans van der Merwe, geskryf word nie, maar deur die redakteur self.

Nuut op die Rak (67%), *Biblioteekfokus* (66%) en *Kinderfokus* (62%) is van ons gewildste rubrieke en al drie dié rubrieke sal vanjaar voortgesit word. *Rondom ons Beroep* sou oorspronklik gestaaft word, maar 89% van ons deelnemers lees hierdie rubriek, dus sal ons hiermee voortgaan. Die mees algemene rede waarom dit nie gelees word nie, was omdat dit net in Afrikaans verskyn. Dit blyk egter duidelik in die aankondiging van die rubriek dat die teikengroep wat dié rubriek moet bereik mense op die platteland is en hulle hoofsaaklik Afrikaanssprekend is.

Opvallend was dat *Boekresensies* (53% gebruik dit soms en 24% altyd) en *Boekaanwinste* (48% gebruik dit soms en 20% altyd) min gebruik word. Die belangrikste rede waarom boekresensies nie soveel gebruik word nie, is omdat baie boeke reeds op die biblioteekrakke is, voordat die resensies in die tydskrif verskyn. Dit het te doen met die keerdatum van kopie. Ons gaan egter kyk wat aan hierdie saak gedoen kan word en die bladuitleg van beide rubrieke is reeds verander om dit meer gebruikersvriendelik te maak.

Teurstellend was dat *Uitstalwenke* nie so gereeld gemaak

word soos gehoop is nie. Hoofsaaklik is dit omdat deelnemers hul eie uitstallings verkies of weens 'n gebrek aan ruimte vir uitstallings. Daar bestaan egter 'n definitiewe behoefte om meer praktiese uitstalides en uitstalwenke. Ons beplan om uitstalwenke meer onderwerpsgerig te maak, soos om iets te beplan vir Paasfees, Biblioteekweek, vakansies, Kersfees en biblioteekgerigte onderwerpe.

Polemiek (46% vind die rubriek altyd insiggewend) is ook nie so goed deur ons lesers ontvang nie en daarom sal dié rubriek vir eers gestaak word.

Humor is iets wat graag gelees en aanklank by baie van ons lesers vind. 'n Rubriek wat dus elke tweede maand sal verskyn is, *Voor my toonbank verby*, om die lief en leed van bibliotekaris te vertel. Dit sal afgewissel word met *Nuwe Verwikkelinge*. Van ons ou rubriektreffers wat weer sal verskyn is *Rekenariserings*, *Geletterdheid* en *Biblioteekadministrasie*.

• Hoofartikels:

Die meeste deelnemers (71%) vind die inhoud van hoofartikels oor die algemene interessant en relevant. Hier en daar was daar wel ontevredenheid oor té akademies en té langdragtig. Hierna word beslis gekyk, asook die uitleg van die hoofartikels. Heelwat lesers verkies ook 'n opsomming van die hoofartikels in die ander taal (62%), wat reeds in hierdie uitgawe gedoen is. Meer onderhoude met skrywers was die onderwerp wat die meeste deelnemers aangevaar het en dit sal in die rubriek *Skraywers en Boeke* gedek word.

• Strokiesverhale en Nuus

Strokiesverhale het gekom om te bly (72% hou daarvan). Die meeste deelnemers vind die *Nuus* interessant met die afdeling, *Bekroonde boeke*, wat die graagste gelees word (71%). Die afdeling, *Opleiding*, word as die minste interessant beskou. Die nuus sal oor die algemeen bly soos dit is, behalwe dat *Forum* apart sal wees van die res van die *Nuus*. Baie bibliotekaris weet nie dat hulle direk nuus aan my kan stuur nie. Nuus wat nie dadelik nadat dit gebeur het, aangestuur word nie, is oud en kan in baie gevalle nie meer gebruik word nie.

X Hoe moet ons tydskrif lyk?

Die uitleg van die tydskrif word oor die algemeen as goed beskou. Ons het reeds 'n nuwe styl geïmplementeer deur 'n groter lettertype te gebruik, skoner kopie met minder lyne, asook 'n verskeidenheid van twee-drie- en vierkolomme te gebruik. Baie deelnemers het gekla oor meer kleur. Dit is ongelukkig so dat ons begroting vir die tydskrif beperk is en ons net 'n sekere aantal kleurbladsy kan gebruik. Daarom kies ons die kleurvolste, belangrikste of buitengewoonste foto's vir die kleurblad. Julie het seker opgemerk dat ons 'n kleurbladsy in die nuus het hiervoor.

X Wat gebeur daarna?

Die meeste deelnemers hou die tydskrif na gebruik, vir naslaandoelendes (82%) of uitstaldoelendes. Tog was daar sowaar 'n paar deelnemers wat die tydskrif weggooi! Ek wil graag 'n beroep op ons lesers doen om ou tydskrifte wat nie meer gebruik word nie, aan Gerda Cook, Kaapse Provinsiale Biblioteekdiens, Kamer 314, Posbus 2108, Kaapstad, 8000, te stuur. Lekker lees vanjaar!



Library Orientation

(The first of a two-part article)

Compiled by Johanna de Beer, Chief Librarian Acquisitions

A library is a place of wonder which can be exciting and bewildering at the same time for the newcomer, especially the child. To negotiate one's way through and into this strange new world a guide is needed. And that guide is the librarian.

Library orientation programmes are one of the ways in which the librarian leads and guides the child into the world of the library, literature and information. The many aspects of library orientation were the subject of a panel discussion in July 1991 at Grassy Park Public Library. Organised by Anita Shaw of the host library and Christine Fransman of Lotus River Public Library, it was attended by children's librarians working for the Western Cape Regional Services Council.

What better way to start off the new year than by stressing the central role that librarians have to play in leading and guiding children into that world of wonder, the library? This article is an edited version of the contributions to the panel discussion, with the exception of that of Ebrahim Ismail, a teacher at Mohammediya Moslem School who showed a most interesting video which took librarians into a classroom where pupils were engaged in the process of learning to read. There may be some repetition among the contributions but this only serves to emphasize the common thinking of children's librarians.

THE AIMS OF LIBRARY ORIENTATION

Lona Gericke of Bellville Public Library

If librarians working in children's services want to have any control over how their young readers approach the department, staff and services offered, it is essential that they develop a library orientation programme for children between the ages of three and twelve.

Children are not adults; they are guided in their behaviour towards libraries and library services by what they learn from adults. If the parents do not take the initiative, teachers and librarians should. And very often if the parents teach their children, their own lack of knowledge may often be more of a hindrance than a help.

● Introductory tool

As an introductory tool library orientation is the opportunity for librarians to introduce young children to the whole concept of libraries - what a library is, and how libraries can help prepare them for life. Children are introduced to the library's resources, and by making the orientation fun and interesting, children will remember the library with enthusiasm and will urge their parents to bring them back. In this manner a lifelong healthy relationship with books and libraries will have been initiated.

● Book education

Book education is the primary aim. In order to preserve our stock, children need to learn sound principles in handling materials; how to take care of books and other library materials; how books are damaged; how expensive these materials are, et cetera.

● Library education

Library education in general could form a further part of the above session, especially with older children. Here children will learn how to act independently in the library by learning about obtaining library cards, library hours, fines, how to use the card catalogue, the layout of the different departments, the Dewey decimal classification system, primary and secondary sources, et cetera.

● Reference skills

In library orientation, training in using reference materials like dictionaries, encyclopedias and atlases will prepare children to be better equipped to do school assignments. Their research skills will be sharpened, and by learning

how to use the card catalogue effectively, they will find information faster and more efficiently. The pamphlet collection is extremely useful for school assignments and children will learn to combine the different sources to prepare a school assignment of a high standard.

● Meeting the children's services staff

In such an orientation children find out who the people are who work in this department. If you come across as friendly and helpful, and preferably also reveal a sense of humour, the children will feel at home and develop a positive attitude towards the staff.

● Services offered at the library

Services offered by the children's department are manifold. Children will learn that apart from helping them in selecting books to read, other services and tools like puzzles, colouring-in sheets, video shows, holiday programmes, competitions, films, storytelling and reading to children, stories on tape, records and fun activities like treasure hunts, et cetera, are also provided.

● Tours of the library

Children get to know the layout of the library and the whole building when taken on a tour. It is important that they know where the meeting rooms are, the restaurant is, the toilets are, the fact they can also find children's materials in the adult section of the library. At Bellville Library the puzzles, videos, children's records, story tapes are all housed in the adult section. Our library also incorporates an art centre and they should know where to locate this.

Library orientation is a very useful tool for library staff to control their departments, and to monitor carefully how children function and how efficient they can use the library, preferably with as little assistance as possible; how they respond to library rules and fines and staff. Library orientation also reinforces the importance of liaison with pre-primary

and primary schools, teachers and parents. We will not have the opportunity to do library orientation with children and teachers if parents and teachers are not aware of our existence and the services we offer. What parents convey to the child through their actions and attitudes about libraries and books often sets lifetime reading patterns and attitudes. To a similar extent these attitudes can also be installed by childcare workers with whom the children have contact all day.

