



University of KwaZulu-Natal Library, Pietermaritzburg

## SERVICES FOR SUBSCRIBERS

### Library guide

#### Costs

Annual subscriptions	-	pensioners	R285.00
	-	non-pensioners	R570.00
Alumni	-		R285.00
Borrower card	-	all	R 35.00

#### Borrowing privileges

- 6 books for 2 weeks
- 6 audio-cassettes for 2 weeks
- 5 journals for 3 days
- 1 DVD/video overnight

#### Inter-Library Loans

Available provided that prior arrangements are made with Inter-Library loan staff before 16h00 (weekdays only). There will be a R20.00 charge for each successful request.  
Theological Cluster books: 2 books for 21 days

#### Photocopying

Photocopy Unit on the Lower Ground floor provides coin and card operated photocopy machines.

#### Reservations

If required material is on loan a reservation form should be filled in and left at the Issue Desk.

#### Subject Librarians

Subject Librarians are available to assist in finding information.

#### Contact details

Issue Desk 033 2605258  
Inter Library Loans 033 2606272

**Regrettably we are unable to offer access to the Internet to Subscribers or honorary subscribers:**

### **Borrowing Items from the Library**

To borrow books, journals and other items, the patron must present the item and the Library Card at the Issue Desk. The library reserves the right to shorten the normal loan period and to recall material before the due date if the material is reserved or urgently required by another borrower. The due date is stamped on the date due sheet of all items borrowed. Non UKZN patrons may not be allowed to borrow some types of library materials.

### **Renewals**

All books may be renewed three (3) times including the initial due date. But there are no renewals for videos, CDs, DVDs, Theses and Journals. Books reserved (placed on hold) by another user may not be renewed. The Library reserves the right to shorten the normal loan period and to recall library material before due date if the material is reserved or urgently required by other users.

Items may be renewed items either personally at the Issue Desk, [telephonically](#) or electronically via [iLink](#), the online catalogue. To do this, login with a library I.D. and pin, click on My Account and then select the option to renew items. If you do not have internet access you may renew them at the Issue Desk or telephonically.

### **Returning Items**

Items are due back in the Library by closing time on the date due. All items returned after closing time may be put into the book drop on the lower level of the Library.

### **Overdues and Fines**

Daily fines are charged for all overdue items. Fines may vary according to the category of material.

A fine of 50 cents per day is levied for all library books, audio-tapes, CDs and journals that are returned late. A fine of R1.00 per day will be levied for all Multimedia items. Should a borrower incur a fine of R30.00 or more, (s)he will automatically be blocked from borrowing further material until the fine is paid.

Patrons are barred from borrowing new material if any items are more than 90 days overdue and / or fines are outstanding. Please report lost or damaged items to the issue desk of the library from where the item was borrowed.

Any borrower who fails to return items to UKZN Libraries or to any library with which UKZN has a co-operative borrowing or access agreement, or who fails to pay fines or costs owing, may have borrowing privileges withdrawn or suspended.