



## **ACCESS TO HIGH QUALITY INFORMATION THROUGH LIBRARY COLLABORATION**

CHELiN is a project of the Cape Higher Education Consortium (CHEC) and consists of the four higher education libraries in the Western Cape.

CHELiN's purpose is to provide optimal access to information and quality information services for all participating institutions, enhancing those possible in any single institution, and to develop additional partnerships where they will further contribute to meeting the needs of users.

### **CHELiN RECIPROCAL ACCESS AND BORROWING AGREEMENT**

*The following libraries are accessible under the CHELiN reciprocal access and borrowing agreement.*

#### **UNIVERSITY OF CAPE TOWN**

<http://www.lib.uct.ac.za>

Chancellor Oppenheimer Library

Health Sciences Library

Law Library [*LLM and Final year LLB students only*]

#### ***In-library Use Only***

Materials from the Special Collections Division (African Studies, Manuscripts & Archives, Rare Books, and Government Publications)

#### **STELLENBOSCH UNIVERSITY**

<http://www.sun.ac.za/library>

Stellenbosch University Library

Engineering & Forestry Library

Theology Library

Music Library

Medicine & Health Sciences Library

#### **UNIVERSITY OF THE WESTERN CAPE**

<http://lib.uwc.ac.za/>

Main Library

Dentistry Library

Community & Health Services Library

#### **CAPE PENINSULA UNIVERSITY OF TECHNOLOGY**

<http://www.cput.ac.za/lib>

Bellville Campus Library

District Six Campus Library

Granger Bay Campus Library

Media City Campus Library

Mowbray Campus Library

Tygerberg Branch Library

Wellington Campus Library

Wellington Agriculture

Library

*The following libraries are excluded from the agreement.*

#### **UNIVERSITY OF CAPE TOWN**

Built Environment Library

Bolus Herbarium Library

Hiddingh Hall Library

Institute for Child Health Library

Music Library

#### **STELLENBOSCH UNIVERSITY**

Bellville Park Campus Information Centre (USBI)

**ACCESS TO CHELiN LIBRARIES AND COLLECTIONS:**

***MAKING INFORMATION MORE ACCESSIBLE***

The CHELiN reciprocal access and borrowing agreement recognises two categories of users, viz. users who are able to access the CHELiN libraries and use their material within the libraries (**CHELiN USERS**), and users who are able to apply for borrowing privileges, as well as using material within the Libraries, in which case certain items may be borrowed from the libraries (**CHELiN BORROWERS**).

**All registered staff and students, excluding short-course students, of the Universities of Cape Town, Stellenbosch and the Western Cape and the Cape Peninsula University of Technology are considered CHELiN USERS and may access the CHELiN LIBRARIES to use the materials within the Libraries, with the following provisions and subject to the specific provisions of each Institution:**

- Access to CHELiN LIBRARIES will be by means of staff and student card, although specific institutions may issue additional Library Access cards where access is controlled electronically.
- CHELiN USERS will abide by the rules of the institution they are visiting.
- **CHELiN USERS must receive training in the use of the Electronic Catalogue at their Home Library (the institution they are registered with).**
- Access to the Electronic Catalogue of all CHELiN LIBRARIES is available at your Home Library.

**All staff, students in possession of a first degree and registered for further study, and students registered for a B-Tech degree are considered CHELiN BORROWERS and may apply to borrow material from CHELiN LIBRARIES in addition to their borrowing privileges at their Home Library, with the following provisions and subject to the specific provisions of each Institution:**

- CHELiN BORROWERS will abide by the rules of the institutions they are borrowing from.
- CHELiN BORROWERS must apply for and obtain a Referral Letter from their Home Library before applying for borrowing membership at a CHELiN LIBRARY.
- Home Libraries may refuse to issue a Referral Letter to a CHELiN BORROWER should they not be prepared to take responsibility for that person's borrowing due to past delinquencies or behaviour, in which case no application for borrowing membership at CHELiN LIBRARIES will be possible.
- Borrowing membership will only be for the academic year for which a CHELiN BORROWER is registered at their home institution or only for the current academic year, i.e. membership will have to be re-applied for at the start of each academic year.
- All borrowed items must be returned to the CHELiN LIBRARY from which they were borrowed
- Full details of a CHELiN BORROWER will be accessible to Circulation Staff of CHELiN LIBRARIES as they are to Circulation Staff of their home LIBRARY.
- CHELiN BORROWERS applying for membership at a CHELiN LIBRARY should do so during normal business hours, and should ensure that they have positive photo identification with them as well as their Referral Letter.
- Where additional cards are issued: this card must be produced when books are borrowed; cards are not transferable and the owner is responsible for books issued on such cards; lost cards must be reported to the Library immediately.