Most children are introduced to libraries by parents. Let us not ever forget that. If parents do not feel libraries are important and are comfortable with libraries and the services we offer, their children will generally develop the same opinions and attitudes. Children are mostly dependent on parents and teachers to bring them to the library. Therefore, it is important that we as librarians move out of the library to meet with fellow educators and parents in the community.

REGISTRATION OF JUNIOR MEMBERS

Susan Raymond of Fish Hoek Public Library

In the registration of new library members it is important to make the whole experience a positive one. A few tips will go a long way to making it so.

- It is important to create a happy atmosphere and make a child feel welcome. The way in which you are treated is what you remember long afterwards. In your library there is no age restriction in joining which may frustrate and disappoint young children.
- We have to establish where the child lives as we have municipal boundaries, for example, Glencairn falls within the area served by Simonstown Public Library. The explanation of these regulations must be explained patiently and calmly for it is often very difficult for a young child to understand.
- There is a four day period before the new pockets are ready to be collected. A temporary pocket is issued and a list of opening times so that newly registered borrowers can immediately take out books. If a child wants to sign the

membership card as well as the parent we allow this, for it helps the child to feel an important member of the library from the outset.

- We feel that it is a good idea to have some article of interest on the counters



as this creates a talking point which helps to break the ice. At Fish Hoek we have a hairy cactus plant.

- Lastly, making a child feel that he or she is an individual worthy of your concern, time and attention and that the library is a special place, is more important than 'just books'. If children do not find the library and staff to be pleasant and friendly how can they be encouraged to read?

ENCOURAGING AND MOTIVATING GOOD LIBRARY USAGE

Veronica Behm of Milnerton Public Library

Why do we need to encourage and motivate good library usage? Firstly, we need to equip children with the necessary tools to survive in a competitive and stressful world. Secondly, we need to protect our collection in order to provide the required material. Children must therefore be encouraged to act responsibly when in a library.

Before we can approach the child we must ensure that the atmosphere in the library is warm and friendly and that we, as librarians are approachable.

It is important to remember never to talk down to the child, but always at the child's level. For example, when explaining to a small child how the library works, ask him if he puts his shoes on his ears. With a giggle, he will say no! Then go on to explain how everything has a



place in the library and is kept in a certain order. Just as shoes go on feet and trousers on legs, library books on certain topics go together and are placed in the same area.

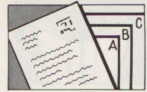
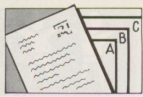
When explaining to a small child the purpose of a library catalogue, start off by saying to them that as we each have our very own name, likewise a library book has its very own name. Much the same as Sam cannot be called Ronald, so Mr Magnolia cannot be called Cinderella. Ask the child whether he has seen his birth certificate and explain to him why he has a birth certificate. Then tell him that the pink cards in the catalogue drawer are the birth certificates of the books in the library.

Be a good listener and listen to the child when he talks. Discover where his interests lie, what information he requires and assist him to the best of your ability. Do not prescribe; rather give him a selection to choose from and let him make the choice. This is essential if the child is looking for something to read for relaxation or pleasure. It is important to treat the child as an individual. Never say; "Other children your age are reading ..." Remember that each child is different and has different skills and abilities.

Teach young library members how to take care of books when they come to story hour. Show them how to page carefully, et cetera, and do the same when school groups visit. Whatever you do, do it gently and with love. Remember that for some children, a visit to the library with a school group is their first visit. Your very attitude can open a new world for many children.

The importance of liaison with local schools must not be forgotten. Children who are under stress are more inclined to mutilate books. We therefore request teachers to inform the librarian in good time what the project requirements are. We also stress that only photostats should be allowed to illustrate assignments. The more time children have in which to do the tasks set, the less likely they will be to deface or to steal library material.

Lastly, be a friend. Children aim to please their friends. If you want to be successful in motivating and encouraging a child to be a good library user, first make friends with him.



Produktiwiteit in die openbare biblioteek

Fritz van Dyk, Assistent-Stadsbibliotekaris, Kimberley Stadsbiblioteek

Hoewel openbare biblioteke nie op 'n winsgewende basis funksioneer nie, het hulle 'n besliste verantwoordelikheid teenoor die belastingbetaler met die aanwending van hul fondse en personeel in 'n klimaat waar ekonomiese druk aan die toeneem is. Op plaaslike vlak word verwag om kostes tot die minimum te beperk en daarom speel produktiwiteit 'n belangrike rol.

Omskrywing

Produktiwiteit kan omskryf word om dieselfde taak in minder tyd af te handel of om meer werk in dieselfde tyd te voltooi sonder dat gehalte verlore gaan.

Ongeveer 80 persent van 'n biblioteek se take is herhalend, meganies en geroutineerd van aard, soos die liassering, katalogisering en sirkulasie van boeke. Die meeste van die take is dus geskik vir kwantitatiewe analise wat belangrike implikasies vir produktiwiteitsmeting impliseer (kyk 3).

Metodes om produktiwiteit te verhoog

1. Pos-analise

Pos-analise is 'n metode om te spesifiseer waaruit 'n pos bestaan, watter toerusting (soos 'n goedingerigte toonbank, stoele en tafels) en omstandighede (soos min geras en 'n matige temperatuur)

nodig is, asook die nodige kennis en vaardighede om die taak te verrig. 'n Taakanalise stel die toesighouer in staat om:

- te weet dat elke werker 'n stap-vir-stap-aanduiding het van die werk wat verrig moet word;
- te bepaal watter opleiding nodig is;
- te verseker dat dit wat aangeleer is, toegepas word in die praktyk;
- te bepaal hoe die resultate gemeet kan word;

Pos-rotasie kan tot meer ervaring en selfs werkverryking lei wat kontinuïteit van werk verseker wanneer lede van die personeel afwesig of met verlof is.

- seker te wees dat daar geen misverstande bestaan by werkers oor wat van hulle verwag word nie, en
- werk te sistematiseer wat tot minder toesighouding en doeltreffende delegering lei.

2. Tyd- en bewegingstudies

Na pos-analise en die uitskakeling van onnodige stappe deur middel van bewegingstudies, volg tydstudies. Tydstudies is 'n tegniek wat gebruik word om die tyd vas te stel wat 'n per-

soon, wat teen 'n normale tempo werk, nodig het om 'n spesifieke taak uit te voer. Tydstudiedata kan gebruik word om tydstandaarde vas te stel wat weer gebruik word om werkstandaarde te bepaal.

3. Produktiwiteitsmeting deur middel van 'n doelwitmatriks

Kimberley Openbare Biblioteek het reeds 'n doelwitmatriks met die hulp van die Nasionale Produktiwiteitsinstituut ontwikkel. Verskeie faktore wat belangrike aanduiders van 'n suksesvolle biblioteekdiens is (byvoorbeeld die boeksirkulasie, groei in inligtingsdiens, groei in aktiewe ledetal en beeld van die diens), is bepaal. Verhoudings is bereken vir byvoorbeeld boeksirkulasie:

- Totale aantal boeke uitgereik per capita
= $\frac{\text{getal boeke uitgereik}}{\text{aantal inwoners}}$
- Benutting van boekvoorraad
= $\frac{\text{getal boeke uitgereik}}{\text{getal boeke in voorraad}}$
- Boeke per lid uitgereik
= $\frac{\text{getal boeke uitgereik}}{\text{ledetal}}$

Die verhoudings word kwartaals bereken met doeltreffende puntestelsels in vergelyking met ooreenstemmende tydperke, vorige jare of kwartale of maande om vas te stel of daar 'n pro-

duktiwiteitsverbetering is. Gehaltekontrole en inspeksies vind ook plaas om te kyk of 'n taak taktvol, hoflik en volgens vereistes uitgevoer is.

4. Werkskedulering

Om goeie werksvloei te verseker word alle take gelys en aan sekere persone toegeken. Dit verg gespesialiseerde kennis van elke personeellid, maar kan tot verveeldheid lei. Pos-rotasie kan tot meer ervaring en selfs werkverryking lei wat kontinuïteit van werk verseker wanneer lede van die personeel afwesig of met verlof is.

5. Tydsbeplanning

Die volgende beginsels word aktief nagestreef:

- daaglikse beplanning voordat enige werk begin word;
- die uitskakeling van enige onderbrekings;
- om eerste op die belangrikste werk te konsentreer;
- om wekeliks, maandeliks, jaarliks en strategies te beplan, en
- om vergaderings slegs volgens behoeftes en kortliks te hou.

6. Opleiding

Die bibliotekaris doen die nodige stappe om werknemers na 'n hoër vlak van bekwaamheid te lei sodat hulle 'n groter bydrae tot organisasiedoelwitte kan maak. Dit word gedoen deur in-taak opleiding (byvoorbeeld reëls, regulasies en stelsels) en gedragsopleiding deur opleidingskundiges en gassprekers.

