



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 student		Doctorate student		Academic staff		Researcher	
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(Tick the relevant block) (Write in print)

Full name: _____

Postal address: _____

Residential address: _____

Tel no: (Cell) _____ Email address: _____

NWU Student/Staff no: _____ Campus: _____

ID 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 NOVEMBER in 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.

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 money due to the libraries I visited 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

LOAN SERVICES: LIBRARY ACTIVITY

Is the applicant a registered client of the NWU Library?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Has the applicant's patron record been updated regarding his/her commitment to the visiting Library / Libraries?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Borrowing activity of the User:

Regular	<input type="checkbox"/>	Often	<input type="checkbox"/>	Seldom	<input type="checkbox"/>	Never	<input type="checkbox"/>
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Checked by: Name: _____ Signature: _____ Date ____/____/____

INFORMATION LITERACY SKILLS

Training completed - catalogue and databases

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, specify _____

RECOMMENDATION BY INFORMATION LIBRARIAN

APPROVED	<input type="checkbox"/>	NOT APPROVED	<input type="checkbox"/>
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Reason for not approving: _____

Name & surname in print:

Signature: _____ Date: ____ / ____ / ____

Original details: (10193723) \loan-services-letter-of-introduction-2022.docm
26 August 2022

File reference: 2.13.1