



Library4.0

For the  of learning

BINDERY LOCKDOWN
REGULATIONS

Private Client submission of bindery material

- When the client arrives, **circulation or security staff** will call **Bindery staff** to attend to the client with a trolley to collect the material
- Fill in the intake form
- **Submit the completed intake** form to the circulation staff member for payment
- The client will then **place the material on a trolley/** or alternatively the bindery staff **wearing gloves** will receive the material from the client.
- If the client is using the **EFT payment** method, his/her material will only be processed **after proof of payment has been emailed to Margo or Michael**
- If the client is using the **Cost Code payment** method, his/her material will only be processed upon **submission of the memo signed by the Head of Faculty.**

Private Client collection of bound material

- Upon arrival at the Library, the circulation or security staff will call Bindery staff to attend to the client.
- The client will sign off the collection note slip

NB: No access to bindery by clients.