

# UNIVERSITY OF LIMPOPO

## LIBRARY RULES

### CONTACT DETAILS:

Address: Medunsa Campus Library  
PO Box 156  
**MEDUNSA**  
0204

Telephone: (012) 521 4542 / 5706

Fax: (012) 560 0098

Address: Turfloop Campus Library  
Private Bag X1112  
Sovenga  
0727

Telephone: (015) 268 2463/2656

Fax: (015) 268 2198

### LIBRARY HOURS

#### Medunsa Campus

Term Hours:

Monday to Thursday: 08:00 – 22:00

Friday: 08:00 – 15:00

Saturday: 09:00 – 17:00

Hours during vacation:

Monday to Thursday: 08:00 – 15:45

Friday: 08:00 – 15:00

Saturday: Closed

## Turfloop Campus

### Term Hours:

Monday to Thursday: 07:30 – 22:00

Friday: 07:30 – 16:30

Saturday: 08:00 – 18:00

### Hours during vacation:

Monday to Thursday: 07:30 – 16:30

Friday: 07:30 – 16:30

Saturday: 08:00 – 18:00

(Library hours dependent on local needs)

## UNIVERSITY LIBRARY RULES

<b>1. IDENTIFICATION OF USERS</b>	<p>a) Staff and students must present their University of Limpopo identity cards before books may be borrowed from the library</p> <p>b) Other users must present a form of identification acceptable to the Executive Director of Library Services, e.g. identity book, passport, etc.</p> <p><b>(Note:</b> in special circumstances heads of departments should contact the Executive Director of Library Services to make other arrangements)</p>
<b>2. MEMBERSHIP</b>	<p>Library users have been divided into the following main groups:</p> <p>a) Staff members: A staff member means any person compensated by the University of Limpopo for services rendered either in a full-time or a part-time capacity, or a joint appointment:</p> <p>i) Academic staff. ii) Administrative and support staff.</p> <p><b>(Note:</b> A staff member may also be identified as a lecturer upon completion of a form and approval by the head of department)</p>

	<p>b) Students</p> <p>i) Post-graduate students: A post-graduate student means any person enrolled at the University of Limpopo for an Honours, Masters or Doctors degree or a post-graduate diploma.</p> <p>ii) Undergraduate students: An undergraduate student means any person enrolled at the University of Limpopo for a B-degree or for an undergraduate diploma.</p> <p>c) External Members:</p> <p>External members means any person approved by the Executive Director of Library Services.</p> <p>External members are people who do not qualify for any of the above membership categories and are not normally entitled to library membership.</p> <p>External members may in certain cases be granted library membership by the Executive Director of Library Services, subject to the payment of an annual membership fee.</p>
	<p>d) Membership Card</p> <p>Approved persons become members of the library by completing and signing a membership card and thereby subjecting themselves to the library rules. Students and Staff must show their current university identity cards when applying for membership. External members must present a letter signed by an authority of the accredited institution where they are employed or registered.</p>
<p><b>3. SERVICES OFFERED</b></p>	<p><b>Note:</b> Certain services are only offered during normal working hours</p>
<p>3.1 General collections of books and periodicals</p> <p>3.2 Audiovisual material</p> <p>3.3 Interlibrary Loans</p>	<p>Guidance on, and access to, the general collection of books and periodicals.</p> <p>Guidance on, and access to, the collection of dvd's, audio and video cassettes and tape-slide programmes, and facilities for viewing them.</p> <p>a) A service for staff, post-graduate students and external</p>

	<p>members.</p> <p>b) Material not available in the University of Limpopo Libraries may be requested from other Southern African libraries through the interlibrary loan scheme.</p> <p>c) Material which is not available in South Africa may be borrowed from overseas libraries through the interlibrary loan scheme. (<b>Note:</b>the international interlibrary loan service is expensive and time-consuming and must be limited to essential material. A photocopy of the original reference is necessary).</p> <p>d) All users will be charged an administrative fee for interlibrary loans. In the case of staff and post-graduate students this can be done against their departmental budgets on approval by the head of department.</p> <p>e) The interlibrary loan service is available for official and for personal study, teaching and research purposes only.</p>
<p>3.4 Photocopy Service – <b>Note:</b> restricted to library material only</p>	<p>a) Photocopying is subject to the Copyright Act.</p> <p>b) Users can buy photocopy cards for use in the photocopying machines.</p> <p>c) Departments will be supplied with photocopying cards debited against departmental library allocations.</p> <p>d) With the exception of the provision in rule 3.4(c), all users must pay for photocopying.</p> <p>e) Persons who ask the library staff to make photocopies for them in exceptional circumstances will be charged a higher rate competitive with commercial photocopying charges and must pay cash in advance.</p>
<p>3.5 Literature Searches</p>	<p>a) A literature search service is available to staff, post-graduate students and external members to assist them in</p>