**PLEASE SEE THE FOLLOWING DETAILS WITH REGARD TO SPECIFIC ACCESS, SERVICES AND BORROWING PRIVILEGES FOR EACH CHELiN INSTITUTION.**

**Please note: CHELiN Libraries reserve the right to adjust access, services and borrowing privileges. Please consult the Libraries' webpages before visiting the Libraries.**

**CHELiN Access and Borrowing Service details  
UNIVERSITY OF CAPE TOWN**

**CONTACT PERSONS**

**Chancellor Oppenheimer Library**

Principal Librarian: User Services, tel: (021) 650-3119, e-mail [lib-circulation@uct.ac.za](mailto:lib-circulation@uct.ac.za)  
User Services Officer, tel (021) 650-4356, e-mail [lib-circulation@uct.ac.za](mailto:lib-circulation@uct.ac.za)

**Health Sciences Library**

Principal Librarian, tel: (021) 406-6359, e-mail [health@uct.ac.za](mailto:health@uct.ac.za)

**Law Library**

Principal Librarian, tel: (021) 650-2671, e-mail [lib-law@uct.ac.za](mailto:lib-law@uct.ac.za)

***In-library use only***

Head Librarian, tel: (021) 650-4424

**ACCESS AND SERVICES**

**General access periods:**

During examination periods; 2 weeks prior to mid-term exams; and 3 weeks prior to end-of-term exams NO ACCESS for students not registered at UCT, except for formal CHELiN Borrowers. (Please refer to the UCT website for specific dates: <http://www.uct.ac.za/calendar/>).

**Materials:**

All materials except those on Short Loan may be used in the Library.

**Photocopying:**

Cash cards available for purchase from the Document Centre

**Internet:**

No access.

**Electronic resources:**

No access.

**Short Loan:**

No access.

**Subject reference services:**

None.

**Inter-library Loans:**

No access.

**Knowledge Commons and**

**Research Commons:**

No access

**Use of seminar rooms:**

No access.

**Study facilities:**

No access.

**Library orientation:**

None.

**BORROWING [CHELiN BORROWERS]**

**Registration:**

On presentation of the Referral letter from the home library, the library staff will provide you with a library subscriber number. Take this number to the Access Control Administration Office in the New Properties and Services Building [**during office hours only**] where a Library Access Card will be issued. On presentation of this card at the Library, formal registration will take place. No charge is applied.

**Loan materials:**

Only "Open shelf" books may be borrowed.

**Non-loan materials:**

Journals, DVDs or videos.

**Loan quota:**

Six items.

**Loan period:**

One week.

**Renewals:**

Three renewals (this may be done telephonically), unless required by another user.

**Fines:**

Fines accrue at R 2.00 per day per item.

**Cash limit for fines:**

R50.00, after which borrowing membership will be suspended until such time as the fine is paid.

**Overdue notices:**

Two notices will be sent, the first after items are one week overdue, and the second when items are two weeks overdue.

<b>Accounts:</b>	An account for the replacement cost of a long overdue item plus an administrative charge of R 250.00 will be sent after four weeks, and borrowing membership will be suspended.
<b>Lost/damaged items:</b>	An account for the replacement cost of a lost item plus an administrative charge of R 250.00 will be sent one week after the item was reported lost and borrowing membership will be suspended until the costs have been settled.
<b>Recalls:</b>	Failure to return a recalled book by the due date will result in fines of R5.00 per day and may result in immediate termination of privileges.
<b>Holds:</b>	Holds may be placed on all “Open shelf” items.

## STELLENBOSCH UNIVERSITY

### CONTACT PERSONS

#### **Stellenbosch University Library**

Head: Circulation Division, tel: 021 808 3722, e-mail [jsg\\_uidl@sun.ac.za](mailto:jsg_uidl@sun.ac.za)

#### **Engineering and Forestry Library**

Branch Librarian, tel: 021 808 4978, e-mail [ing\\_bib@sun.ac.za](mailto:ing_bib@sun.ac.za)

#### **Theology Library**

Branch Librarian, tel: 021 808-3252, e-mail [kwe\\_bib@sun.ac.za](mailto:kwe_bib@sun.ac.za)

#### **Music Library**

Branch Librarian, tel: 021 808 2337, e-mail [mus\\_bib@sun.ac.za](mailto:mus_bib@sun.ac.za)

#### **Medicine & Health Sciences Library**

Branch Librarian, tel: 021 938 9368, e-mail [genbib@sun.ac.za](mailto:genbib@sun.ac.za)

### ACCESS AND SERVICES

#### **General access**

During 1<sup>st</sup> exam period the SU Library is accessible for SU staff, SU students and CHELiN borrowers only. See [CHELiN guide](#) and [Library Hours](#) on the Library and Information Service website.

