



LIBRARY AND INFORMATION SERVICES

APPLICATION FOR A LETTER OF INTRODUCTION TO OTHER ACADEMIC LIBRARIES (CHELSA RECIPROCAL MEMBERSHIP)

(Completed application forms to be sent to Ms Reshmee Jadoo jadoor@dut.ac.za)

Surname..... Name..... Title.....
Identity no. E-mail address
Address..... Postal Code
Student/Staff no. Cell no.
Telephone no. (w)..... Supervisor.....
Dept. Course
Research topic.....
.....
Library collection you wish to make use of?

I am aware of the formal agreement between South African University libraries, and agree to the following

1. Letters of introduction are only issued to **masters** and **doctoral** students who have registered for the current year; or general, academic and research staff in service at DUT. **Your full particulars must already have been entered into the university database.**
2. Letters of introduction are only issued for two host libraries at a time.
3. Rules and regulations of the host library must be respected at all times.
4. A letter of introduction enables the student/staff member to consult journals and to borrow a specific quota of books for a period stipulated by the host library. Inter library loans and information searches remain the responsibility of DUT library.
5. The student/staff member takes personal responsibility for damage that they may incur as a result of the use of any material of the host library's collection.
6. A letter of introduction is only valid until the end of the year in which it was issued.
7. Letters will be granted to student/staff member provided they have no outstanding fines or overdue books at DUT library.

Signed..... Date

For official use only:

Registered for current year ☐ Lending record checked ☐ Fines owing

Date.....

Circulation Coordinator Approved / Not approved Date.....