

Member-Institutions of CHELSA (Committee for Higher Education Librarians of South Africa): The 22 registered universities in South Africa

The following provisions, abstracted from the Memorandum of Understanding of the Committee for Higher Education Librarians of South Africa apply:

- *The parties agree to make their libraries available to registered masters and doctoral students; in terms of the conditions specified.*
- *The parties further agree to make their libraries available to one another for use by academic and research staff; in terms of the conditions specified.*
- *The above does not preclude individual agreements between member libraries.*
- *The institutions will deal with occasional visitors in terms of their established policies.*

SPECIAL MEMBERSHIP OF OTHER LIBRARIES UNDER CERTAIN CIRCUMSTANCES

6.1 Special membership of other university libraries

As agreed under clause 8, the general system with regard to mutual assistance and service rendering is based on the use of electronic means and of the interlibrary loan scheme. Under certain circumstances of merit, the head of a university library or a person duly authorized may approve special membership to persons described in clause 5 on presentation of a standard letter of introduction signed by the head of the home institution or a person duly authorized (see appendix for specimen). No other letter of introduction will be acceptable.

6.2 Letters of introduction issued by heads of university libraries

When a member of staff or a student (as described under clause 5 hereof) of a university wishes to use the library and information services of another university library, it will be necessary for the client to obtain a signed standardized letter of introduction from the head of the home university library, or from a person who has been duly authorized, and to present such letter to the head of the hosting university library for acceptance. No other letter of introduction will be acceptable.

6.3 Grounds for issuing of letters of introduction

Letters of Introduction for special membership of a university library will not be provided to persons described in Clause 5 merely on the grounds of wishing to access a university library other than their home institution library.

Grounds for issuing Letters of Introduction should be:

- Evidence of inadequacy of the home institution library's resources in a particular academic area.
- Special research requirements that cannot be met by the home institution library.

Where a Masters or Doctoral student has registered at his/her home institution and in the opinion of the head of the university library or a person duly authorized is experiencing problems of access (for example, a student registered for part time postgraduate study who lives at a significant geographical distance from the home institution), a signed Letter of Introduction may be issued for presentation at a university library nearer to the home of the student. The granting of special membership is at the discretion of the head of university library or a person duly authorized to whom the letter is directed.

GENERAL RULES REGARDING MUTUAL ASSISTANCE AND SERVICE RENDERING BY UNIVERSITY LIBRARIES

The parties undertake to render a regular and effective service to one another and one another's clients. It is, however, expressly agreed that the said service and co-operation will be rendered in accordance with the normal working hours, internal policy, rules and procedures in force within each library.

9.1 Costs

The costs regarding mutual assistance and service rendering as intended in this agreement are regulated hereinafter unless libraries have mutually agreed otherwise and other arrangements have been made. Costs related to access cards should be charged to the student or staff member.