

Curriculum Vitae: Leana Bezuidenhout

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Lonehill, 2062
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Citizenship : South African
Health : Excellent
Driver's licence : Light Passenger Vehicle
Languages : Afrikaans and English (Speak, Read, Write)

Qualifications:

B.Bibl. (with distinction)
Library Science IV
Information Science IV
Psychology III

Honours B.Bibl.
Theory of Library Science
Managerial Aspects
Bibliological Aspects
Aspects of Information Science
Aspects of Readership

Training Courses:

Library management
Knowledge management
Dialog
Measurement of information services
World Wide Web
USMARC
Performance management
Management of fee-based information services
Internet
Request
EFontein

Key Qualifications Summary and Personal Profile:

As librarian of arivia.kom, a large ICT Service Provider, I provide information services to more than 1800 employees countrywide. This includes the sourcing of books, magazines and research material for technical, managerial and academic use. I have an extensive network of contacts with other libraries such as those at Eskom and SpoorNet as well as subscriptions to research facilities such as Sabinet, Gartner, and Dialog.

This network is continuously used to keep the arivia.kom employees up to date with theory and new developments in a highly volatile ICT market, both from a technical and managerial perspective. Many employees are also busy with graduate and post-graduate degrees and diplomas for which the library is an invaluable source of reference material.

The arivia.kom library includes technical, managerial, etc. books and magazines. The day-to-day management of the library and the provision of information are supported by my B.Bibl (Cum Laude), B.Bibl Honours and various short courses, conferences and seminars in Library Management.

Professional experience

Arivia.kom, January 2001 - Present

Librarian – In the execution of my duties, I do the following:

- Formalising and documentation of library policies and procedures
- Selection of library material
- Acquisition of library material
- Ordering of books and magazines for different departments within arivia.kom
- Cataloguing and classification of stock on the Erudite program according to DDC library classification system and AACR II cataloguing rules
- Indexing of material
- Excerpting of reading material

- Retrieving of information
- Erudite, SABINET, Dialog, Gartner and Internet
- Gathering/tracing relevant information
- Marketing of the library
- Development and management of User Interest Profiles
- Rendering of an up-to-date information service
- Manage the recovering of outstanding items
- Manage and control purchase and distribution of newspapers for management
- Compile and control library budget
- Manage library budget
- Handle payments and authorization of all purchases and accounts in the library
- Training of users
- Managing/utilizing information as a resource
- Information research
- Interlibrary loans
- Counter services
- Stocktaking

Datavia, May 1989 – December 2000

Librarian – as above

Interests

Piano

Tennis