

<b>UNIVERSITY OF PRETORIA</b> <b>Reserved Collection</b>
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**University of Pretoria Library Reserved Collection collection consists of Prescribed and Recommended books from all the faculties.**

**Material to be placed on reserve can be recommended by the:**

- **Lectures**
- **Information Specialist**

### **Policy**

- Books are issued for two hours only
- Only two books are issued at a time to a student
- It is illegal to use somebody else's student card.
- No books to be taken out on behalf of someone else.
- All Reserved Collection material has to be checked out and returned at the Reserved Collection counter at **level 4**.
- No Reserved Collection material which may be renewed or return at level 3 (circulation counter)
- No renewal of Reserved Collection books telephonically
- Students are not allowed to renew Reserved Collection books **ESPECIALLY** during exam time They must wait for a period of 15 min. before any extension period
- Reserved Collection books are not allowed to be kept aside, first come first serve
- Books can be issued out for overnight or for the weekend only two hours before the library closes and have to be returned the following morning when the library opens. ( Monday, Wednesday, Thursday , Friday 07:30) (Tuesday and Saturday 08:30)
- The receipt issued, should be kept as proof that the book was returned

### **FINES**

- Fines will be raised @ R5 per hour from the moment the book is overdue. Service to students with outstanding fines will be suspended.
- Students will be held responsible for books issued to them and any costs for replacing lost or damaged books will be for the student's account.
- Permission for extended borrowing can only be obtained from the Reserved Collection coordinator.

### **Policy for reserving class-notes at Reserved Collection Collection**

- Copyright clearance must first be obtained if class-notes include information taken from Journal articles or chapters from books.
- Two workings days must be allocated for processing the class notes
- Class-notes are issued for one hour only
- When class-notes are damaged, it remains the student's responsibility to replace them
- Students are not allowed to take out class notes overnight or over-the- weekend.