

Library tariffs and procedure: External members

Public Membership Types	Definition	Tariffs	Procedure	Expiry Date	Borrowing
Prospective postgraduate students	Postgraduate students who want to enrol with UJ	R150.00	<ul style="list-style-type: none"> Letter from the department Complete the membership form Wait for your membership to be created or edited Pay R150.00 for a University Library access card Go to the Biographic Department for your UJ Library access card Your library access will be activated within 24 hours 	6 Months or per Departmental specification	8 items for 14 days
Students from other South African academic institutions (CHELSA members)	Staff, Master and Doctoral students from other South African Higher Education Institutions subject to the CHELSA agreements	R150.00	<ul style="list-style-type: none"> Produce a Letter of Introduction from your University Library Complete a membership form Wait for your membership to be created or edited Pay R150.00 for a University Library access card Go to the Biographic Department for your UJ Library access card Your library access will be activated within 24 hours 	End of current year	6 Items for 14 days
Corporate members	Number of individual staff members of a Corporate Company/Institution	Per number of individual staff members: 2-5: R12 552.00 6-10: R23 863.00 11+: R50 367.00	<ul style="list-style-type: none"> Select a specific membership option on the list (number of individual members) See brochure Complete and return (per hand, or scan and e-mail) the application form UJLIC's Financial Partner will prepare an invoice for membership payment Upon payment the specific number of corporate patron records will be created or updated Circulation staff member will send the relevant documents to the Biographic Department for UJ Library access cards The corporate membership cards must carry the correct name and logo of the specific corporate institution. Upon receiving the UJ Library access cards from the Biographic department, the corporate member will be notified to collect the cards from the Library Library access will be active within 24 hours 	12 Months	4 Items per member for 14 days
Individual members	Individual members of the community	Individual: R 7 165.00	<ul style="list-style-type: none"> Pay the membership fee Complete a membership form Wait for your membership to be created or edited Go to the Biographic Department for your UJ Library access card Your library access will be active within 24 hours 	12 Months	4 Items per member for 14 days
Extra-Curricular Board course students (APT) Postgraduate Undergraduate	Registered students to Board courses	R 300.00	<ul style="list-style-type: none"> Letter from the department Complete the membership form Wait for your membership to be created or edited Pay R300.00 for Library membership Go to the Biographic Department for your UJ Library access card 	Term of course	No borrowing

			<ul style="list-style-type: none"> Your library access will be active within 24 hours 		
Short courses students	Registered students to short courses by arrangement with Departments	R 360.00	<ul style="list-style-type: none"> Letter from the department Complete your membership form Pay R360.00 for Library membership Go to the Biographic Department for your UJ Library access card Your library access will be active within 24 hours 	Term of course	No borrowing
Members of Institutions who qualify for access through a special agreement	Registered members of the specific institution	R150.00	<ul style="list-style-type: none"> Produce a Letter of Introduction from your Institution's Library <u>Pay R150 for a University Library access card</u> Complete a membership form Go to the Biographic Department for your UJ Library access card Return to the Circulation Desk to create your patron record Your patron record and library access will be activated within 24 hours 	End of current year	4 Items for 14 days
Day visitors	Clients who make use of the Library and Information Centre on an ad hoc basis.	R 120.00 per day	<ul style="list-style-type: none"> Complete the register at the Security Desk Pay R120.00 at the Circulation Desk and receive temporary card Keep your payment receipt for the day produce it when you exit or entering library security will give access <p>NOTE: No day visitors are allowed to use the Law Library</p>	Day of payment only	No borrowing

Membership types and borrowing rules

Membership types	General collection	
	Number of items	Loan period (days)
Permanent staff - academic	30	60
Permanent staff - non-academic	15	30
Temporary academic staff	6	14
Temporary non-academic staff	6	14
Post-doctoral students/Research Fellows	30	60
Postgraduate students (Doctoral and Master, Honours, B. Tech. and 4 th -year degree students)	16	30
Honorary and former staff members	10	30
Prospective postgraduate students	8	14
Undergraduate students	6	14
Extracurricular (Board courses/APT) – undergraduates ***	6	14
Extracurricular (Board courses/APT) – postgraduates***	16	30
Postgraduate students and lecturers from other South African Academic Institutions (CHELSA)	6	14
Alumni members	4	14
Individual and corporate members	4	14
Special agreement members (e.g. Ann Latsky Nursing College)	4	14
Day visitors	No borrowing	

*** Extracurricular course students can only borrow library items from the library on the campus where the course is offered.