



***In line with the Protection of Personal Information Act (4 of 2013), the information collected below is to manage library services offered to you. Your personal information will be in the UFS LIS system for 1 year.***

**PLEASE SELECT HOST LIBRARY**

Frik Scott (Health Science) Library	
Neville Alexander (South Campus) Library	
Sasol Library	
TK Mopeli Library	

**PLEASE SELECT ACCESS TYPE**

CHELSA Letter of Introduction	
Prospective M or D Students	
Renewal Membership Fee for Existing Users	
All Other External Users	

**COMPLETE PERSONAL DETAILS**

Title		Surname		Full names	
ID Number				E-mail	
Passport Number				Country	
Postal Address					
Home Address					
Telephone Home		Work		Cell	



<b>STUDENTS FROM OTHER ACADEMIC INSTITUTIONS</b>									
Institution Registered at									
M student		D student					Staff Member		Other
<b>PERSONNEL FROM OTHER ACADEMIC INSTITUTIONS</b>									
Institution						Occupation			
<b>OTHER REASON FOR APPLICATION</b>									

### Agreement

I undertake to abide by the policy of the UFS Library and Information Services as set out below:

- To produce my ID/passport and letter of recommendation as required upon registration.
- Abide by the UFS Library's Code of Conduct.
- Conduct myself ethically and professionally while using library services and facilities.
- When my membership expires, access will no longer be granted to the library or services.
- I will be held liable for the replacement of damaged/lost items and for the replacement costs.

### I understand and agree that:

1. This membership allows me limited use of the services that are offered by the UFS Library and Information Services. I understand that services available to me are restricted due to my status as an external member. This includes limited access to book loans, databases (due to licensing agreements), and staff assistance.
2. Certain services that are available to UFS staff and students may be restricted to external users.
3. This membership cannot be transferred, and no other person may make use of any of the privileges granted in terms of this membership, nor may I act as an agent for others in this regard.
4. I will comply with all the provisions of the Copyright Act.
5. I am not entitled to the use of electronic data services, the use of which is determined in terms of the licensing of the UFS.
6. I understand that my failure to adhere to the rules and policies of the UFS Library and Information Services will result in suspension or revocation of membership privileges.

### Copyright Act

I am aware of the regulations under the Copyright Act, No. 98 of 1978 (as amended), and undertake to adhere to them.

Signature		Date	
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<b>FOR LIBRARY USE ONLY</b>				
Letter of introduction attached		Yes		No
Application Approved		Yes		No
Category Assigned		Lending No		
Library No:				
Receipt No: Deposit		Receipt No: User Fee		
Starting date		Expiry date		
Library Personnel Name		Signature		Date

#### MEMBERSHIP AND ACCESS CARD FEES

**All External User:** R912 **Prospective M&D:** R500 (Refundable)

**Card Access fee:** R125 (at the card division)

#### BANKING DETAILS

**Bank:** **ABSA**  
**Name of Account:** University of the Free State (Main Account)  
**Account number:** 1570 850071  
**Branch Code:** 632005

**Reference for External Library User:** 1431 07867 0198 followed by your Name and Student number.  
**Reference for Card Access:** 413 followed by ID No or External user No

**Please email proof of payment to:**

- **For Library:** UFS Sasol Library – Maggie Melk-Sindwa [SindwaSM@ufs.ac.za](mailto:SindwaSM@ufs.ac.za) cc [sasollib@ufs.ac.za](mailto:sasollib@ufs.ac.za)
- **For Access Card:** Card Division - [HurfordGA@ufs.ac.za](mailto:HurfordGA@ufs.ac.za)



## UFS SASOL LIBRARY POPIA NOTICE (EXTERNAL USERS)

### INTRODUCTION

The University of the Free State Libraries (UFS-LIS) collects limited personal information from external users solely to facilitate access to library services and electronic resources. This notice outlines the types of information collected, the purposes for which it is used, and the measures in place to protect it, in alignment with the requirements of the Protection of Personal Information Act 4 of 2013 (POPIA).

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### 1. What Information We Collect (Valid for 1 Year)

To register you as an external library user, we collect only the information necessary to provide services safely and effectively:

- 1.1. Full name.
- 1.2. Title.
- 1.3. ID number or passport number.
- 1.4. Contact details (email, address, and/or phone number).
- 1.5. Residential or postal address.
- 1.6. Proof of status (alumni, community member, researcher).
- 1.7. Payment records for membership fees.
- 1.8. Institution Affiliated with.
- 1.9. Status at affiliated institution.

### 2. Why We Collect This Information

The library uses your personal information for the following purposes:

- 2.1. . Registering you as an external user
- 2.2. Granting access to library spaces and selected resources. Creating your profile in ALMA, the UFS Library Management System
- 2.3. Granting access to electronic resources permitted for external users
- 2.4. Communication service updates, due date reminder, or account notices.
- 2.5. Ensuring proper use and safety of library systems and resourcesProcessing membership payments and renewals.

### 3. How Your Information Is Protected

In line with POPIA, your information is safeguarded through:

- 3.1. Secure library management system, ALMA.
- 3.2. . Only authorised UFS library staff with ALMA system permissions.
- 3.3. Confidential handling of membership records.
- 3.4. . Automatic deactivation of your ALMA profile once membership expires.

### 4. How Long Do We Keep Your Information

- 4.1. Your personal information is stored for one year, aligned with the duration of your membership.
- 4.2. If your membership expires and is not renewed, your information will be securely deactivated.
- 4.3. Financial records may be retained for longer if required by financial legislation.



## **5. When Information May Be Shared**

Your personal information may only be shared:

- 5.1. With authorised university departments for administrative purposes.
- 5.2. With service providers who support our library systems (under strict confidentiality requirements)
- 5.3. When required by law or legal authority.

## **6. Your Rights Under POPIA**

As an external library user, you have the right to:

- 6.1. Access the personal information the library holds about you.
- 6.2. Request corrections to incorrect or outdated information.
- 6.3. Withdraw consent.
- 6.4. Request deletion of your data when your membership ends.

## **7. How You Can Support Compliance**

- 7.1. Provide accurate information when applying or renewing your membership.
- 7.2. Update your details when they change.
- 7.3. Keep your library card or login details secure.
- 7.4. Report any suspected misuse of your information.

## **8. Contact Information**

For any further information, please contact [sasollib@ufs.ac.za](mailto:sasollib@ufs.ac.za)

(You may include the details of the information/inquiries desk of the library. Or the details of the person who would deal with POPI inquiries at the library).

**I hereby consent to the processing of my personal information by the University of the Free State Library & Information Services as indicated above.**

**Name and Surname of External User**

**Date of Signature**

**Signature of External User**