

What is the **CENTRAL PERSONNEL LIBRARY ?**

The CPL is a free Library and Information service for all the staff of the Free State Provincial Government. The **PURPOSE** of this library is to provide officials with information which will:

- support the development of government as a learning organisation
- meet the work-related information needs of officials

SUBJECT FIELDS COVERED

The library collection encompasses all subject fields relevant to the public service, with an emphasis on management, public administration, policy, political science, current affairs, human resources management & development, as well as particular departmental subject fields like tourism, health, community development, etc.

TYPE OF MATERIAL PROVIDED

- **Books** (including dictionaries and encyclopedias)
- **Periodicals** (esp.. HR & Management related)
- **Newspapers** (Business Day, Volksblad, Sunday Independent, Mo Afrika, Sowetan, City Press, Mail & Guardian, and others)
- Free State **Tender Bulletin**
- **Videos, CD-Roms, DVDs & sound cassettes**
- Electronic books (**eBooks**)
- Electronic **databases** (through librarian – incl. electronic Gazettes, articles)
- Library User **Computer** (searches done by user)
- **Newspaper cuttings and pamphlets**
- **Government publications** (annual reports, etc)

WHERE IS THE LIBRARY ?

The CPL is on the mezzanine level of the Lebohang Building (just above the main entrance) in St Andrews Street, Bloemfontein

SERVICE HOURS

The library is open from **08h00-16h30, Monday to Friday**

CONTACT

TEL (051) 405 5762 Fax 0866 227 482
E-mail: lerouxaw@sacr.fs.gov.za

SERVICES PROVIDED:

Information Services:

Information by telephone, e-mail, or in person

Lending Services:

The basic lending period is two weeks (renewable)

Interlibrary Loan Service:

Items that are not in stock can be requested on loan from other libraries (for work-related enquiries)

Internet databases and searches:

The library has access to databases with articles on various subjects (management, health, etc.), updated Legislation (amendments incorporated into the original Act), and the electronic Provincial & Government Gazettes. The librarian will conduct searches on request (for work-related enquiries).

Library User Computer and eBooks

Users can book it for own searches. For eBooks, go to <http://intranet.sacr.fs.gov.za> , click on NetLibrary.

Electronic Special Requests:

An on-line library catalogue has details of material in stock at the Central Personnel Library. Requests can be done by e-mail.

Current Awareness Service:

The library provides an e-mail current awareness service on request. Library members are kept up to date on specific subject areas (continuously or for a specific period).

HOW TO USE THE LIBRARY

Membership is obtained by completing membership and agreement forms, accompanied by proof of identity (ID, personnel card, salary advice)

Walk-in users:

Library visitors can make enquiries, browse and use material inside the library (in the reading area or at the study desks) or borrow material. (Any person can make use of library material inside the library, but only members can borrow it.)

Telephone and E-mail enquiries & renewals:

Officials can phone or e-mail with information enquiries, to determine if a book is available, or to renew borrowed items.

Electronic requests

Requests for specific items can be made through the service linked to the library catalogue on the Internet. (Go to www.prolib.fs.gov.za and click on the link "OPAC")

Literacy Corner

This corner contains information suitable for the newly literate person (both fiction and non-fiction)

