



LIDMAATSKAP: ALGEMEEN

Titel (Prof/Ds/Dr/Mnr/Mev/Mej) Kaartnommer

Volle name en van

ID-nommerOF.. Paspoortnommer

Indien paspoort: Land van herkoms..... Geboortedatum

Posadres Poskode

Telefoon: (h) (w) (sel)

Persoonlike verwysings: Telefoon: (w) (sel)

Persoonlike E-pos adres

Werksadres

.....

Navorsingsveld

Hiermee bevestig ek aanvaarding van die onderstaande beleid van die Dept Biblioteekdienste

HANDTEKENING DATUM

✂ -----

OUTEURSREG

Ek is bewus van die bepalings van die Wet op Outeursreg No.98 van 1978 (soos gewysig met regulasies) en onderneem om my daarby te hou.

BELEID:

Hiermee bevestig ek aanvaarding van die onderstaande beleid van die Dept Biblioteekdienste, rakende:

- * vir registrasie moet 'n afskrif van 'n ID / paspoort en voorstellingsbrief ingehandig word.
- * die uitleen van biblioteekmateriaal
- * geen uitleen/hernuwings met boetes uitstaande
- * toegang tot e-bronne vir akademiese doeleindes slegs binne die Biblioteek beskikbaar
- * geen interbiblioteekdienste word gelewer
- * etiese en professionele optrede aangaande die fasiliteite en dienste van die biblioteek
- * 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.

VOORWAARDES

Gebruikers koop toegangskarte by KDS @ koste en betaal geld in op die kaart om fotostate te maak @ koste
Leenregte: Aantal items wat uitgeneem kan word is onderhewig aan die gebruikersgroep
Hernuwings: Drie hernuwings toegelaat. Om te hernu skakel die biblioteek by 012 4205240
Geen hernuwings of lenings indien daar boetes uitstaande is.

Geen druk fasiliteite is in die biblioteek beskikbaar nie

Bespreekte boeke

- Die Departement 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 vervalddag terugbesorg word.

Oorskryding van leentydperk

- Laatgelde sal vanaf die vervalddatum gehef word. 'n Boete blok die gebruikersrekord vir alle Biblioteekdienste.
- Indien 'n boek drie weke na die vervalddatum nog nie terugbesorg of hernu is nie, sal dienste opgeskort word.
- Vanaf 31 dae na 'n boek se vervalddatum kan van die gebruiker verwag word om bewys te lewer dat die boek nie verlore is nie.

Verlore- / Beskadigde boeke

- Ooreenkomstig die aard en omvang daarvan, word die herstel- en/of vervangingskoste van die gebruiker verhaal.
- Indien 'n boek verlore is, sal die vervangings- en administratiewe koste van die gebruiker verhaal word.



MEMBERSHIP: GENERAL

Title (Prof/Rev/Dr/Mr/Mrs/Miss) Card number

Full name and Surname

ID numberor ...Passport number.....

If passport: CountryDate of birth

Postal address Postal code

Telephone: (h) (w) (cell)

Personal references: Telephone: (w) (cell)

Personal e-mail address.....

Work address.....

.....

Field of Research or interest.....

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

SIGNATURE DATE

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COPYRIGHT

I am aware of the regulations pertaining to the Copyright Act, No 98 of 1978 (as well as amendments) and undertake to abide by them.

POLICY

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

- * On registration ID/passport and letter of recommendation are required
- * Lending conditions
- * No check-out/renewals with fines outstanding
- * Access to electronic resources for academic purpose is available on-site only
- * No inter lending services available
- * Ethical and professional conduct regarding library services and facilities
- * 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

PRIVILEGES

User buys an access card at CSC at cost. Money is loaded onto this card to make photocopies @ cost
 Number of library items to be issued depends on user group
 Renewals: Three renewals allowed. To renew contact the library at 012 420 5240
 No renewals with fines outstanding

No printing facilities available in the library

Reserved books

- It is the prerogative of the Department 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 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.

Damaged - / Lost books

- Depending on the nature and extent of damage to a book, the borrower will be held responsible for the replacement or repair costs.
- If a book is lost, the borrower will be held responsible for the replacement fee and administrative fee of the book.