



Access to Library Resources, Services and Facilities

The Library offers a diverse array of resources, services and facilities which must be managed in accordance with its mandate and mission to serve the University community. This mandate is tempered by an annual budget which offers limited scope for expansion of collections.

For this reason it is important that access to Library materials is protected for the Library's primary constituency, which is the student body. The physical environment, including seating space and computer workstations, is also under pressure. Similarly, Library staff time should be reserved to serve the needs of bona fide Library users.

The primary users of the Library collections and facilities are registered students and the staff appointed by the University. It is recognized that a complex organization such as a university will throw up a number of other categories of legitimate users who may wish to claim library privileges.

The Library offers the following draft guideline which outlines categories of users and the privileges accorded to them. It also defines responsibilities for academic and administrative departments who wish to promote such privileges.

The tables in the following pages refer to the following resources

Services	Collections	Facilities
Loans	Open Shelves [OS]	Self Learning Zone [SLZ]
Inter-Library Loans	Malangatana Reading Room [MRR]	Knowledge Commons[KC]
Photocopying	Special Collections [SC]	PGRC PostGraduate Resource Centre [PGC]
PCs and printing	Electronic resources, including eBooks [eR]	Group Study Rooms [GSR]
	Short Loan [SL]	Training Rooms (6 and 7) [TR]
	Multimedia Centre [MMC]	Meeting Room and Conference Room (9 and 10) [MR]
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UWC LIBRARY: USER CATEGORIES & PRIVILEGES

User category	Description	Authorisation	Validity	Novell login	Services	Collections	Facilities	Loan Rule
Prospective Students / Day visitors	These students are required to register before they are entitled to Library privileges ; Day visitors would like to look over the library	May sign in at Security Counter, with ID, + R20.00 ENTRANCE FEE (DATED RECEIPT) to use limited resources	n/a For the day	None	PHOTOCOPIER FACILITIES CAN BE ARRANGED	OS;MRR	None	None
Undergraduates	Years 1-3 of study	Registrar (Student card)	Academic year Jan-Dec	Yes	ALL	ALL	ALL except PGRC	4 items for 2 weeks
Honours & Partial Honours	Honours & 4 th or 5 th yr students – eg, Law (not those repeating a year of a 3 yr degree)	4TH AND 5TH YEARS GIVEN "PARTIAL HONOURS" STATUS REGISTRAR (STUDENT CARD)	Academic year Jan-Dec	Yes	ALL	ALL	ALL except PGRC	10 items for 4 weeks
Senior Postgraduates (Masters & PhD)	Masters & Doctoral students	Registrar (Student card)	Academic year FEB TO FEB <i>(VISITOR CARD GIVEN TO STUDENTS FINISHING THESES BETWEEN BEG OF TERM AND GRADUATION, BASED ON LETTER FROM REGISTRAR)</i>	Yes	ALL	ALL	ALL	10 items for 4 weeks
Short Course Participants	Participants of a recognised short course managed via the Registrar's Division	REGISTRAR (SHORT COURSE CARD ISSUED) + LETTER FROM FACULTY TO STAND SURETY AGAINST REPLACEMENT OF LOST MATERIALS	Course duration (Start and End date)	Yes - for duration of course	ALL except for ILL	ALL	ALL except PGRC	4 items for 2 weeks
Visiting Research Students	Postgrad students registered at a foreign university who are co-supervised by a UWC staff member, or are doing research in conjunction with UWC	REGISTRAR - SPECIAL REGISTRATION (STUDENT CARD)	ACADEMIC YEAR FEB-FEB	Yes	ALL	ALL	ALL	10 items for 4 weeks