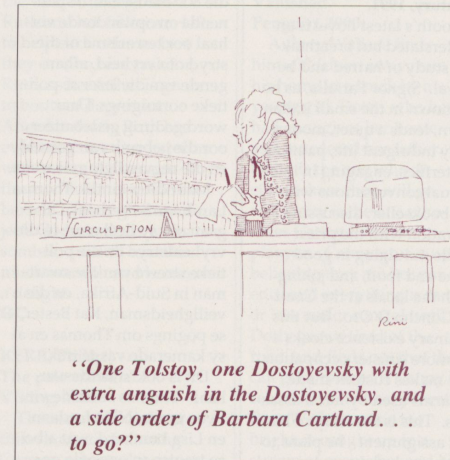
7. Kommunikasie

Dit is tans 'n bekende feit dat swak kommunikasie verantwoordelik is vir 70 persent van alle foute wat in organisasies plaasvind. 'n Persoon kommunikeer

sewe uit elke tien minute van sy bewuste lewe deur te praat, luister, skryf en lees. Nie alleen speel biblioteke 'n belangrike rol om hierdie prosesse te aktiveer nie, maar personeel in die Kimberley Biblio-

Dit is 'n bekende feit dat swak kommunikasie verantwoordelik is vir 70 persent van alle foute wat in organisasies plaasvind.

teek word ook blootgestel aan interpersoonlike vaardighedsopleiding by wyse van 'n kommunikasie-model wat persone leer om met mekaar te praat. Dit reflekteer 'n volwasse en verrykende styl. Die doel van die program is om vertroue, warmte, gelykheid, eerlikheid, empatie en openhartigheid tussen mense mee te bring wat lei tot doeltreffende besluite, maklike oplossings vir



“One Tolstoy, one Dostoyevsky with extra anguish in the Dostoyevsky, and a side order of Barbara Cartland. . . to go?”

probleme en sodoende produktiwiteit.

Elke deelnemer aan die program word vyf vaardighede aangeleer. Die eerste vaardigheid is om aandag te gee aan 'n ander persoon se probleem of versoek

(byvoorbeeld 'n toesighouer of kollega) deur middel van diagnostiese vrae soos 'wat?', 'wanneer?', 'hoeveel?', 'wie?', 'hoekom?' Dit lei tot betrokkenheid in die kommunikasieproses. Daarna moet gereageer word ('jy sê dus, jy voel dus, met ander woorde') wat herhaling impliseer om te verseker dat daar begrip tussen twee persone bestaan.

Die derde vaardigheid is empatie ("as ek in jou skoene gestaan het, sou ek net so daaroor gevoel het") wat konflik afbreek en tot insig lei by beide persone oor die probleem.

Die vierde stap is om tot 'n vergelyk te kom en laastens om sekere aksies te neem wat tot 'n oplossing van die probleem lei. Kommunikasie kan hier uitgebeeld word soos om 'n motor te bestuur met vyf ratte, waar die bestuurder presies weet watter rat teen watter spoed gebruik moet word. Vanselfsprekend verg hierdie program intensiewe opleiding.

Samevatting

Daar word gepoog om meer van skof- en halfdagpersoneel gebruik te maak om kostes te besnoei. Dit kom veral handig te pas tydens drukperiodes omdat daar relatief min byvoordele-implikasies betrokke is.

Daar word gepoog om soveel as moontlik take te rekenariseer, soos die verwerking van sekere statistiek. Dit bespaar natuurlik tyd.

Dit is 'n algemeen aanvaarbare beginsel dat 'n werker slegs beter sal presteer indien hy of sy terugvoering ontvang van vorige prestasies en pogings. In hierdie proses speel produktiwiteitsmeting, meriete, erkenning, spanwerk, ensovoorts, 'n belangrike rol.

Goed gemotiveerde personeel in die openbare sektor kan wonderlike verrig vir enige dorp of stad. Wees dus altyd vriendelik en verbeter die beeld van jou biblioteek!



ADULT FICTION
VOLWASSE
VERHALENDE LEKTUUR

BARBER, Lynn
Mostly men.-
Viking, 1991

A collection of interviews conducted by Lynne Barber, who sees her mission as "an attempt to read someone's character in an indecently short space of time". Ms Barber does not go for the easy interviewee, but they would perhaps be less interesting to read. These interviews are startling in their ability to adjust the reader's opinion of the interviewee - Jeremy Irons, William Hurt and Richard Adams do not come across as well as they might have liked, while others, such as Roald Dahl, are equally surprising in their flattering presentations. Perceptive, and always entertaining, this is a most enjoyable book.

GC

BARNES, Julian
Talking it over.-
Cape, 1991.

Stuart and Ollie have always been best friends, despite their differences - Ollie is the clever one, smooth and sophisticated and rather patronising towards Stuart, a bit of a plodder. Then Stuart meets and mar-



JULIAN BARNES
TALKING IT OVER

ries Gillian; unfortunately, Oliver decides (on their wedding day) that he loves Gillian, and wants her for himself. This follows the course of their relationships, told from all three points of view (with the occasional input of friends, relatives and landladies). Witty but sympathetic, this is a most absorbing novel.

GC

BOOTH, Martin
A very private gentleman.-
Century, 1991.

Booth's latest novel is an understated but breathtaking study of hatred and betrayal. Signor Farfalla, as he is known in the small Italian town, leads a quiet, moderately indulgent life, painting butterflies, engaging in intellectual conversations with the bookseller, discussing salvation with the priest while indulging in good wine and food, and joking with the locals at the Cantina Concho D'Oro. But this ordinary existence cloaks a far more sinister occupation - he makes custom-made firearms used by hired assassins. This is the story of his last assignment - he plans to retire, for he has grown fond of the little town and its inhabitants, and fallen in love. But the watcher in the shadows is a constant threat. Taut and compelling, told in crystal clear,



MARTIN BOOTH

economical and controlled prose, this is "an intense story of self-betrayal, of fate and revenge, of failure and sorrow: a quietly passionate tale of deceit and hatred woven around a complex, paradoxically likeable and yet terrible man".

CVG

BRINK, André P
Die kreef raak gewoon
daaraan.-
Human & Rousseau, 1991

Hierdie roman van oor die 800 bladsye is 'n spannende en opwindende verhaal oor terrorisme of die stryd om vryheid, afhanginge van die leser se politieke oortuigings. Daar word gedurig gedebatteer oor die gebruik van geweld en die regverdigheid daarvan.

Maar dit is eintlik Thomas Landman se verhaal. Dit gaan oor sy deelname in die vryheidstryd en die politieke strewe van die swartman in Suid-Afrika, en die veiligheidsman, Kat Bester, se pogings om Thomas en al sy kamerade vas te trek.

Dit is ook 'n liefdesverhaal - Thomas se liefde vir twee vroue, Nina Jordaan en Lisa Lombard, wat albei so tragies en onnodig gewelddadig sterf.

Die roman bestaan inderwaarheid uit twee verhale - die een is 'n spanningsverhaal wat gaan oor 'n bom-aanval op die president wat



misluk en die daaropvolgende agtervolging deur die polisie. Die ander gaan oor die familiegeskiedenis van die Landmans, waarvan die hoofkarakter ook een is, hoe hy in opstand kom teen sy Afrikaner-nalatenkap en so in geweld en opstand verstrengel raak.

Die leser kom ook onder die indruk dat die skrywer die ou Suid-Afrika vaarwel toeroep en 'n Nuwe Suid-Afrika in die vooruitsig stel.

Ten spyte van die lywigheid van hierdie roman is dit 'n spannende en leesbare verhaal wat telkens daarin slaag om die leser te ontroer. Dit is maklik om emosioneel met die karakters in die verhaal betrokke te raak.

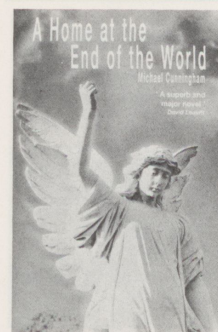
André Brink het weer eens daarin geslaag om 'n treffende verhaal te skryf wat belooft om baie gewild te wees.

Eder

CARD, Orson Scott
Maps in a mirror.-
Century, 1991.

This is an excellent collection of short stories, mixing science fiction, fantasy and horror. The autobiographical discussion of each story's origin enhances the reader's enjoyment; included too are the stories which launched his popular series of *Alvin Maker* and *Ender*.

SG



CUNNINGHAM, Michael
A home at the end of the world.-
H Hamilton, 1991

Bobby and Jonathan meet at school, and are firm friends from then on. Each is able to supply the other's needs: Bobby has no mother, and comes to regard Jonathan's as his as well; Bobby is there for Jonathan when he is looking for a lover. This book takes us through their coming of age to adulthood, and the complications of their lives then. A gentle, sensitive novel, with solid, three dimensional characters.

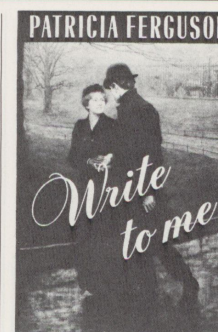
GC

FERGUSON, Patricia
Write to me.-
Deutsch, 1991.

It's strange that a contemporary novel in which one of the characters is obsessed by his creative computer graphics should have a staid Edwardian painting on the cover.

This is a delightfully sharp novel about the ways in which people misunderstand and misinterpret each other, live in their heads, and impose hopes, fantasies and expectations onto completely incomprehending and unsympathetic human objects.

The author's insights are both funny and moving,



and the style of writing fresh and immediate.

HT

GODWIN, Gail
Father Melancholy's daughter.-
Deutsch, 1991.

