



BORROWING BOOKS

As a UFS staff member or registered student you may borrow books from all the UFS libraries. However, lending privileges may vary from library to library and different collections.

How many books may I borrow?

	Books allowed	Loan period
Academic staff	25	End of year
Undergraduate students	10	2 weeks
Distance undergraduate students	15	1 month
Postgraduate students	15	2 months
Distance postgraduate students	20	6 weeks
Prospective postgraduates	15	1 month
External Masters/PhDs (CHELSA)	15	2 months
CUADS students	10	1 month
Post-doctorates, Research fellows	25	End of year
Guest researchers	10	2 weeks
Management staff	25	End of year
Support services staff	15	3 months
Temporary academic staff	10	1 month
Temporary support staff	5	2 weeks
Alumni	10	2 weeks

How do I know when my books are due?

Check the date stamp on the date slip in the front of the book. You can also check your due dates by logging in to your library record. Go to the Kovsecat (<http://waqtail.ufs.ac.za>) and select Patron Record in the top right-hand corner. Log in with your library credentials:

Surname

Library patron number (student number with 10 added or staff number with 01 added)

PIN

Where should I return my books?

You can return your books to any campus library.



Will I get a fine if my books are late?

You will be charged a fine for overdue books. A fine of R20 or more will automatically block you from taking out any more books and from using the electronic resources from off the campus.

Fines for Open Shelves books

You will be charged a fine of R2.00 from the day after the expiry of the loan period. This will accumulate with R2.00 every day until the information resource has been returned.

Fines for Reserved books

Prescribed/textbooks and recommended/supplementary books that are placed on short loans:

- An overdue fine of R2.00 will be charged after 2 hours, accumulative after every two additional hours. A total of R51 is payable after 24 hours.
- A fine for overnight use (information resource(s) returned after 10 pm) will be charged at R20.00 per hour. A total of R51.00 is payable after 24 hours.
- A fine for lost information resources will be charged at R100.00 (inconvenience fine) + R70.00 (processing cost) + replacement cost of the information resource(s).
- A fine for failure to return information resources that were recalled will be R50.00.

Fines for books Lost and Paid

You will be charged for the replacement cost of the information resource + R100.00 processing cost. Alternatively you can purchase the information resource and pay only the R100.00 processing cost.