	<p>the tracing of information and literature required for official and for personal study purposes.</p> <p>b) Training and assistance can be provided for staff and students in conducting literature searches.</p> <p>c) All users will be charged for searches done for them by the library. In the case of staff members or post-graduate students, these charges may be debited against their departmental budgets, if approved by the head of department.</p>
3.6 Reserve material	<p>a) Lecturers may request that books which have to be consulted for specific assignments and of which the library has a limited number of copies, be temporarily placed on the reserve shelves.</p> <p>b) Books in this collection will be issued to students on an hourly basis and may be consulted in the library only.</p> <p>c) Copies of articles or chapters from books may, subject to the provisions of the Copyright Act, be placed in the reserve collection. The responsibility to ensure compliance remains with the staff member who requested such material to be put in the reserve section.</p> <p>d) A maximum of two reserved books per user for 4 hours will be allowed.</p> <p>e) A maximum of two non-book items per student for two hours will be allowed.</p> <p>f) Students may book reserved material in advance for specific periods on specific days.</p> <p>g) Where applicable, students may borrow books overnight and over weekends in accordance with library conditions.</p>
3.7 Special collections	<p>a) The library houses the archives, Africana, Government Documents and other special collections.</p> <p>b) Such material may only be consulted in the library.</p>
3.8 Other	<p>a) The services of other libraries or organizations can sometimes be obtained for users. Any charges levied by these institutions will be passed on to users.</p>

<p><b>4. LENDING RULES AND PROCEDURES</b></p>	
<p>Use of the library is subject to the following rules. Failure to comply with these rules may result in the suspension of all library privileges.</p>	
<p>4.1 No item may be removed from the library unless its loan has been duly recorded by the library personnel.</p>	
<p>4.2 Material which can be consulted in the library only:</p>	<ul style="list-style-type: none"> <li>a) Reference works such as encyclopedias, dictionaries, yearbooks, indexes, etc.</li> <li>b) Material in special collections.</li> <li>c) Periodicals</li> <li>d) Other items such as may be determined by the Executive Director of Library Services.</li> </ul>
<p>4.3 Number of items which may be borrowed:</p>	<ul style="list-style-type: none"> <li>a) Academic Staff: A maximum of 10 items at a time</li> <li>b) Administrative Staff: A maximum of 5 items at a time</li> <li>c) Department loans: Staff may borrow dictionaries until November of each year</li> <li>d) Post-graduate students: A maximum of 8 items at a time.</li> <li>e) Undergraduate students and external members: A maximum of 5 books at a time.</li> </ul>
<p>4.4 Lending procedures</p>	<ul style="list-style-type: none"> <li>a) General</li> </ul>
	<ul style="list-style-type: none"> <li>i) An item borrowed from the library may not be lent to another person.</li> <li>ii) Library material may not be written in or defaced in any way, and a borrower returning to the library a publication which has been damaged, will be liable</li> </ul>

	for the replacement cost of such a publication. Borrowers are therefore advised to report defects on any item to library staff before removing it from the library.
	b) Books
	<ul style="list-style-type: none"> <li>i) No books may be borrowed from the library without a University of Limpopo identity card.</li> <li>ii) Another user's identity card may not be used.</li> <li>iii) No library material will be issued if there is an outstanding fine.</li> </ul>
	c) Audiovisual material
	<ul style="list-style-type: none"> <li>i) Audiovisual material is only available for loan to academic staff members but may be used in the library by other users.</li> <li>ii) Audiovisual material is kept on closed shelves and may be requested from the Circulation Desk.</li> </ul>
	d) Interlibrary loans
	i) Books
	Staff members, post-graduate students and accredited users must complete a special book request form in the Interlibrary Loans Department. They must also sign a book issue slip when the book is given to them.
	ii) Periodicals
	<ul style="list-style-type: none"> <li>• Periodicals are not made available on interlibrary loan. Photocopies of specific articles in periodicals may instead be requested and retained.</li> <li>• Staff members and post-graduate students must complete a special periodical request form for photocopies in the Interlibrary Loans Section.</li> </ul>
4.5 Loan periods	a) Books

