A guide to selected library services for MBAs

2018

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❖ Borrowing Privileges

Senior Postgraduate Students are allowed to borrow 20 items for 8 weeks.

❖ My Library Account: registering as an Off-Campus User

Setting up a My Library Account registers you as an Off-Campus User and will allow you to login to Research Databases when you are off campus.

**REMEMBER** to always access the library database/s via the Library web page or you will not be able to Login.

A My Library Account will also allow you to:

• See the details of the books that you currently have issued to you as well as seeing when they are due back in the Library
• Reserve books that are currently on loan to someone else by using either Place a hold on Search All
• Renew your loans up to three times provided the book is not reserved by someone else
• Activate your Reading History so that you can see a list of all the books/journals/DVDs etc. that you have had issued to you
• See the details of any fines that you have due

**Remember that you must be a current registered user of the Library.**

Procedure


❖ Fill in the form as required (the barcode is your student/staff number preceded by a 6 eg. 618V7052)—but leave the box for the PIN blank at this stage.

❖ Click on Submit & the form will re-appear, and this time you will be asked to choose a PIN. This can be numbers or letters, or a mixture of both - as long as it is one you will remember. Then repeat it as required. Click on Submit.

❖ If all goes well, you should be welcomed, with your details appearing on the screen.

Contact Jabu Nene, Lisa Maholo or Nandi Fumbatha if you have any problems.
Tel.: 046 603 8463   E-mail: libloansupport@ru.ac.za
**Inter-Library Loan Services**

Senior Postgraduate students are entitled to Inter-Library Loan Services in the event that Rhodes University Library either does not hold or have access to the material. However, please bear in mind that unless you are based fulltime at Rhodes University Campus, books cannot be borrowed. A **Letter of Introduction** to a University Library near your place of work/residence is a better option.

ILL requests can be made by using one of the following ways:

1. **Online**
2. Visiting the library
3. Contacting the ILL Librarian: r.goosen@ru.ac.za or by telephone: 046 603-8464

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**Letters of introduction to other university libraries**

Rhodes has reciprocal agreements with other SA university libraries for postgraduate use.

Ask for a form from the Loans Desk on Level1 if you want to use this facility or contact Jabu Nene, Lisa Maholo or Nandi Fumbatha if you have any problems. Tel.: 046 603 8463

E-mail: libloansupport@ru.ac.za

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If you need further help, please contact the librarians in your Faculty Liaison Services (Commerce):

- Jill Otto (046-6038062) j.otto@ru.ac.za;
- Sue Rionda (046-6037339) s.rionda@ru.ac.za
- Mbuleli Mpokela (046-6037339) m.mpokela@ru.ac.za