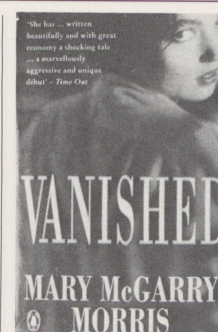
Ruth is the main character of this rich and rewarding novel - growing up in small-town Virginia, daughter of the Episcopal minister, her life is devastated when her mother leaves home to pursue unfulfilled dreams after the visit of an old friend. Ruth and her father are left to help each other as best they can, no easy task for Ruth, as her father is given to bouts of depression.

After his death, Ruth has even more to come to terms with before she can continue with her own life for herself. Although the subjects Godwin deals with are sombre, this still contains much warmth and humour - a delight.

GC

KERR, Philip
The pale criminal.-
Viking, 1990.

The second book from this author featuring German private detective Bernie Gunther. Germany in 1938 is not a pleasant place to be if you are not especially enamoured of the Nazi way of life; Gunther is one such person. He has re-



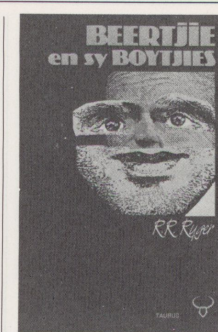
signed from the police force in an attempt to retain some sort of personal integrity, but finds that Nazi-induced problems find him even in independent work. A good plot, and although dark deeds and grim ideologies lurk everywhere in Gunther's Berlin, a dry sense of humour does much to lighten the progress of this engrossing novel.

GC

MORRIS, Mary McGarry
Vanished.-
Penguin, 1990.

Aubrey Wallace finds himself driven away from his home in a truck by a young girl, Dotty, who has had enough of her home and murdered her father. Dotty is the one who decides where they will go, and Dotty is the one who takes Canny from her playpen. Canny grows up believing they are her parents, and everything is more or less under control until Dotty grows tired of the road, and finds out that they can get a reward if Canny is returned to her real parents. Poor Wallace, none too bright, is caught up in a stream of events beyond his control, and Dotty's dreams of a rich and leisurely future. A compelling and disturbing read, tense and absorbing.

GC



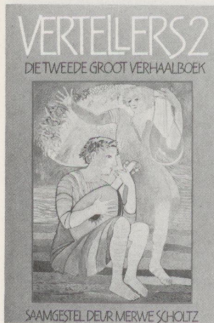
RYGER, RR
Beertjie en sy boytjies.-
Taurus, 1991.

Hierdie novelle is die opvolger van *Die hol gevoel*, waarmee Ryger aan die einde van 1989 gedebuteer het. Dit gaan oor enkele dae in die lewe van 'n vader en sy drie seuns, wat in Pretoria woon. Wat met hulle gebeur weerspieël die politieke en sosiale agtergrond waarin hulle lewe en is 'n simptoom van 'n samelewing wat besig is om te verbreek. Dit is ook nie bloot toevallig dat die tien dae waarin die storie hom afspeel juis rondom die tyd van Soweto-1989 en die afkondiging van die noodtoestand plaasvind nie.

Wat uiteindelik met Beertjie en sy boytjies gebeur kan as getuieis vir die sinelose geweld wat in die land plaasvind, en 'n land wat op die rand van chaos en selfvernietiging staan, gesien word.

Hierdie is 'n sterk verhaal wat liefdes deur sensitiewe lesers vermy moet word, maar dit is boeiend en oortuigend geskryf en sal definitief deur Leeskringe behandel word.

Eder



VERTELLERS 2: Die tweede groot verhaalboek / saamgestel deur Merwe Scholtz.
Tafelberg/Human & Rousseau, 1991.

Hierdie bundel bevat 70 verhale van 56 van Suid-Afrika se baasvertellers in Afrikaans. Net soos sy voorganger het die samesteller weer eens na gehalte en verskeidenheid gestreef en sal spookstories, speurverhale, streeksverhale, liegstories, reisverhale, treurige verhale en humoristiese verhale enige leser vir ure besig hou. Die verhale is deur-gaans boeiend, leesbaar en van 'n hoë literêre gehalte.
Eder

**ADULT NON-FICTION
VOLWASSE
VAKLEKTUUR**

CLARKE, James
Back to earth: South Africa's environmental challenges.-
Southern, 1991.

Journalist James Clarke has given us a solid, readable book about ecology and environmental issues in South Africa. Aimed at the layman and illustrated with full-colour photographs and some drawings, this is likely to have a wider readership than other more scholarly



and academic treatments of
SG

DE WET, Reza
Vrystaat-trilogie.-
Haum-Literêr, 1991.

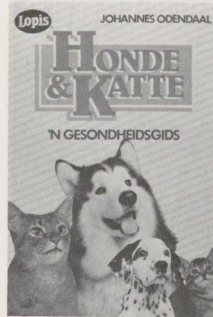
Drie van die dramaturg se werke, *Diepe grond* wat in 1986 verskyn het, *Op dees aarde*, en *Nag, Generaal*, wat nog nie uitgegee is nie, is in hierdie bundel opgeneem. Die agtergrond van al drie dié dramas is die geskiedenis van die Calvinistiese Afrikaner en konsentreer op 'n ontstellende wyse op die introspektiewe en dikwels geslote Afrikanerpsige.

Reza de Wet se werke staan hul plek vol in die protes-teatergenre en haar werk word gekenmerk deur die dramatiese spanning tussen die alledaagse en die makabere en die kragtige eenvoud waarmee sy skryf. Die leesbaarheid en die opvoerbaarheid van haar werk is veral treffend.

Eder

MILLIGAN, Spike
It ends with magic.-
Joseph, 1990.

The story of Spike Milligan's family (renamed the Sparrows for the purposes of this book), beginning with his parents' courtship and marriage, and ending during his own childhood. Milligan's usual



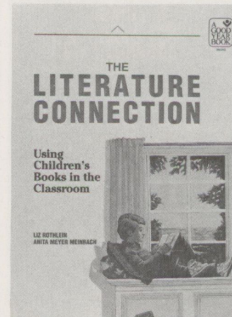
off-beat Goonish sense of humour combined with a gentle nostalgia, and the inclusion of a number of beautiful sepia photographs and illustrations, make this a most endearing book.
GC

ODENDAAL, Johannes
Honde & katte: 'n gesondheidsgids.-
Tafelberg, 1990.

Eienaars van troeteldiere kan gerus van hierdie praktiese en toeganklike handleiding gebruik maak as hulle kwelvrae oor hulle diere het en nie onnodig na 'n veearts wil gaan nie. Dit sal ook diegene help wat wel die veearts besoek, om op sinvolle wyse met hom oor sy troeteldier se siekte te kommunikeer. Vrae soos wat makeer die diere, hoe en waarom hy siek geword het, kan hy suksesvol behandel word, hoe word nasorg toegepas, sowel as voorkoming word duidelik en verstaanbaar beantwoord. Baie siektes word in detail beskryf en die teks word met duidelike diagramme en sketse toegelig. Daar word ook raad gegee oor troeteldiere met hinderlike gewoontes of buitengewone vrese.

Die aanbieding is prakties, maar beslis nie elementêr nie. Hierdie boek sal 'n leemte vul omdat daar

min in Afrikaans oor die onderwerp bestaan.
Eder

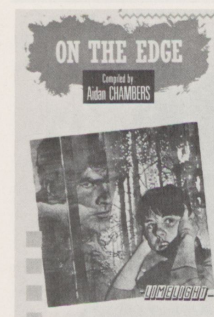


ROTHLEIN, Liz
The literature connection: using children's books in the classroom / Anita Meyer Meibach-Scott, Foresman, c1991.

This is an excellent guide to how to integrate literature into the school curriculum and instil positive habits and attitudes regarding reading and books in children rather than simply teaching them reading skills. Although specifically aimed at teachers, from preschool upwards, it could be of great use to children's librarians as well as to committed parents.
HT

VAN DER WALT, Janetta
Praktiese naaldwerk / Anita Rossouw.-
Delos, 1990.

Vir diegene wat belangstel om tuisnaaldwerk professioneel te doen, sal hierdie basiese handleiding van baie nut wees. Die nodige toerusting en materiaal word bespreek asook die pas en uitsny van patrone. Dit word deur 'n baie volledige beskrywing van al die basiese naaldwerktegnieke soos pylinate, plooië, halslyne, moue, krae en nog vele ander aspekte van kleremaak, gevolg.



