



EXTERNAL USERS DEPARTMENT OF LIBRARY SERVICES Registration Form

Title:	Full names and Surname:		
ID number		or ... Passport number	
If passport: Country of origin		Date of birth	
Telephone no: (w)	(h)	Cell phone:	
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.			Date:
Users signature:			
To be completed by library staff			
Receipt No :		Duration:	
Library card No:		Amount paid:	
Staff member signature :		Date:	
CONDITIONS			
Access card: User buys an access card at CSC at cost			
Photo copies: Money is loaded onto this card to make photocopies			
Printing facilities: Not available			
Borrowing privileges: 6 books for 14 days			
Renewals: Three renewals allowed. To renew: 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			
* 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.			



BUITEGEBRUIKERS DEPARTEMENT BIBLIOTEEKDIENSTE Registrasievorm

Titel:	Volle voorname en Van:	
Identiteitsnommer	of ...	Paspoortnommer
Land van herkoms	Geboortedatum:	
Telefoonnommer: (w)	(h)	Selfoonno:
Huisadres:		
Maatskappy:	BTW nr:	
Werksadres:		
Persoonlike e-posadres:		
Studie- of Navorsingsveld:		
Hiermee bevestig ek aanvaarding van die onderstaande beleid van die Dept Biblioteekdienste		Datum:
Gebruiker se handtekening:		
Slegs vir biblioteekpersoneelgebruik		
Kwitansienommer:	Tydperk:	
Biblioteekkaartnommer:	Bedrag betaal:	
Handtekening van personeellid:	Datum:	
VOORWAARDES		
Toegangskartaar: Gebruikers koop 'n toegangskartaar by KDS teen koste		
Fotostate: Geld word op hierdie kartaar gelaai om fotostate te maak		
Drukwerk: Nie in die biblioteek beskikbaar		
Leen voorwaardes: 6 boeke vir 14 dae		
Hernuwings: Drie hernuwings. Om te herna kontak die biblioteek by 012 420 5240		
Outeursreg: Voorwaardes geld		
Bespreekte boeke		
<ul style="list-style-type: none">• Die Dept Biblioteekdienste behou die reg voor om materiaal terug te vra indien dit vir die Gereserveerde Versameling benodig word.• Materiaal wat uitgeneem is en bespreek is deur 'n ander gebruiker, moet op die vervaldag terugbesorg word.		
Laat boeke		
<ul style="list-style-type: none">• Laatgelde sal vanaf die vervaldatum gehef word. 'n Boete blok die gebruikersrekord vir alle Biblioteekdienste.• Indien 'n boek drie weke na die vervaldatum nog nie terugbesorg of herna is nie, sal dienste opgeskort word.• Vanaf 31 dae na 'n boek se vervaldatum sal van die gebruiker verwag word om bewys te lewer dat die boek nie verlore is nie.		
Verlore of Beskadiging van boeke		
<ul style="list-style-type: none">• Indien 'n boek verlore is, sal die gebruiker verantwoordelik gehou word vir die vervanging daarvan. Alle dienste sal gestaak word totdat die vervanging afgehandel is.• Ooreenkomstig die aard en omvang daarvan, word die herstel- of vervanging van die gebruiker verhaal.		
Ander voorwaardes		
<ul style="list-style-type: none">• Toegang tot elektroniese bronne is slegs beskikbaar binne die Biblioteek.• Volgens lisensievoorwaardes is inligting uit elektroniese databasisse slegs vir akademiese doeleindes• Indien 'n gebruiker nie volgens die beleid van die Dept Biblioteekdienste handel nie, behou die Dept die reg voor om dienste voor verstryking van die lidmaatskap op te skort of te beëindig.		