

University of Limpopo Library & Information Services (LIS)



LIBRARY RULES

CONTACT DETAILS:

Address: Turfloop Campus Library
Private Bag X1112
Sovenga
0727

Telephone: (015) 268 2463/2656

Fax: (015) 268 2198

LIBRARY HOURS

Turfloop Campus

Semester hours

Monday to Thursday: 07:30 – 00:00

Friday: 07:30 – 16:00

Saturday: 08:00 – 16:00

Examination hours

Open 24 hours per day

Vacation hours

Monday to Friday: 07:30 – 16:00

Saturday: Closed

Polokwane and Mankweng Hospital Libraries

Year round

Monday to Thursday: 07:30 – 22:00

Friday: 07:30 – 16:30

Saturday: 08:00 – 16:00

UL Libraries are closed on public holidays and Sundays

UNIVERSITY LIBRARY RULES

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.

1. IDENTIFICATION OF USERS

- a) Staff and students must present their University of Limpopo identity cards before books may be borrowed from the Library.
- b) Other users must present a form of identification acceptable to the Executive Director: Library and Information Services, e.g. identity book, passport, etc.

Note: In special circumstances, Heads of Departments should contact the Executive Director: Library and Information Services to make other arrangements.

2. MEMBERSHIP

Library users have been divided into the following main categories:

a) Staff members:

A staff member means any person compensated by the University of Limpopo for services rendered in either a full-time or a part-time capacity, or a joint appointment:

- i) Academic staff
- ii) Administrative and support staff, including temporary, exchange or leave substitute staff members
- iii) Visiting staff, including exchange staff and visiting researchers

b) Students

- i) Post-graduate students:
- ii) A post-graduate student means any person enrolled at the University of Limpopo for a post-graduate diploma, Honours or an equivalent qualification, Masters or Doctors degree for the current year.
- iii) Undergraduate students:

An undergraduate student means any person enrolled at the University of Limpopo for a B-degree or for an undergraduate diploma

c) External Members:

External members mean any person approved by the Executive Director: Library and Information Services.

External members are people who do not qualify for any of the above membership categories and are not normally entitled to library membership.

The Executive Director: Library and Information Services may in certain cases grant external members library membership, subject to the payment of an annual membership fee.

External membership categories:

- i) Alumni
- ii) Individual
- iii) Corporate

Note: No person can be registered in more than one category

d) Membership Card

Users become members of the Library by registering through the library system. Students and Staff must present their current university identity card to become members of the Library. The student or staff card becomes the official membership card. External members must present a letter signed by an authority of the accredited institution where they are employed or registered. An external membership card will be issued.

Anyone who registers as a UL student or staff and has the University identity is deemed to have accepted the rules of UL Libraries.

Note: Library members are required to inform the LIS of any change of address given during registration.

3. USE OF FACILITIES AND RESOURCES

3.1 Photocopy Service – Note: restricted to library material only.

The service is managed by the Information and Communication Technology (ICT) Department

- a) Photocopying is subject to the Copyright Act.
- b) All users must pay for photocopying and printing.
- c) University ID cards are used to load funds and use for photocopying and printing.

3.2 Literature Searches

- a) A literature search service is available to staff and students to assist them in the tracing of information and literature required for official, study and research purposes.
- b) Training and assistance can be provided for staff and students in conducting literature searches.

3.3 Special collections

- a) The Library houses the Archives, Africana, Government Documents and other special collections.
- b) Such material may only be consulted in the Library.

3.4 Other

- a) The services of other libraries or organisations can sometimes be obtained for users. Any charges levied by these institutions will be passed on to users.

4. LENDING RULES AND PROCEDURES

4.1 No item may be removed from the Library unless its loan has been duly recorded.

4.2 Material that can be consulted in the Library only:

- a) Reference works such as encyclopaedias, dictionaries, yearbooks, indexes, etc.
- b) Material in special collections
- c) Periodicals

4.3 Borrowing privileges

| Patron type | Number of books | Loan Period |
|------------------------|-----------------------------|--------------------------------|
| Academic Staff | Maximum of 10 books | 60 days |
| Administrative Staff | Maximum of 10 books | 30 days |
| Post-graduate students | Maximum of 8 books | 28 days |
| Undergraduate students | Maximum of 5 books | 14 days |
| Special users | Maximum of 5 books | 25 days |
| All patron types | Maximum of 2 reserved books | 2 hours |
| Block loans | Maximum of 20 books | Until 30 November of each year |

Note: Staff may borrow dictionaries in addition to the maximum number of books until 1 November each year.

