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| **LIB. BARCODE** |
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|  |
| **Office use only** |

**LIBRARY & INFORMATION SERVICES**

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| **LIB. BARCODE** |
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| **Library & Information Services**  Tel. +27 (0)41 504 3732  Fax. +27 (0)41 504 2280  **Office use only** |

**STAFF REGISTRATION FORM**

**1. SURNAME:.............................................................................................................................................…..**

**2. FULL NAME(S):......................................................................................................................................…..**

**3. STAFF NO:............................................**

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| **4. TITLE: MR** |

**MS DR PROF OTHER**

**5. NMMU ADDRESS: 6. HOME ADDRESS:**

**........................................................................ .................................................................................**

**........................................................................ ..................................................................................**

**INTERNAL EXT NR: X................................. POSTAL CODE: ......................................................**

**E-MAIL: .................................................................... TEL.NO. (H):............................................................**

**CELL. NO :............................................................**

**7. FACULTY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **✓** | **CODE** |  | **✓** | **CODE** |
| **ARTS** |  | **k** | **DIRECTORATE/REGISTAR** |  | **c** |
| **BUSINESS & ECONOMIC SCIENCES** |  | **n** | **EXTERNAL MEMBER** |  | **a** |
| **EDUCATION** |  | **p** | **FINANCE** |  | **d** |
| **EBEIT (Engineering, The Built Env & IT)** |  | **q** | **ICT** |  | **f** |
| **GEORGE CAMPUS** |  | **m** | **ILL** |  | **g** |
| **HEALTH SCIENCES** |  | **r** | **LIBRARY** |  | **h** |
| **LAW** |  | **t** | **TECHNICAL/SUPPORT SERVICES** |  | **j** |
| **SCIENCE** |  | **w** | **FINANCE** |  | **d** |
| **CENTRES/INST/UNITS/OTHER** |  | **b** | **RESEARCH (DVC)** |  | **i** |

**8: DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOME LIBRARY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. PATRON TYPE: PERMANENT Yes| |No| |**

**ACADEMIC & RESEARCH:** **CONTRACT EXPIRES:**

214

215

**ADMIN & TECHNICAL: CONTRACT EXPIRES:**

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| **LIS RULES AND REGULATIONS**   * Users are responsible for the return of library material before or on the due/recall date. * There is a fine on all overdue library material. * The fine will change to a non-refundable billing fee of **R100** per book/item once it is more than **30 days overdue**. * An account for the replacement value of each item will be sent to inform the user that the amount will be debited to their staff account. |

**🞎 I SHALL INFORM THE LIBRARY STAFF OF ANY CHANGES TO THE ABOVE INFORMATION.**

**🞎 *I HAVE READ AND AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS OF THE LIBRARY SERVICES.***

**SIGNATURE: ........................................................... DATE: ......................................................**

**STAFF REGISTRATION FORM**

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| **LIS RULES AND REGULATIONS**   * An item which has been taken out will be assumed to have been lost when it has been overdue for **30 days.** * The user will then receive an account for the replacement value of the lost item, plus billing fee. * This notification will inform the user that if the account is not settled within **60 days of billing** the amount will then be debited to their staff account. * After **60 days** the Finance Department will debit their salaries with the appropriate amount. |

**SIGNATURE: ........................................................... DATE: ...................................................**