

MEMBERSHIP: PERSONNEL

Title (Prof/Rev/Dr/Mr/Mrs/Miss Personnel no

Surname and initials

National ID-number/passport

1. Departmental address.....

..... If part-time, how many hours/week.....

Telephone: (w) (cell)

Student number (if registered as student)

2. Personal E-mail address

3. Home address:.....

..... Postal code

Telephone: (h)

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. I authorize the Academic Information Service to certify inter lending applications on my behalf.

I hereby confirm that I am aware of the conditions stipulated by the Academic Information Service and agree to abide by the conditions laid down, governing the:

- Inter lending of books
- Internet usage only for academic purposes
- Suspension of academic and administrative services if also registered as a student.

SIGNATURE DATE

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CONDITIONS FOR LOAN OF BOOKS

Full time personnel: 20 books for 30 days

Part-time personnel: 15 books for 30 days

Renewals: Six renewals allowed

Telephone: 012 420-2804, e-mail: www.up.ac.za/asservices/ais/leersentrum/ask.htm, fax 012 362-5100.

Reserved books

It is the prerogative of the Academic Information Service to request a user to return a book if the book is required by the Reserved Section. If a borrower has had a book on loan for 14 days and the book is reserved by another user, the borrower may be requested to return the book.

Overdue books

- 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.
- If a book is lost, the borrower will be held responsible for the replacement fee of the book.
- Fines payable on GV and video material.

Damaged books

Depending on the nature and extent of damage to a book, the borrower will be held responsible for the replacement or repair costs.

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