



## BORROWING BOOKS

As a UFS staff member or registered student you may borrow books from all the UFS libraries. However, lending privileges may vary from library to library and different collections.

### How many books may I borrow?

	Books allowed	Loan period
<b>Staff</b>	25	End of year
<b>Undergraduate students</b>	10	2 weeks
<b>Postgraduate students</b>	15	1 month
<b>Prospective postgraduates</b>	10	2 weeks
<b>Post-doctorates, Research fellows</b>	25	End of year
<b>Temporary staff</b>	15	1 month
<b>Visiting researchers</b>	10	2 weeks
<b>Retired staff</b>	15	2 months
<b>Farmovs-Parexel staff</b>	25	End of year
<b>Postal clients</b>	20	6 weeks
<b>External clients</b>	10	2 weeks

### How do I know when my books are due?

Check the date stamp on the date slip in the front of the book. You can also check your due dates by logging in to your library record. Go to the Kovsecat (<http://wagtail.ufs.ac.za>) and select Patron Record in the top right-hand corner. Log in with your library credentials:

Surname

Library patron number (student number with 10 added or staff number with 01 added)

PIN

### Where should I return my books?

You can return your books to any campus library.

### Will I get a fine if my books are late?

You will be charged a fine for overdue books. A fine of R20 or more will automatically block you from taking out any more books and from using the electronic resources from off the campus.