#### **Materials:**

All materials except those on Shortloan may be used in the Library.

#### **Copy and print:**

Cash facilities are available

#### **Internet:**

No access.

#### **Electronic resources:**

Limited access, subject to licence agreements

#### **Shortloan:**

No access.

#### **Library orientation:**

None

#### **Subject reference services:**

None.

#### **Inter-library Loans:**

No access.

#### **Seminar rooms:**

No access.

#### **Distance services:**

None.

#### **Learning Commons:**

No access.

#### **Reseach Commons:**

No access.

### BORROWING [CHELiN BORROWERS]

#### **Registration:**

On presentation of the Referral letter from the home Library membership will be assigned.

#### **Loan materials:**

Only “Open shelf” books may be borrowed, except for 7-day loan books.

#### **Non-loan materials:**

All material, including 7-day loan books, except for “Open shelf” books. No journals, dvd’s or cd’s

<b>Loan quota:</b>	Six items.
<b>Loan period:</b>	Two weeks.
<b>Renewals:</b>	Two per item (within a maximum renewal period of forty-two days) unless required by another user.
<b>Fines:</b>	Fines accrue at R1.00 per day per item.
<b>Cash limit for fines:</b>	R30.00, after which Borrowing membership will be suspended until such time as the fine is paid.
<b>Overdue notices:</b>	Overdue notices are sent by e-mail, after items are one week overdue.
<b>Accounts:</b>	An account for the replacement cost of a non-returned item will be sent after four weeks, and borrowing membership will be suspended until all costs are settled.
<b>Lost/damaged items:</b>	Replacement cost is payable to the Library.
<b>Recalls:</b>	Items may be recalled after seven days.
<b>Holds:</b>	Unlimited for "Open shelf" books excluding 7-day loan books.

## UNIVERSITY OF THE WESTERN CAPE

### CONTACT PERSONS

#### **Main Library**

Head: Circulation Services, tel: (021) 959-2073, e-mail [circadmin@uwc.ac.za](mailto:circadmin@uwc.ac.za)

#### **Dentistry Library**

Branch Librarian, tel: (021) 937-36185

#### **Community & Health Sciences Library**

Branch Librarian, tel: (021) 959-2684

### ACCESS AND SERVICES

#### **General Access**

Mid- and final year examination periods; NO ACCESS for Students not registered at UWC, 2 weeks prior to the start of the Examinations, except for formal CHELiN borrowers.

#### **Study facilities:**

Available in the Main Library.

#### **Materials:**

All materials may be used in the library.

#### **Photocopying:**

Cash only facilities available

#### **Internet:**

Limited wi-fi access via own device

#### **Electronic resources:**

Limited access, subject to licence agreements.

#### **Shortloan:**

No access.

#### **Library orientation:**

None.

#### **Subject reference services:**

None, basic reference services only.

#### **Inter-library loans:**

No access.

#### **Seminar rooms:**

No access.

#### **Distance services:**

None.

24/7 Study Facility

No access.

Knowledge Commons

No access.

Post Graduate Resource Unit

No access.

### BORROWING [CHELiN BORROWERS]

#### **Registration:**

On presentation of the Referral letter from the home library, a form should be completed and taken to the Admin Bldg [**during office hours only**] where a Library Access Card will be issued. On presentation of this card at the Library, formal registration will take place. Access card fee reviewed annually.

#### **Loan materials:**

Only "Open shelf" books, including theses, may be borrowed.

<b>Non-loan materials:</b>	All materials except for “Open shelf” books and theses. No journals or videos.
<b>Loan quotas:</b>	Students: Four items Staff: Six items.
<b>Loan periods:</b>	Four weeks.
<b>Renewals:</b>	Items may be renewed once only. Renewals may be made in person, telephonically, or online via your library account.
<b>Fines:</b>	R1.00 per day per item
<b>Cash limit for fines:</b>	R20.00, after which borrowing membership will be suspended until such time as the fine has been paid.
<b>Overdue notices:</b>	Three overdue notices will be sent over a four week period.
<b>Accounts:</b>	An account for the replacement cost of a non-returned item plus an administrative charge of R50.00 will be sent after six weeks, and borrowing membership will be suspended until all costs are settled.
<b>Lost/damaged items:</b>	Replacement cost is payable to the Library.
<b>Recalls:</b>	Items may be recalled after seven days.
<b>Holds:</b>	Holds may be placed on all “Open shelf” items that are in circulation.

