# EXTERNAL USERS
## DEPARTMENT OF LIBRARY SERVICES

### Registration Form

<table>
<thead>
<tr>
<th>Title:</th>
<th>Full names:</th>
<th>Surname:</th>
</tr>
</thead>
</table>

ID number or Passport number

If passport: Country of origin  
Date of birth

<table>
<thead>
<tr>
<th>Telephone no:  (w)</th>
<th>(h)</th>
<th>Cell phone:</th>
</tr>
</thead>
</table>

Home address:

Company:  
VAT No:

Work address:

Personal e-mail address:

Field of interest or Research:

I undertake to abide by the policy of the Dept of Library Services as set out below.

Users signature:  
Date:

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## To be completed by library staff

<table>
<thead>
<tr>
<th>Receipt No :</th>
<th>Duration:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Library card No:</th>
<th>Amount paid:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Staff member signature :</th>
<th>Date:</th>
</tr>
</thead>
</table>

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### CONDITIONS

**Registration**: Copy of ID or passport is required for registration purposes

**Services**: Library services will only be available 24 to 48 hours after library registration

**Access card**: User buys an access card at SSC at cost

**Photo copies and Printing**: Money is loaded onto this card to make photocopies BUT no printing facilities is available

**Borrowing privileges**: 6 books for 14 days. Three renewals allowed. To renew use: Contact us on 012 420-5240

**Copyright**: Conditions do apply

**Reserved books**  
* It is the prerogative of the Dept of Library Services to request a user to return a book if the book is required by the Reserved Section.  
* If a user borrowed a book and it is reserved by another user, the borrower should return the book by the due date.

**Overdue books**  
* A fine is payable on overdue books. A fine will block the record from all library services.  
* If the book has not been returned or renewed within three weeks from the expiry date, no further loans will be permitted.  
* If a book has not been returned within 31 days after the expiry date, the borrower has to prove that the book is still in his possession.

**Lost or Damaged books**  
* If a book is lost, the borrower will be held responsible for the replacement and services will be terminated until the book is replaced.  
* Depending on the nature and extent, the borrower will be held responsible for the replacement or repair cost

**Other conditions**  
* Access to electronic resources is available on-site only but no internet access is available  
* According to licensing agreement, material accessed from electronic databases is for academic purposes only.  
* If a user does not adhere to the policy of the Dept of Library Services, the Dept has the right to terminate access to all services before the expiry date of the membership.

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2018/11/13