**Kommersiele patrone word gebruik en die stap-vir-stap-aanwysings word met duidelike sketse en diagramme aangevul. Hierdie praktiese en keurige aanbieding sal enigeen inspireer om naaldwerk te doen.
Eder**

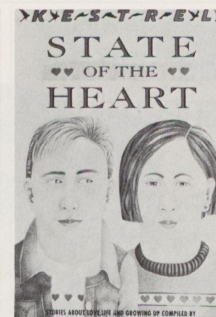
**FICTION FOR TEENS
TIENERLEKTUUR**

**ON the edge / compiled by Aidan Chambers.-
Macmillan, 1990.**

Eight short stories, about people who are all 'on the edge' - of darkness, murder, dangerous speculation and revenge. A fine collection of authors: Vivien Alcock, Margaret Mahy, Jan Mark and others. These are very exciting, and consistently exciting; not one story lets down the relentless feeling of anticipation. Teenagers are sure to enjoy this book - highly recommended.
GC

**STATE of the heart / compiled by PE Matthews.-
Viking, 1990.**

A collection of short stories, about 'love, life and growing up'. All in a very light-hearted vein, these are entertaining and very human: teenagers, and others, are portrayed with a variety of little foibles that warm the heart, and help us

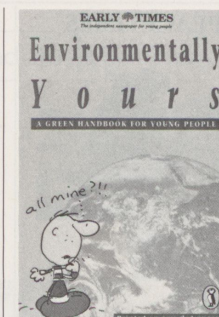


to recognise ourselves. Growing up is not easy, and this book does not pretend that it is, or that any adult remember this enough to relax a little and help. Emma's mother won't let her shave her legs - how can she possibly attract anyone? How do people in films manage to get their clothes off so quickly? No 'rules for life' here, but a gentle, affectionate reassurance.
GC

**NON-FICTION
FOR TEENS
TIENERVAKLEKTUUR**

**ENVIRONMENTALLY yours: a green handbook for young people.-
Penguin, 1991.**

This little book is an *Early Times* production; *Early Times* is an independent newspaper for teenagers launched in the UK in January 1988, and to a large extent is written by teenage reporters and journalists. Environmental issues like the greenhouse effect, acid rain, ozone depletion, deforestation, endangered flora and fauna, toxic waste and energy resource depletion are looked at and discussed here in a simple, easily accessible way. Cartoons are used to illustrate the text, and in chapter

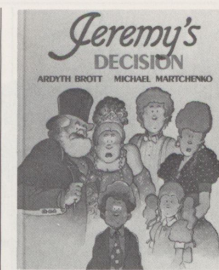


seven suggestions are given on how the young reader can actively help. Although the addresses given are all British, the book as a whole will be both useful and of interest to South African teenagers.
SG

**JUVENILE FICTION
JUGLEKTUUR**

BLUME, Judy
Fudge-a-mania.-
Bodley Head, 1991.

More hilarious stories about Peter, his little brother Fudge and their assorted family, friends and enemies. In this collection, they share a holiday house with the Tubman family, to Peter's disgust and horror - Sheila Tubman falls very firmly into the enemy category. Fudge, on the other hand, has decided to marry Sheila (purely for security reasons); although he decides in the end that he doesn't need to marry her after all, his antics in this field (and all others) make for extremely entertaining reading.
GC



BROTT, Ardyth
Jeremy's decision.-
Oxford UP, 1991.

A delightful story about Jeremy Brodski who hates it when people ask him whether he's going to be a great conductor like his father - he shuffles his feet and says that he doesn't know. The family attend a symphony concert and Jeremy reads his favourite dinosaur book, imagining dinosaurs fighting when the music thunders and dinosaurs playing when the music is gentle. After the concert Jeremy makes his decision - to be a palaeontologist, not a conductor - and blurts it out, but to his surprise no-one disapproves. At the end of the book we see him as a palaeontologist working on a dig, listening to music on his walkman, and his sister Allegra is the one who follows in their father's footsteps and becomes a conductor. Michael Martchenko's illustrations have a comic-book flavour to them, humorous and detailed. An enjoyable picture-book for older children.
SG

CUNNINGHAM, Julia
Bontjie.-
Anansi-uitg., c1990.

Bontjie, die wasbeertjie het altyd by mense gaan oorwinter in plaas van in 'n hol



boomstam. Hy het die gref geniet, maar die mense het al hoe moeiliker van hom afskeid neem. As gevolg hiervan het hy besluit om 'n onaangename en moeilike kind uit te kies om by te gaan oorwinter. So het hy by die snipperige Erika uitgekome en 'n mooi verhouding wat mettertyd tussen die wasbeertjie en die ongelukkige meisie ontstaan, word vertel. Erika leer aanvaarding en liefde wat haar jong lewtjie totaal verander.

Hierdie fraai verhaaltjie is uiters geskik om aan jong kinders voor te lees, en bibliotekarisse kan dit gerus by ouers aanbeveel.

Eder

HOLM, Anne
The sky grew red.-
Methuen, 1991.

Louise is Danish, Tim is English - they should be on opposite sides in the war. Despite this, they make friends, and set off on a dangerous mission to warn the soldiers in Copenhagen of the approaching English and their superior weapons. Along the way they learn more about each other, and their friendship develops - this is, despite the war, a very gentle warm book. Not as memorable as **I am David**, and this is a little difficult to believe in places, but still a good read.

GC

PEACETIMES

Katherine Scholes
Illustrated by Robert Ingpen



SCHOLES, Katherine
Peacetimes / illustrated by
Robert Ingpen.-
Dragon's World, 1989.

This is a fairly abstract but still accessible discourse on the nature of peace, whether between individuals, groups or nations, and how it can only occur once people's basic needs for food and shelter have been satisfied, and when people are tolerant of one another's differences. The text explains how individual peace differs from 'official' peace, and shows that being a peacemaker does not mean being passive, but could involve saying no and starting a conflict.

This has a good deal of substance, and the illustrations cleverly make specific references that demonstrate the generalities of the text. The book would work best if shared with an adult, and would be meaningful to slightly older children.

HT

SNYMAN, Adriaan
Jaar van die sneeuskip.-
Tafelberg, 1991.

Hierdie is 'n avontuurverhaal, wat in die berge van Turkye afspeel. Daar word na die oorblyfsels van die ark op die legendariese berg Ararat gesoek. Toe Marianne se oom haar gevra het om saam te kom



het sy bedenkinge gehad. Sy kon maar net nie die dood van Stefan teen die hange van Tafelberg verwerk nie, en het nie kans gesien om so gou weer te begin berg klim nie. Maar sy word omgepraat en vir haar word dit dan ook 'n innerlike ontdekkingstog waardeur sy nuwe insigte in haar verhoudings met die mense naaste aan haar, kry.

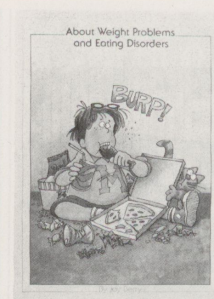
'n Aantreklike sagtebandboek - uiters geskik vir jong tieners.

Eder

JUVENILE
NON-FICTION
JEUGVAKLEKTUUR

BERRY, Joy
Good answers to tough questions series.-
Children's P., c1990.

Discusses a variety of problems or difficulties that pose tough questions to children, such as adoption, baby brothers and sisters, parents who work, et cetera. In each book, a child, accompanied by his pet, needs to come to terms with a specific problem - the pet copes fine, while the child must work around to an attitude with which he or she is comfortable. Cheerful illustrations and a sympathetic approach, combined with sound advice, make this a



most appealing and useful series.

GC

OOSTHUIZEN, Heidi-Marie
Gimnastiek is pret.-
Leo Uitg., 1991.

Heidi-Marie Oosthuizen, 'n jong Springbokgimnast, vertel in haar eie woorde wat dié sport alles behels en wat dit van die atleet verg. Sy skryf hoofsaaklik uit eie ondervinding, maar verwys ook na bekende Suid-Afrikaanse sowel as internasionale gimnaste.

Oefenprogramme, toegewydheid, fiksheid en eetgewoontes word bespreek, en sy wy ook uit oor die oefeninge en roetines op die verskillende apparate. Die teks word toegelig met diagramme en mooi foto's, meestal in kleur, wat die boek nog meer aantreklik en toeganklik vir die jonger leser maak. 'n Nuuttjie in Afrikaans waarvan ons iets soortgelyks oor ander sportsoorte benodig. 8 tot 10 jaar.

Eder

GC: Graine Clarke
CVG: Cecily van Gend
SG: Sabrina Gosling
HT: Heather Townsend
Eder: Elizabeth de Roubaix
MI: Margaret Iskandar
JKaB: Johanna de Beer



Heather Townsend, Audio Selector



BYRNE, David
Rei momo.-
WEA: WX319, 1989.

Here the leader of Talking Heads pursues his own project in a collection of Latin-styled songs that he co-wrote with two others, with backing by Brazilian musicians. The lyrics are interesting and the general effect somewhat wistful, and distinctively David Byrnean.

RED, hot and blue: a tribute to
Cole Procer / Neneh Cherry, Ne-
ville Brothers, Sinead O'Connor ...
et al.-
Chrysalis: CHR102, 1990.

This contains a fascinatingly varied collection of Cole Porter interpretations and rewritings, including a quite beautiful **In the still of the night** by the Neville Brothers; an entertaining duet by Debbie Harry and Iggy Pop **Well did you evah**; a moving and beautifully sung **Miss Otis regrets** by Kirsty Maccoll and the Pogues that has a clever and unexpected

coda, and a wittily deadpan **Who wants to be a millionaire** by the Thompson Twins, to mention only some of the highlights on this double album. There are a few lowlights too, amongst which are a musically rather crude **Night and day** by U2 and a hilariously unlistenable **It's all right with me** by Tom Waits.

WITHERS, Bill
Greatest hits.-
CBS: NIC013, 1989.

