



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 a period of one year

Please select host library:

Select external patron type

CHELSEA 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	



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

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 in an ethical and professional manner 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 replacement of damaged/lost item 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 pertaining to the Copyright Act, No. 98 of 1978 (as well as amendments) and undertake to adhere to these regulations.

Signature		Date	
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FOR LIBRARY USE ONLY					
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	

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

Renewal membership fee: R512 Card Access fee: R120 (at the card division)

Banking Details are as follows:

Credit: University of the Free State (Main Account)
Branch Code: 632005
Account number: 1570 850071

- **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 payments to:

- **For Library:** UFS Sasol Library – Maggie Melk-Sindwa SindwaSM@UFS.ac.za
- **For Access Card:** Card Division - HurfordGA@ufs.ac.za