	<p>i) Academic Staff 60 days, unless required by another user.</p> <p>ii) Administrative Staff 30 days, unless required by another user.</p> <p>iii) Post-graduate students: 30 days</p> <p>iv) Undergraduate students and External members. 14 days</p> <p>v) Heads of academic departments may borrow 15 additional books until November of each year.</p>
	b) Audiovisual material
	<p>i) Academic Staff 14 days (All the other categories may only use the material in the library.)</p>
	c) Interlibrary loans
	<p>i) Books</p> <p>Staff and post-graduate students The loan period will be determined by the lending library.</p>
4.6 Renewal of loan periods	a) Books and audiovisual material
	Renewal for a further period may be requested on or before the due date. Extension of such a loan will be granted provided that the item has not been reserved by another borrower and there are no outstanding fines.
	b) Interlibrary loans
	<p>i) Books</p> <p>Staff and post-graduate students may request renewal which will be granted if the lending library is in agreement.</p>
4.7 Reservation	All borrowers may request that a publication which is out on loan, be reserved for them. The borrower must complete a

	reservation card at the Circulation Desk and will be notified as soon as the publication is available.
4.8 Return of library material	a) All library material must be returned by the due date.
	<ul style="list-style-type: none"> <li>i) Publications recalled before the due date must be returned to the library immediately.</li> <li>ii) Students who either suspend, cancel or complete their studies, must immediately return all library material in their possession.</li> <li>iii) Staff and post-graduate students may retain the library material in their possession over the December holidays provided that they first return the material to the library for inventory control and renewal.</li> <li>iv) Undergraduate students and external members must return all library material in their possession before commencement of the December holidays. Students who need books to study for re-examinations must complete an application form to renew their loan periods until the date of their last examination.</li> <li>v) The Executive Director of Library Services may, however, on request, and by special arrangement, allow undergraduate students to borrow books over holiday periods.</li> <li>vi) Library material may not be sent back to the library via the internal postal system.</li> </ul>
4.9 Fines	<ul style="list-style-type: none"> <li>a) A publication borrowed from the library is overdue on the day after the loan period has expired.</li> <li>b) A fine calculated per day, or part thereof, per publication will be levied after the due date. After a publication has been overdue for 40 days, rule 4.10(a). will apply.</li> </ul>
4.10 Damage to or loss of library material	<ul style="list-style-type: none"> <li>a) If a borrower does not respond to the recall notice, two subsequent reminders and a final letter, the replacement cost of the outstanding material will be recovered from him/her.</li> <li>b) Where the cost of the lost material exceeds R300.00 the actual cost of the book at current market value plus the</li> </ul>

	<p>R100.00 administrative fee will become payable.</p> <p>c) All lost material will be charged for and replaced with the latest edition of that particular material.</p> <p>d) In the event where he/she pays the replacement cost but returns the material within 12 months, arrangements for a refund of the amount involved can be made by the library, but an administrative fee of R100-00 per item returned, plus R1.00 per day multiplied by the number of days outstanding for each item returned will be levied from the user.</p> <p>e) If a borrower does not pay the replacement cost or does not return the material within 12 months, a fine of R500 per item will be levied from the borrower as well as an administrative fee of R100 in addition to the replacement cost.</p> <p>f) Borrowers will be held responsible for the loss or damage to any library material in their possession.</p> <p>g) If the publication is still commercially available, the borrower will be required to pay the replacement cost.</p> <p>h) If the publication is no longer commercially available, the borrower will be charged an estimated replacement cost.</p> <p>i) Costs/charges subject to annual review by the library.</p>
<p><b>5. GENERAL</b></p>	
<p>5.1 Conduct</p>	<p>a) The library is a place for study and research. Silence and orderliness must be maintained and users must at all times be suitably dressed.</p> <p>b) Eating, drinking and smoking are not allowed in the library.</p> <p>c) No cellular phone conversations may be conducted in the library.</p>
<p>5.2 Charges</p>	<p>a) The schedule of charges for services, fines and lost material will be revised and recommended by Senate for approval by Council, when necessary, and made available to library users.</p>