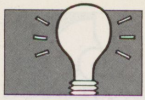
Bill Withers only started singing in public in mid '71 at the age of 33 because of his shyness and stammer, and is probably best known as a songwriter, his most often heard compositions being **Lean on me**, **Ain't no sunshine** and **Just the two of us**. Labelled a rhythm-and-blues and soul singer, his recordings are notable for an appealingly melancholic, plaintive singing style and rhythmic subtleties.

ATKINS, Chet and Mark Knopfer
(guitar)
Neck and neck.-
CBS: ASF3347, 1990.

Here the leader of Dire Straits does something different with country and western guitarist, Chet Atkins. Primarily an instrumental album, there's the occasional vocalised in-joke, and although Mark Knopfer's distinctive elaborate guitar playing style is recognisable, the dominant flavour is country and western.

SIMON, Paul
The rhythm of the saints.-
Warner: WBC1668, 1990.

This has Paul Simon enjoying himself with Brazilian musicians, resulting in a more low-key - sometimes even slightly monotonous - and less commercial product than **Graceland**, but it's also a combination that in ways makes better musical sense.



Hoe word plakkate geberg en hergebruik?

Jean van Zyl, Assistentbibliotekaris, CJ Langenhoven Gedenkbiblioteek Oudtshoorn

Die openbare biblioteek is 'n instelling met geen winsmotiewe nie. Daar is dus vir die bibliotekaris geen beloning in die vooruitsig vir stygende sirkulasiesyfers of nuwe lede wat aansluit nie, anders as wat in die privaatsektor die geval is. Nogtans behoort dit vir die toegewyde bibliotekaris 'n uitdaging te wees om haar biblioteekvoorraad so aantreklik moontlik vir die gebruiker aan te bied. Die primêre doel van uitstallings in 'n biblioteek is om die gebruik van die biblioteekvoorraad te bevorder. Die biblioteekgebruiker se aandag moet gevestig word op die boeke, tydskrifte en ander biblioteekmateriaal wat beskikbaar is vir uitleen en naslaandoelindes en sy belangstelling moet hiervoor geprikkel word. So moet die gebruiker meer bewus gemaak word van wat werklik beskikbaar is in die hoop dat, deur uitstallings, die gebruik van biblioteekmateriaal bevorder word.

Reklamemateriaal

Die kunstige en goed ontwerpte reklamemateriaal wat gereeld deur die Biblioteekdiens verskaf word, word in elke openbare biblioteek deeglik benut. Hierdie plakkate en baniere is egter baie duur en behoort met sorg hanteer en geberg te word.

- Gaan 'n gebruikte plakkaat eers na voordat dit vir toekomstige gebruik weggeëre word.
- Is elke krieseltjie wondergom aan die agterkant verwyder? So nie sal 'n vetkol mettertyd die plakkaat permanent ontstier.
- Verwyder ook versigtig die krammetjies waarmee die montering moontlik vasgeheg was om te voorkom dat dit loskeer.
- Knip 'Magic Tape' netjies gelyk met die rand van die plakkaat af.
- 'Magic Tape' moet altyd slegs op die agterkant van 'n plakkaat gebruik word, soos byvoorbeeld wanneer dit teen 'n glasdeur geplak word.
- Herstel 'n skurtjie onmiddellik met

'Magic Tape', voordat verdere hantering die skade vererger.

Berging van plakkate

Die gerieflikste manier om plakkate te berg, is plat, en volgens die tien hoofklasse van Dewey. Daarby kan nog twee gevoeg word, naamlik Algemeen en Kinders. Indien u plakkaatversameling glad nie in enige volgorde gesorteer is nie, sal dit die maklikste wees om dit volgens bogenoemde klasse op die vloer uit te pak. Plakkate wat spesifiek net op kinders gerig is, kom in daardie groep, terwyl algemene biblioteekreklame, Kersplakkate, ensovoorts, onder Algemeen ressorteer.

Probeer om ou, gebruikte kartonvelle in die hande te kry om dubbel te vou vir 'leërs' vir elke klas. Die kennisgewingbord is 'n nuttige bron hiervoor. Die agterkant van byvoorbeeld die skoolkonsert of kerkbasaar se kennisgewings is baie bruikbaar. Die klasnommer word in groot syfers met 'n koki by die vou van die lêer aangebring. Die beste sou wees indien 'n mens dié lêers, elkeen met sy plakkate in 'n netjiese stapeltjie binne-in, langs mekaar sou kon berg op rakke of lang tafels. (Sien diagram hieronder.)

Indien ruimte egter 'n probleem is, probeer nogtans om nie alles opmekaar te stapel nie. So 'n klomp plakkate is geweldig swaar om op te lig, elke keer wanneer 'n spesifieke een benodig word. 'n Mens wil dikwels ook net deur 'n lêer met plakkate blaai, in die hoop op inspirasie vir 'n nuwe uitstalling.

Hou plakkate weg van direkte sonlig. Die lêers sal nie groot genoeg wees om die plakkate heeltemal te bedek nie, maar dien slegs as skeiding tussen die verskillende klasse. As die plakkaatversameling naby onbedekte vensters geberg word, moet dit beskerm word

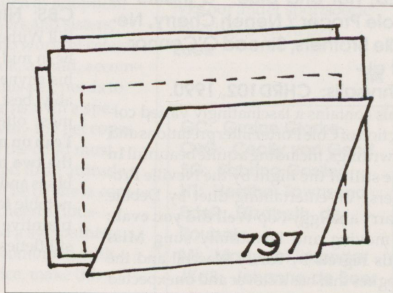
deur ou koerante of selfs 'n ou laken wat dubbel gevou word.

Hergebruik van plakkate

U plakkaatversameling is nou netjies versorg en gereed vir hergebruik. Die meeste biblioteke behoort reeds 'n baie groot versameling te hê en die ou verskonings van 'onvoldoende fondse' en 'geen kunstalent' geld glad nie meer by die maak van uitstallings nie. U mag dalk in die versoeking kom om 'n plakkaat wat 'n treffer was, gou weer te wil gebruik vir 'n uitstalling. Moet dit egter nie binne dieselfde jaar doen nie, omdat dit dan sy trefkrag sal verloor en nie die gewenste reaksie by die publiek sal uitlok nie.

Die trefkrag van 'n plakkaat word verhoog deur dit op 'n groter vel plakkaatpapier te monteer. (Sien foto 1.) Moenie in hierdie stadium moedeloos word, omdat jou biblioteekbegroting die aankoop hiervan nie toelaat nie, maar wees gedurig op die uitkyk vir gekleurde karton wat hiervoor gebruik kan word. Plakkate van funksies wat op die kennisgewingbord verskyn het, is dikwels met 'n Koki geskryf sodat die letters op die agterkant deurslaan, maar dan is die randstrook nog bruikbaar vir 'n smal omraming.

Die heldergekleurde baniere wat die biblioteekdiens die afgelope jare verskaf het om Openbare Biblioteekweek be-



1



2



3



4

kend testel, kan oor en oor gebruik word om 'n plakkaat te monteer deur dit aan mekaar vas te kram vir 'n raam. (Sien foto 2.) So kan die plakkaat eers op 'n smal raampie van verouderde baniere vasgegram word en daarna op 'n breër raam of 'n groot gekleurde kartonvel. 'n Kleiner plakkaat kan selfs op 'n groter een gemonteer word, indien dit die kleur is wat benodig word vir 'n randstrook. (Sien foto 3.) As krammetjies in hierdie geval gebruik word, moet u baie versigtig te werk gaan om dit te verwyder. Vryf met die vingernael oor die gaattjies wat deur die krammetjies veroorsaak is. Ou plakkate kan nuwe lewe kry as dit in verskillende dele gesny word, wat dan op gekleurde karton gerangskik

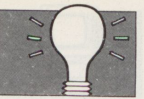
word. (Sien foto 4.) Moet ook nie bang wees om met kleur te eksperimenteer nie.

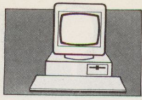
'n Mens is soms verras om te sien hoe 'n kleur op 'n plakkaat uitgebring word deur die agtergrondkleur wat vir omraming gebruik word. Die twee plastiekvelle met openinge wat die biblioteekdiens jare gelede verskaf het, kan ook op vele maniere aangewend word: as deel van die ontwerp op die plakkaat, of vir montering. Lê nou u plakkaat volledig met sy randstrook, montering, of wat u ook al gaan gebruik, op die vloer ner om afstand te verkry, voordat enigiets vasgeheg word. Is u seker van die rangskikking en die kleur? Dra sorg dat die omraming oral

ewe wyd is, dat lasplekke so onopsigtelik moontlik is en onthou dat rande wat skeef of oneweredig is, nog erger lyk indien dit van 'n afstand gesien word deur die publiek.

Die voorkoms van 'n plakkaat, hoe oud ook al, moet professioneel wees en moet onmiddellik die oog tref, selfs van 'n afstand.

'Onvoldoende fondse' en 'geen kunstalent?' Wat wou! Met die nodige versorging en 'n bietjie beplanning sal niemand ooit raai dat die treffende plakkaat by die nuwe uitstalling uit u biblioteek se plakkaatargief kom nie.





