



Ref : 12/2/2/1/1  
Enquiries : Mr Riaan le Roux

Dear Madam/Sir

**NEW STUDENTS, NEW READERS, NEW EMPLOYEES & CENTRAL PERSONNEL LIBRARY**

The Central Personnel Library appreciates your assistance in informing your department about the library service.

It is particularly important to ensure that the following categories of employees know about the library:

**- New students:**

Please inform all new students (incl. recent recipients of bursaries) that the library might have material relevant to their studies.

**- New readers:**

Please inform all current and completed ABET learners in your department that the library has a special "Literacy Corner" catering specifically for their reading needs

**- New employees:**

Please remember the Central Personnel Library when drafting your induction/orientation programme. I do not know in what format you will include it in your programme. I can for example supply you with library pamphlets which you can hand out to the attendees. Otherwise I can give a brief overview in person. Please let me know if you require any information or assistance in this regard.

See attached for library pamphlets which can be forwarded to officials. I also attached lists of some library books which employees might find useful.

Thanks again for your help.

Regards

Riaan le Roux  
(Principal Librarian, Central Personnel Library)  
5 March 2010