

"Library records at your fingertips"

LIBRARY CATALOGUE ACCESSIBLE ONLINE

The catalogue of the Provincial Library Service is available Internet. Apart from the stock of the public libraries in the Free State, it also includes the material in stock at the Central Personnel Library.

What this means for you:

You are able to determine if a specific book or video is in stock at the Central Personnel Library by going to the following Web address:

www.prolib.fs.gov.za (click on the link "OPAC")

The search facility at this electronic enquiry/request service allows you to search according to title, author or subject, or a combination of these.

Note: the library has a Library User Computer, which you can use to access this catalogue (directly, or via the Internet). You first have to sign a computer usage agreement and make a booking (ask librarian for details).

Interpreting search results:

Because the contents of the catalogue is not only limited to the stock of the Central Personnel Library, you will have to determine if the item(s) you found in your search is actually in stock at the Central Personnel Library or only at the public libraries. Do this by clicking on the result to get its detailed information. At the bottom of the page the names of the libraries which have the specific item in stock will be displayed. Check if the Central Personnel Library is on the list.

Obtaining an item from the Central Personnel Library:

If an item was bought for the Central Personnel Library and is displayed in the catalogue, it does not necessarily mean that it is available at that moment, because someone might have borrowed it. You can determine if it is available by contacting the librarian in three ways: by e-mail, by telephone or by visiting the library. If it is on loan, the librarian can reserve it for you (if you will still be needing it at the due date of return).

Items only in stock at public libraries:

If you are a member of a public library, you can also check if an item is in stock at that library. Remember that some books that are in high demand (like prescribed study books) are unfortunately not available on loan, but can only be used inside the public library, in the reference section.

Interlibrary Loans:

The aim of the Central Personnel Library is to meet the work-related information needs of officials. Regarding the Central Personnel Library making Interlibrary Loans from the public libraries, please note that this is not applicable to study books. The arrangement is that students make use of their study institution's library to request study material on Interlibrary Loan.

Furthermore, note that Interlibrary loans are not made for fiction or other non-work related items. For such items, you must please visit your public library.

Contact person:

If you have any enquiries, please contact the librarian:

Riaan le Roux (Principal Librarian)
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