

LIBRARY RULES ACCORDING TO LOSS, DAMAGE AND THEFT OF LIBRARY MATERIAL.

- * The member is responsible for all items borrowed in his/her name. The onus is therefore on the member to report lost or stolen cards to the library immediately.
- * All items are subject to the loan period prescribed for that particular type of material
- * Members are advised to ensure that the material they returned is given to library staff and the loan is cancelled. Materials should not be left on the counter, as the library will not accept responsibility for lost materials.
- * Fines are payable on all overdue items.
- * If a user returns an item that is damaged, i.e. loose cover, loose pages or missing pages, the user will either be required to pay repair costs or the replacement cost of the item.
- * If a user returns items late three two times in succession, she/he will not be allowed to borrow items from the library for one month.
- * No items will be issued to the user until all outstanding fines are paid and the user's name has been cleared from the library system.
- * Users may be asked to show their books, files, bags, etc. to the library staff before leaving the library.
- * Users are entitled to pay for each copy made including the flops.

Loans

The maximum number of lending privileges and the lending period is determined by the membership category and the type of material required

- FET students- 3 books- period of 2 weeks, 1 renewal
- 1st, 2nd and 3rd years- 4 books- period of 2 weeks, 2 renewal

Returns

Library material must be returned before expiry of the lending period.



Renewal

Library material may be renewed once or twice for an additional loan period, unless requested by another client. Once the renewal date has been reached, the material must be returned to the Library.

Missing Books

Library material neither on loan nor on the designated shelf should be reported to the lending section of the library. The staff will try to locate the missing item and report back to the client.

Lost Books

Clients, who do not return or renew borrowed items within 4 weeks of the due date, will receive an account for the replacement cost of the items + fines. Clients who have lost library material should report this immediately to the library. Clients will have the option to pay the replacement cost of the item or to offer a matching replacement copy in its place.

Lost Library material	
Standard minimum price	R300.00
Item more than R270.00	Actual replacement cost
Book out of print	R800.00

* Library material which has been lost or not returned for any reason whatsoever will result in:

- the member being denied further use of the library until such time as the item has been returned in reasonable condition or the replacement value of the item has been paid in full.
- Disciplinary proceedings, in accordance with the College's disciplinary code may be instituted against persons who:

(i) Attempt to leave the library with an unissued item:

- a first time offender will be put on the Library's list of offenders and will be given a written warning.
- a 2nd time offender will be fined R200.00 and put on the list of offenders.
- a 3rd time offender will be referred to the Registrar





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(ii) Attempt to steal library property:

- *a first time offender will be put on the Library's list of offenders and will be fined R500.00.*
- *a subsequent offender, will be referred to the Registrar.*

* Cause deliberate damage to library material by mutilating, attempting to mutilate material by marking, underlining, or removing pages or portions of pages, removing binding or cutting pictures:

- *1 st time offender will be put on the Library's list of offenders and will be fined R500.00. If the price of the item exceeds R500.00, the offender will pay the replacement cost of the item.*
- *a subsequent offender will be referred to the Registrar.*

Any alleged offender who refuses to pay the fines or replacement costs will be referred to the Registrar.

