

BORROWER PRIVILEGES

TYPE OF USER	TYPE OF MATERIAL	BORROWING PRIVILEGES
Permanent Staff [P]	Books	8 Weeks Renewable Permanent Loan (Annually Renewable)
Contract Staff [C]		4 Weeks Renewable*
Student [CS]		4 Weeks Renewable*
Visiting Scientist [VSc]		4 Weeks Renewable*
Visiting Student [V]		4 Weeks Renewable*
Outside User or Visitor [V]		2 Weeks Renewable* once by Telephone

TYPE OF MATERIAL	BORROWING PERIOD	NOTES
Books	See above	
Serials	Overnight loan**	Latest Issues
Serials	2 Weeks No Renewal	All issues except latest
Newspapers	None	
Reference	None	This includes Legislation, Standards, Internal Documents and Reports

NOTES

- [P] Permanent Staff: Staff who is permanently employed and who have an iThemba LABS staff number. (On payroll – can be verified with HR).
- [C] Contract Staff: Staff who is employed for a set period of time and who have an iThemba LABS staff number. Begin and End dates of contract to be entered into system. (On payroll – can be verified with HR).
- [VS] Students: Individuals who are registered at an educational institution (local or abroad) and who have a valid and current student number. Student has to provide student card or letter from academic institution to verify current status.
- [CS] Students: Individuals who are registered at an educational institution (local or abroad), who have a valid and current student number, but also have an employment contract with iThemba LABS and an iThemba LABS staff number. (on payroll – can be verified with HR).
- [VSc] Visiting Scientist: These are scientists who are affiliated with research institutions (local or abroad) and who will be making use of iThemba LABS facilities for a pre-determined period of time). Please take down their local contact details as well as their home institution details.
- [V] A person not affiliated with any institution – includes retired scientists.

The general public has no borrowing privileges and may only make use of the LIS facilities on site. Special privileges may be authorized by the HEAD: LIS.

All borrowers who are not registered on the system have to complete a Borrower Registration Form
P, C and S categories of Borrowers are registered with their iThemba LABS Staff Numbers on the system

V categories of Borrowers are allocated a V series Borrower Number (see list)

*Books are renewable if there is no one on the waiting list

**Overnight Loans means a journal may be issued after 16:00 in the afternoon and has to be returned by 09:00 the next morning or from Friday afternoon after 16:00 until Monday morning 09:00