



LIBRARY AND INFORMATION SERVICE

APPLICATION FOR A LETTER OF INTRODUCTION TO OTHER SOUTH AFRICAN ACADEMIC LIBRARIES

I undertake to pay any subscription fees that might be required.

I am a	MASTERS	DOCTORATE	Student*	OR	ACADEMIC	RESEARCH	Staff*
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* (Tick the relevant block) (Please print)

Full name: _____

Postal address: _____

Tel no: Cell _____ Work _____

E-mail address: _____

NWU Student/Staff no: _____ Campus _____

I.D. no: _____

Faculty: _____

Subject: _____

Programme of Research: _____

Grounds for issuing Letters of Introduction:

1. Letters of introduction are only issued for **two** host libraries at a time.
2. A letter of introduction is **only** valid until the end of the year in which it was issued.
3. No letter of introduction will be issued if a user has any outstanding fine or overdue books at the NWU LIS.
4. User will take personal responsibility for any damaged incurred to hosting library items in his/her account.

I undertake to:

1. Borrow only material that pertains to my study/research.
2. Adhere to the rules of the host library, including the payment of fines or administrative fees levied on overdue or lost items.
3. Take personal responsibility for any damage the host library may incur as a result of my use of any material of the host library's collection.
4. Pay compensation for such damage within one month and thereafter I understand that all outstanding monies due to them will appear on my NWU account.
5. Not demand training and research support from any staff from the host library

Signature of the Applicant: _____ Date: _____

Name of libraries for which the letter(s) is/are required:

- 1.
- 2.

FOR OFFICE USE ONLY:

LIBRARY ACTIVITY:

LOAN SERVICES:

Is the applicant a registered client of the NWU Library?

Yes	No	
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Has the applicant's patron record been updated regarding his/her commitment to the visiting Library(s)?

Yes	No	
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Borrowing activity of the User:

Regular	Often	Seldom	Never	
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Checked by: Name: _____ Signature: _____ Date: _____

INFORMATION LITERACY SKILLS:

Training completed of catalogue and databases

Yes	No	
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If yes, specify _____

RECOMMENDATION BY INFORMATION LIBRARIAN:

Approved	Not approved	
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 Date: _____

Reason for not approving: _____

Name: _____