Conversion of the database

Liesel de Villiers, Chief Librarian: Professional Processing

The conversion of the database is of primary importance to the Cape Provincial Library Service as this will form the basis of OPAC (the On-line Public Access Catalogue). These records can be described as the Central Catalogue in machine readable format. Most of the existing titles in stock will be added to the database and these records can be used by everybody who wants information on the books available in the Library Service. It will also form an open communication line for the regions and public libraries to feed back information on their needs.

Investigation

The investigation into the various ways and means of converting the card catalogue into machine readable format started in 1990. We started out investigating external agencies to do the job. At this point the Library Service was contacted by an Australian firm who specialises in this area. The firm (AMARCDATA) was prepared to convert the whole catalogue into machine readable format according to AACR2 and SAMARC standards. However, the cost was way above the budget of the Library Service and this venue had to be abandoned. On the local scene there was no-one who gave such a service and SABINET agreed to investigate the matter. Unfortunately the SABINET quote was also too high for our limited resources and we had to look at other sources.

From the beginning it was clear that we could not do this task ourselves as we just did not have the manpower. At this stage our luck changed. The Cape Provincial Administration offered us the services of some of the data typists originally employed as Financial Management System(FMS) typists. When the FMS was postponed for a year these typists became available to help out in other areas of the Administration. This was the first affordable offer we had and we grabbed it with both hands!

Calculations started

Once the decision was taken to make use of the services of the data typists, we had to sit down and make calculations of the number of records involved. These calculations led us to a staggering

250 000 titles that had to be converted. When we had calmed down, we realised that approximately one third of all titles bought through the years were additional copies and therefore need not be captured again. This brought the total down to 170 000 records. Fortunately we had to capture titles and not copies, as the total number of copies is in the region of 7 million!

We then looked at the existing stock to try and determine if we could decide on a cut-off point to start entering the records, as this would lead to a further reduction in titles that had to be typed in. The ISBN (International Standard Bibliographic Number) seemed a good starting point, because the ISBN number identifies the record uniquely and this would assist us in retrieving the records at a later stage. The ISBNs were implemented in 1971 when the D range of accession numbers were in use. The regional librarians of several regions were asked to do a sampling of books in stock, older than 1970, and to our dismay we found that a substantial number of titles older than 1970 were still in existence. It was therefore decided that all titles from the C range of accession numbers would be entered into the retrospective database. All A and B accession numbers were left out. At some stage, when a general stocktaking will be undertaken and all existing stock barcoded, the books with A and B accession numbers will be identified and the information given to the Cataloguing Section, who will add them to the database.

We finally reached a total of about 150 000 titles that had to be captured - still a substantial number that had to be typed and verified, before they would be acceptable as the permanent record of the Library Service's database.

It was decided to use the handwritten catalogue records as opposed to the printed card catalogue as the source code. This made sense as all the added entries were on the back of the handwritten cards and this would also leave the Central Catalogue free to be used by all staff members without disruption of the normal work procedures.

Actual project

Once all the decision making had been dealt with, it was time to start with the

actual project. Unidata provided a data capture program written according to the specifications of the Library Service. This data capture program included all the relevant fields used in cataloguing a book and followed the layout of a catalogue card. The program was written this way to assist the data typists in interpreting the information on the card. These records will eventually be converted to standard SAMARC records once they are ready for loading onto the database.

At long last the program was ready, the data typists were given a course in interpreting a catalogue card, and the typing started. The typing was completed in November 1991.

Final Stage

The final stage of this project is now nearing completion. All the records will have to be verified to ensure that a clean and workable database will be provided for the users. The lack of manpower prevents us from checking all these records manually and we had to devise a simple method of verifying these records.

In consultation with Unidata and the Bureau Sinergis, it was decided to retype all the main access fields, for example author, title, call number, ISBN and accession number. These retyped records would be matched with the original typed records and all discrepancies highlighted. All the records found not to be a 100 per cent match will be checked by the Cataloguing Section and corrected online. By using this strategy we believe that we will be able to have a reasonably clean database once we go live with the system.

At this time we are anxiously awaiting the first batch of records for final verification and will keep everyone out there informed of the results.

The reconversion of the database is probably the most important task ever undertaken by the Library Service. I don't think anybody realised the magnitude of the undertaking when we started out with this project but everybody involved is positive that it will be a success.



The current state of implementation

André Steenkamp, Assistant Director

This is a report back on the current state of implementation, our successes and joys, as well as the problems encountered and how they were overcome.

During the implementation of such a project you move into a mad new world.

There is for ever a bewildering procession of highly skilled technical people demanding attention, equipment or payment for you don't know what, while the software guys are growing more and more impatient with not getting details of specs promised last week or the result of an investigation on the exact number of digits of the Dewey number that needs to be printed on the cards.

Your own staff, always considered loyal friends or at least understanding compatriots, have all turned on you and are demanding idiotic software changes to suit their own pet projects or aversions. And worst of all, facing senior management with dull eyes and empty hands because you had become too bogged down in details and no progress was made on the wider scene.

The one great truth that we have learned is that to even contemplate implementing a system of the dimensions of that of a provincial library solely on own resources, would be absolute madness. This fortunately did not materialise, thanks to a very competent implementation team fielded by Unidata under the most efficient guidance of Gwynne Foster. It was she who had to field all the questions, learn library language, learn to think like a librarian and then outthought the librarians who were determined that this had to be THEIR system, irrespective of the consequences to the system or the organisation.

The real progress

•Database

The conversion of the database is discussed on page 47 of this issue.

•Local Area Network (LAN)

A LAN using thin Ethernet cable and running Novelle Netware has been installed to form the physical connection between all the PC's used as workstations and the Comserver, who again is connected via X25 gateway to the Unysis

2200 mainframe. Currently we do not have any software running on the network. But a standard DOS type word processor and spreadsheet packages will be made available as soon as possible.

•Software customisation

It is an accepted fact that no software package completely satisfies the customer and Unidata has had to make considerable changes to PALS to satisfy our requirements. In some ways we have had to adapt to some idiosyncrasy that was not adaptable but this was often accompanied by other benefits that more than cancelled any perceived negatives. The extent to which a computer system is able to track an item and the activities associated with it has not stopped to amaze us. You know at all stages where an item is, who had handled it last and how many times it has been handled.

Changes to the software included:

- bulk listing of the number of items in stock;
- a booking system for films and videos;
- 'creating' MARC tags for certain fields in the audio-visual records that was not provided for under SAMARC;
- tracking the history of a title for stock-building purposes, and
- customised screen layouts.

•Comms

It was relatively easy to install the line connecting the LAN to the building where the mainframe is housed. It was, however, something totally different to install the same facility for country regions. In co-operation with Govnet we finally decided on a mix of solutions, mainly built round a province wide network supplying the infrastructure for all the telecommunication needs of the Provincial Administration. This mainly involves using routers and multiplexers to channel the different offices to the main centres from where high speed lines converge on Cape Town.

•Training

Training is an indispensable part of any computer implementation project. Unidata was also responsible for this part and recognising the diversity of training needs and wide geographical distribution of our staff, we jointly developed an approach of training the trainers. This meant that a core group was selected and

trained in Cape Town in the respective modules. As a kick-off, a recognised PALS expert and currently Systems Administrator for a consortium in Traverse deSouix, USA, Ms Becky Bell, was flown in to give intensive training for a period of three weeks. The training was a hands on mode and every afternoon there was a feedback session at which problems were discussed, suggestions made and more often than not, somebody was delegated to do more research. A series of specially designed seminars are now in progress to prepare everybody for the effects of computerisation and to make sure that all staff are computer literate. They will then go back to their respective areas for final functional training. We plan to have this phase implemented by the end of March after which it will be full steam ahead!

What does the future hold?

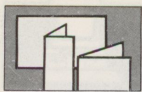
As this stage it is difficult to visualise that bright future which we all know we are working towards. There is work and more work lurking out there! With 6 250 000 individual copies of library material in stock, this is the single biggest PALS installation in the world. And all those items in the 467 public libraries will have to be connected to bibliographic records sitting in the database! This task must be tackled as soon as possible after April.

When all the stock of a library has been added to the database and the barcode labels fixed on the items, such a library will have the choice to proceed with their own computerisation, based on PALS or which ever system is preferred. The Library Service will be quite willing to supply the bibliographic information for such a system, but it would be the responsibility of the local authority to ensure that it is compatible and to maintain that catalogue through regular updates.

Conclusion

All this work is definitely worth while. Not only the saving through better productivity, but also the sheer amount of information that is now made available.



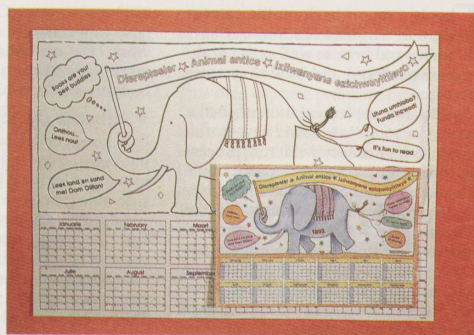


Welcome to the New Year!

Zirkëa Ellis, Chief Librarian: Promotion and Publications



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4

1. Mobile posters

To welcome borrowers to your library, hang this double-sided mobile poster with greetings in Afrikaans, English, Xhosa and Tswana, in a prominent place in your library entrance or above the issue desk. If your library has no hanging space, the poster could be pinned onto a display area close to the library entrance or the desk. As the poster is meant to be displayed permanently, it has been printed on a sturdy backing.

