A guide to selected library services for PGDip EM 2019

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Using Library Resources

❖ Borrowing Privileges  (Circulation (Borrow, Return, Renew)): all you need to know

PGDip EM Students are allowed to borrow 12 items for 4 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.

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

❖ On the Library's webpage [http://www.ru.ac.za/library](http://www.ru.ac.za/library), click on **My Library Account** (under Quick Links bar on the left hand side of the page).

❖ Fill in the form as required (the **barcode** is your student/staff number preceded by a 6 eg. 611V7052) – 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**
**Short Loan Services**

What is short loan material?

- This section of the library contains material that is either prescribed by lecturers or is in high demand.

Are there specific rules for short loans material?

- Short loan material can be borrowed for a period of one hour.
- The material cannot be taken out of the library during library hours except 30 minutes before the library closes, in which case the library material can be taken out overnight and returned the next day no later than 30 minutes after opening.

Am I able to reserve short loan material?

- Short loan material may be booked only at the circulation desk, allowing patrons to collect the material at a certain time.

**Inter-Library Loan Services**

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

Please be responsible in your use of other libraries.

**Letters of introduction to other university libraries**

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

If you want to use this facility, fill in the application for a Letter of Introduction and return or e-mail the form to either Jabu Nene, Lisa Maholo or Nandi Fumbatha at the Loans Desk on Level 1 of the Library.
(E-mail: libloansupport@ru.ac.za Tel.: 046 603 8463)

Please be responsible in your use of other libraries.

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