

LIBRARY AND INFORMATION SERVICES

APPLICATION FOR A LETTER OF INTRODUCTION

(Incomplete application forms will not be considered.)

Surname.....	Name.....	Title.....
Identity no	E-mail address	
Address.....		Postal Code.....
Student no/Personnel no.....		Cell no.....
Telephone no (w).....		Study leader
Dept.....	Course	
Research topic.....		
.....		
Of which Library collection do you wish to make use?		
If you previously had a letter for UNISA please supply the UNISA patron number:.....		

I am aware of the formal agreement between South African University libraries, and agree to the following stipulations:

1. Letters of introduction are only issued to **masters** and **doctoral** students who have registered for the current year, or general, academic and research staff in service of the UFS. **Your full particulars must already have been entered into the campus database.**
2. Letters of introduction are only issued for two host libraries at a time.
3. Rules and regulations of the host library must be respected at all times.
4. A letter of introduction enables the client to consult journals and to borrow a specific quota of books for a period stipulated by the host library. Inter library loans and information searches remain the responsibility of the UFS LIS, except if you are prepared to pay the fees charged by the host library.
5. The library issuing the letter of introduction is responsible for any loss or damage to the property of the host library, but any such costs incurred will be debited to your student account.
6. A letter of introduction is only valid until the end of the year in which it was issued.
7. No such letter will be granted if you have any outstanding fines or overdue books at the UFS LIS.
8. No such letter will be granted if you have had outstanding books and/or fines at a host library.
9. No application forms or letters will be faxed.

Signed **Date**

Lending record checked.....	List checked.....	Books outstanding
Fine owing.....	Librarian	Date
Deputy Director.....	Approved / Not approved	Date

B36A/E