User category	Description	Authorisation	Validity	Novell login	Services	Collections	Facilities	Loan Rule
Visitor (Short-term)	Visitors who are on campus for a length of time and require access to do research in conjunction with a UWC member of staff.	LIBRARY FORM WITH PHOTO AND DURATION OF VISIT; SIGNED BY HOD INCL. SURETY FOR LIBRARY MATERIALS. Visitor Cards prepared by Admin, issued by the Library	Expiry date - restricted to less than 3 months. Stipulated time period	Yes - HOD ARRANGES WITH ICS HELPDESK TO AVAIL A TEMPORARY VISITOR LOGIN WITH STIPULATED START-END DATE	No ILL	No SL; E- RESOURCES ON CAMPUS ONLY	ALL except PGRC	6 items for 2 weeks
Visitor	Visitors who are on campus for a length of time and require access to do research in conjunction with a UWC member of staff ie. Exchange research collaboration.	LETTER AND COPY OF ID FROM DVC: RESEARCH & DEV -INCL. SURETY FOR LIBRARY MATERIAL. VISITOR CARD PREPARED BY ADMIN, ISSUED BY THE LIBRARY	Expiry date - longer than 3 months. Stipulated time period	Yes – DVC'S OFFICE ARRANGES WITH ICS HELPDESK TO AVAIL A TEMPORARY VISITOR LOGIN WITH STIPULATED START-END DATE	ALL	ALL; E- RESOURCES ON CAMPUS ONLY	ALL except PGRC	10 items for 4 weeks
Postdoctoral Researchers	Researchers who have been awarded a postdoctoral fellowship. Coded as "special students".	FACULTY ARRANGES A CARD THROUGH REGISTRAR'S OFFICE (STUDENT NUMBER)	ACADEMIC YEAR FEB- FEB	Yes	ALL	ALL	ALL	10 items for 4 weeks
Staff (Permanent) and Staff (3-5 year contract)	Academic & Administrative Staff members	Human Resources (Staff card)	Indefinite, until notice of termination or as stipulated in HR appointment letter -	Yes	ALL	ALL	ALL except PGRC	30 items for 12 weeks
Staff (Short Contract or Temporary)	Academic & Administrative Staff members	Human Resources (Staff card)	Duration of Contract, as stipulated in HRD appointment letter (maximum of 5 yrs)	Yes	ALL	ALL	ALL except PGRC	10 items for 12 weeks
Staff (Retired)	Former academic & administrative staff members (for Professors Emeritus see Honorary Titles user category)	HR Letter of Confirmation (CARD PREPARED BY ADMIN, ISSUED BY THE LIBRARY)	While resident in Cape Town	No	No ILL	No SL or E-Resources		4 items for 2 weeks

User category	Description	Authorisation	Validity	Novell login	Services	Collections	Facilities	Loan Rule
Alumni (Convocation)	Graduates of UWC	Card for admission, prepared by Administration, issued by Library	LETTER FROM INSTITUTIONAL ADVANCEMENT OR ALUMNI OFFICE	No	PHOTOCOPIER FACILITIES MAY BE ARRANGED; No ILL	In-house use of books, journals; LIBRARY STAFF ENABLE INHOUSE USE OF E- RESOURCES		None
Honorary Titles	People Council has deemed Honorary Associates of the University	Council (via Senate)						
	Professor Emeritus / Associate Professor Emeritus	HR LETTER OF CONFIRMATION / HR HONORARY TITLES LIST	Indefinite but confirmation still living every 3 years	Yes	ALL	ALL	ALL except PGRC	30 items for 12 weeks
	DISTINGUISHED FELLOW	HR LETTER OF CONFIRMATION / HR HONORARY TITLES LIST	Indefinite but confirmation still living every 3 years	Yes	ALL	ALL	ALL except PGRC	30 ITEMS FOR 12 WEEKS
	HONORARY PROFESSOR	HR LETTER OF CONFIRMATION / HR HONORARY TITLES LIST	Indefinite but confirmation still living every 3 years	Yes	ALL	ALL	ALL except PGRC	30 ITEMS FOR 12 WEEKS
	VISITING PROFESSOR / VISITING FELLOW	HR LETTER OF CONFIRMATION / HR HONORARY TITLES LIST	3 years	Yes	ALL	ALL	ALL except PGRC	30 ITEMS FOR 12 WEEKS
	SENIOR RESEARCH ASSOCIATE / RESEARCH ASSOCIATE / CLINICAL ASSOCIATE /ASSOCIATE	HR LETTER OF CONFIRMATION / HR HONORARY TITLES LIST	3 years	Yes	ALL	ALL	ALL except PGRC	30 ITEMS FOR 12 WEEKS

User category	Description	Authorisation	Validity	Novell login	Services	Collections	Facilities	Loan Rule
Cape Town Residents	<p>People with no relationship with UWC who live in Cape Town & apply to use the Library FOR A CHARGE OF R1000 PER ANNUM.</p> <p>OR:</p> <p>Postgraduate students of other universities with CHELSA document - must be Cape Town residents (NO CHARGE)</p>	<p>CARD PREPARED BY ADMINISTRATION, ISSUED BY THE LIBRARY. PAY AN ANNUAL SUBSCRIPTION FEE OF R800, but free for CHELSA students</p>	<p>Annual - January to December; NO PRO-RATA FOR PAYMENTS AFTER JUNE, BUT 50% MAY BE RETURNED FOLLOWING SAFE RETURN OF ALL MATERIAL</p>	No	<p>PHOTOCOPYING FACILITIES CAN BE ARRANGED</p> <p>No ILL</p>	No SL or E-Resources		4 items for 2 weeks
ILL (Borrowing Libraries)	Institutions borrowing material from UWC	Belong to the SA InterLending Scheme		No	Borrowing rights only	No SL, High demand, Multimedia or Audiovisual materials	None	4 weeks