<b>CAPE PENINSULA UNIVERSITY OF TECHNOLOGY</b>
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**CONTACT PERSON**

**District Six Library (added)**

Branch Librarian tel: (021) 460-3226, e-mail [CapeTownLibrary@cput.ac.za](mailto:CapeTownLibrary@cput.ac.za)

**Bellville Library**

Branch Librarian, tel: (021) 959-6210, e-mail [BellvilleLibrary@cput.ac.za](mailto:BellvilleLibrary@cput.ac.za)

**Granger Bay Library**

Branch Librarian, tel: (021) 440-5711, e-mail [GrangerBayLibrary@cput.ac.za](mailto:GrangerBayLibrary@cput.ac.za)

**Mowbray Library**

Branch Librarian, tel: (021) 680-1537, e-mail [MowbrayLibrary@cput.ac.za](mailto:MowbrayLibrary@cput.ac.za)

**Wellington Library**

Branch Librarian, tel: (021) 864-5261, e-mail [WellingtonLibrary@cput.ac.za](mailto:WellingtonLibrary@cput.ac.za)

Wellington Agricultural Branch, Branch Librarian, tel: (021) 864-5261, email [WellingtonLibrary@cput.ac.za](mailto:WellingtonLibrary@cput.ac.za)

**Tygerberg Branch**

Branch Librarian, tel: (021) 931-4153, e-mail [TygerbergLibrary@cput.ac.za](mailto:TygerbergLibrary@cput.ac.za)

**ACCESS AND SERVICES**

<b>Study facilities:</b>	Study facilities will be restricted to CPUT students should demand exceed availability of study space.
<b>Materials:</b>	All materials may be used in the Library.
<b>Photocopying:</b>	No access.
<b>Internet:</b>	No access.
<b>Electronic resources:</b>	No access.
<b>Shortloan:</b>	In-library use only.
<b>Library orientation:</b>	Available if needed.
<b>Subject reference services:</b>	Available if needed.
<b>Inter-library loans:</b>	No access.
<b>Use of seminar rooms:</b>	No access.

**Distance services:** None.

### **BORROWING [CHELiN BORROWERS]**

<b>Registration:</b>	On presentation of the Referral letter from the home Library membership will be assigned.
<b>Loan materials:</b>	Only “Unrestricted” books may be borrowed.
<b>Non-loan materials:</b>	All materials except for “Unrestricted” books. No journals or audio visual material
<b>Loan quota:</b>	Students: Two items Staff: Three items
<b>Loan periods:</b>	14-day loan
<b>Renewals:</b>	Items may be renewed once only. Renewals may be made in person or telephonically
<b>Fines:</b>	Fines accrue at: R1.00 per item per day (Unrestricted), R 2.00 per item per hour or part thereof (Shortloan materials).
<b>Cash limit for fines:</b>	Borrowing privileges will be suspended immediately until such time as the fine has been paid.
<b>Overdue notices:</b>	One overdue notice will be sent when the item is two weeks overdue or depending on the loan period.
<b>Accounts:</b>	An account for the replacement cost of a non-returned item plus an administrative charge of R100.00 will be sent after five weeks, and borrowing membership will be suspended until all costs are settled.
<b>Lost/damaged items:</b>	Replacement cost is payable to the Library.
<b>Recalls:</b>	Items may be recalled after seven days.
<b>Holds and reservations:</b>	On “Unrestricted” books only.

### **GENERAL CODE OF CONDUCT AT ALL CHELiN LIBRARIES**

- All CHELiN USERS will abide by the rules of the institution they are visiting.
- CHELiN BORROWERS are responsible for all items issued against their membership cards.
- All borrowed items should be returned or renewed (where permitted) on or before the due date.
- All recalled items should be returned immediately to the Library where borrowed from.
- Fines are charged on all overdue items.
- Users are required to take care of library materials. The loss or theft of any item should be reported immediately to the Library from which it was borrowed.
- Loss or theft of a borrowing membership card should be reported to the issuing Library immediately to prevent fraudulent use for which you will be held responsible.
- Theft, vandalising, mutilating, defacing or marking library materials are disciplinary offences.
- A quiet study environment is essential in all reading areas of any library. Discussions should be held outside these areas and loud conversations should take place outside the building.
- No food or drink of any kind may be brought into the Library.
- No cell phones may be used to make or receive calls in any Library.
- No games of any kind may be played in any Library.
- Computers in Libraries may only be used for accessing the Alma computerised catalogue, unless specifically permitted in this document by an individual institution.
- All campuses are gun free. No weapons of any kind are allowed on the premises.
- Do not leave your valuables lying around and unattended.

***CHELiN LIBRARIES reserve the right to terminate all access privileges in instances of abuse of loan privileges or misbehaviour, even if fines and costs are paid, and to terminate access and/or privileges for misuse of facilities or resources of any kind, for violation of any aspect of this policy, or for violation of the student or staff code of conduct.***