4.4 Reserve material

- 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.
- b) 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.
- c) A maximum of two reserved books per user for 2 hours will be allowed for use in the Library.
- d) Reserved material cannot be renewed more than twice, after the original loan.
- e) A maximum of two non-book items per student for two hours will be allowed.
- f) Where applicable, students may borrow books overnight and over weekends in accordance with Library conditions.

4.5 Interlibrary Loans

- a) Books, articles and patents may be requested.
- b) Staff, post-graduate students and researchers may use the service.

- c) The loan period will be determined by the lending library.
- d) Users will be charged the full costs for International requests. These costs can be charged against departmental budgets on approval by the Head of the Department.

4.6 Lending procedures

a) General

- i) Users are responsible for material borrowed in their name.
- ii) Library material shall not be written in or defaced in any way, and a user returning to the Library an item which has been damaged, will be liable for the replacement cost of such an item. Users are therefore advised to report defects on any item to the Library staff before removing it from the Library.
- iii) No library material may be borrowed from the Library without a University of Limpopo identity card.
- iv) University identity cards are not transferable.
- v) Library material will not be issued or renewed if there is an outstanding fine.

b) Interlibrary loans

Books and periodicals

Staff members and post-graduate students must complete a request form, which is obtainable on the Library's webpage or in the Interlibrary Loans department. They must also sign a book issue slip on receipt of the book.

4.7 Renewal of loan periods

a) Library material

Renewal for a further period may be requested on or before the due date. Extension will be granted provided that the item is not on hold and there are no outstanding fines.

b) Interlibrary Loans

Material is renewable subject to the approval of the lending library.

4.8 Holding of library material

Users may request that an item on loan be placed on hold for them.

4.9 Return of library material

- a) All library material must be returned by the due date or upon expiry of membership.
- b) Material recalled before the due date must be returned to the Library immediately.

- c) Students who either suspend, cancel or complete their studies, must immediately return all library material in their possession.
- d) Staff who leave the employ of the university must return all library material in their possession.
- e) 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.
- f) Library material may not be sent back to the Library via the internal postal system.

4.10 Fines

- a) An item borrowed from the Library is overdue after the loan period has expired.
- b) A fine will be calculated per item after the loan period has expired. After an item has been overdue for 90 days, rule 4.11(b) will apply.
- c) Users have an obligation to timeously return library material. Overdue notices are only sent as a courtesy reminder.

4.11 Damage to or loss of library material

- a) Users will be held responsible for the loss or damage to any library material in their name, and should not lend such material to other people.
- b) After an item has been overdue for 90 days it will be considered lost and the replacement cost of the latest edition will be recovered.
- c) Where the cost of the lost material exceeds R300.00 the actual cost of the book at current market value plus R100.00 administrative fee will become payable.
- d) In the event where the user 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 to the user.
- e) Costs/charges are subject to annual review by the Library.
- f) Infringements are imposed to encourage users to return items on or before the due date.
A person infringing the Library rules
 - could be suspended or blacklisted for two weeks
 - may have his/her privileges suspended
 - may face disciplinary action
- g) All users are responsible for updating their contact details at UL Libraries.

- h) All students who have outstanding library debt or have overdue library items in their possession will be blocked for registration or will not receive their graduation certificates, until all library debts have been settled

5. GENERAL

5.1 Conduct

- a) The Library is a place for study and research. Silence and orderliness must be maintained.
- b) Eating, drinking and smoking are not allowed in the Library (Spill proof water bottles are allowed)
- c) No cellular phone conversations may be conducted in the Library. Cellular phones must be switched off or put on silent before entering the Library.
- d) Users must be courteous to others at all times.
- e) Mutilation of library material, furniture or equipment is not permitted.
- f) Misuse of library computers and equipment shall result in withdrawal of Library use privileges.
- g) Users should not leave personal belongings unattended. The Library is not responsible for any loss, damage or theft of personal items.

5.2 Charges

- a) The schedule of charges for services, fines, damaged and lost material will be revised and recommended by Senate for approval by Council, when necessary, and made available to library users.

5.3 Verification

- a) To verify personal information, particular forms or documents may be requested such as contract letters, proof of registration, proof of residences, proof of identity, etc.

5.4 Personal information

- a) Personal information held by the Library is confidential and must only be used for the purpose for which it is given.

Approved at the Senate LIS Committee on 27 February 2020