2. Children's calendar

This year is children's year in our libraries and to make children more aware of the importance of reading, we designed this colour-in calendar for 8 - 12 year

olds. In picture 2 we have coloured in a reduced version as an example. Issue these calendars selectively to those children who would look after and enjoy colouring in their own library calendar.

3. SA Today banner and booklet

The ever-changing political situation in South Africa is a constant topic of conversation. To bring the vast array of books published in recent years which cover some of the issues which are the focus of current debate to the attention of the general reader, we have compiled this annotated list of titles. If some of the books are not in your library stock, they can be supplied on special request

from the Central Collection. Use the banner, together with the booklet, as a focal point for a book display.

4. Green issues package

More and more people are becoming concerned about threats to the environment and the survival of our planet. To assist you in putting up a display to create a greater awareness of green issues amongst your borrowers - old and young - we designed an environment banner and compiled two bibliographies of relevant titles. Contact environmental groups in your community for additional information and display material.



NON-FICTION VAKLEKTUUR

Miscellaneous Mengelwerk

EVERTSE, Jan C. *Lotus and microcomputers: a practical guide.* - Helderberg, c1991. 005.329
KRUGER, J.A. *Kinderkeur: 'n gids tot bekende Suid-Afrikaanse kleuter-, kinder- en jeugboeke tot 1989.* - Univ. van SA, c1991. 028.5079
MIKROREKENAARS en *apparatuur: 'n kopersgids / redaktrise*, Ilse Evertse. - Helderberg, 1991. 004.16

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DE ANGELIS, Barbara. *Geheime oorsake: mans wat elke vrou moet ken / Afrikaanse vertaling deur Rachelle Greeff.* - Human, 1991. 155.632
LUKAS, Christopher. *Silent grief: living in the wake of suicide / Henry M Seiden.* - Papermac, 1990. 155.937
MILLER, Alice. *The untouched key: tracing childhood trauma in creativity and destructiveness / translated from the German by Hildegarde and Hunter Hannum.* - Virago, 1990. 155.4

Religion Godsdiens

DEIST, Ferdinand. *Verhinder hulle nie: godsdiensonderrig aan laerskoolkinders.* - Van Schaik, 1991. 268.432
GUMLEY, Frances. *The pillars of Islam: an introduction to the Islamic faith / Brian Redhead.* - BBC, 1990. 297
KORAN, English. *The Korân, with a parallel Arabic text / translated with notes by NJ Dawood.* - 5th revised edition. - Penguin, 1990. R 297.12252
MAARTENS, Maretha. *Uiteindeleik vrede.* - Lux Verbi, 1991. 261.83581
MURPHY, Raymond. *English grammar WHAT is the New Age? / Michael Cole ... [et al.].* - Hodder, 1990. 299.93
WOLTERSTORFF, Nicholas. *Lament for a son.* - Spire, 1989. 248.86

Sosial Science Sosiale Wetenskap

ADAIR, John. *Great leaders.* - Talbot Adair P., c1989. 303.34
CONFERENCE on worker participation (1989: University of Port Elizabeth). *Worker participation: South African options and experiences: proceedings of the 1989 Conference ... / edited by Mark Anstey.* - Juta, 1990. 331.0968
CONSUMER power in a free market / edited by Terry Markman and Frank Vorheis. - Juta, 1990. 381.30968
EDUCATION for equality: some guidelines for good practice / edited by Mike Cole. - Routledge, 1989. 370.19
HOROWITZ, Donald L. *A democratic South Africa?: constitutional engineering in a divided society.* - South African edition. - Oxford UP, 1991. 320.968
KAPLAN, David. *The crossed line: the South African telecommunications industry in transition.* - Witwatersrand UP, 1990. 384.0968
MARINCOWITZ, Helena. *Meiringspoort: a scenic gorge through the Swartberg range.* - 2nd edition. - H Marincowitz, 1991. 388.09687
MASTERS, Brian. *Gary.* - Cape, 1990. 362.74
PEACOCK, John. *The chronicle of Western costume: from the Ancient World to the late twentieth century.* - Thames, c1991. Q 391.09
SWART, Ray. *Progressive odyssey: towards a democratic South Africa.* - Human, 1991. 324.26806
TATE, Tim. *Child pornography: an investigation.* - Methuen, 1990. 363.47
VAN DER WATT, Tony. *Geldgids vir die beginner: hoe om met jou inkomste te woeker / Afrikaanse vertaling deur Estelle Crowson en Jan Schaafsma.* - Human, 1991. 332.024
WALTER, Tony. *Funerals and how to improve them.* - Hodder, 1990. 393

Language Taal

GELDENHUYS, J.D.U. *Business dictionary = Sakewoordeboek / E.E. Viljoen.* - Van Schaik, 1991. R 439.3632
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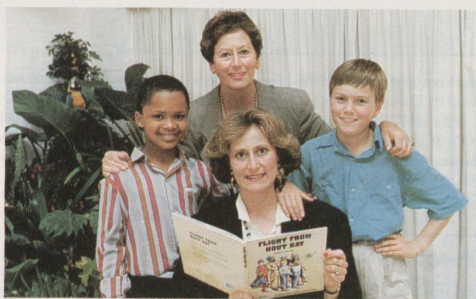
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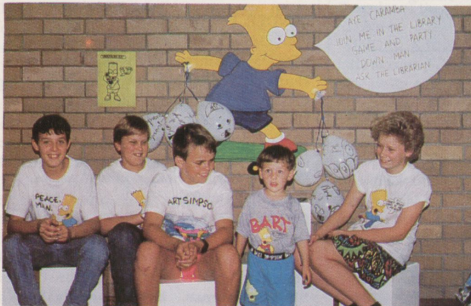
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7

1. Die 125ste bestaansjaar van die Langenhoven Bibliotek word gevier. (Sien berig op bladsy 42.)
2. The launch of *Flight from Hout Bay* at the Hout Bay Library. From left, Ricardo Booysens, Lesley Charnock (illustrator), her son Craig and Debora Savage (author). (See news item on page 43.)
3. Bart Simpson featured dominantly during the October school holiday programme at the Belville Library.
4. An environment awareness outing for users of the Khayelitsha Library. (News item on page 42.)
5. 'n Oosterse tema was in die kol by Brackenfell Bibliotek. (Sien berig op bladsy 43.)
6. 'n Spookagtige uitstalling wat lesers behoorlik aan die praat gehad het by Aliwal-Noord se bibliotek. (Berig op bladsy 42.)
7. Die nuwe opgekikkerde Louwville Bibliotek. (Berig op bladsy 42.)

Kalender

21-23 Januarie
Rekenaarimplementering
Sentrale Organisasie

28-30 Januarie
Rekenaarimplementering
Wes-Kaap

7-9 Februarie
Rekenaarimplementering
Platteland

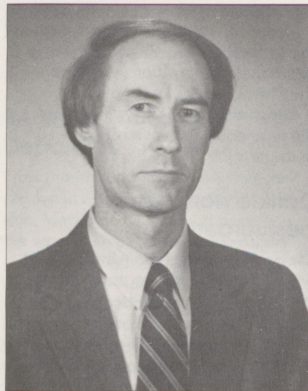
3-5 Maart
Beplanningsvergadering: Senior vakkundige personeel
Lambertsbaai

11-15 Mei
Biblioteekweek

Mense People

Nuwe DG besoek ons

Die nuwe Direkteur-Generaal van die Kaapse Provinsiale Administrasie, mnr **Herbert Beukes**, het die Provinsiale Biblioteekdiens onlangs besoek waar hy die personeel toegesprek het. Volgens mnr Beukes wil hy graag elke departement van die Administrasie besoek en met alle personeel informeel gesels.



Mnr Herbert Beukes

Vorige direkteur oorlede

Dit is met leedwese dat ons verneem het van die dood van mnr **GR Morris**, die vorige direkteur van die Kaapse Provinsiale Biblioteekdiens. Mnr Morris is op 12 November 1991 oorlede.

Hy het in die laat veertigerjare as streekbibliotekaris van Witbank, by die Transvaalse Provinsiale Biblioteekdiens, begin werk. Hy is tot hoof van die Sentrale organisasie in die Transvaal aangestel en is op 2 Januarie 1964 as Direkteur van die Kaapse Provinsiale Biblioteekdiens aangestel.

Mnr Morris sal veral onthou word vir sy uitgebreide kennis van die taal- en letterkunde, Engels, sowel as Afrikaans, asook vir sy intense belangstelling in die geskiedenis. Sy besondere kennis en liefde vir die geskrewe woord kon hy te volle uitleef in sy leeftyd wat hy gewy het, eers aan die openbare biblioteekdiens in die Transvaal en daarna in Kaapland.

As Direkteur het hy Kaapland deurkruis en daar is seker min biblioteke wat hy nie besoek het nie en waarvan hy die geskiedenis van die dorp nie geken het nie.

Namens die personeel van die Kaapse Provinsiale Biblioteekdiens en van openbare biblioteke in Kaapland, wil ons graag ons diepste meegevoel te tuig met sy vrou, mev Helen Morris, hul kinders en kleinkinders.

