

THE FOLLOWING MATERIAL CANNOT  
BE REQUESTED VIA ILL

- Reference material
- Audio Visual material
- Whole issues of journals  
(due to copyright)
- Newspaper articles

OPERATING HOURS OF THE  
INTERLIBRARY LOAN DEPARTMENT

DURING ACADEMIC TERMS

Monday - Friday      08:00 -16:30  
Saturday                Closed

DURING ACADEMIC VACATIONS

Monday - Thursday    08:00 -16:30  
Friday                    08:00 -16:00  
Saturday                Closed

AFTER HOURS SERVICE

In **Cape Town and Bellville** all Inter-library  
loan requests can be placed and collected  
at the main circulation desk

CONTACT DETAILS

CAPE TOWN CAMPUS

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Cape Peninsula University of Technology

Interlibrary Loans Department

P O Box 652

Cape Town

8000

<http://www.cput.ac.za/library>

Interlibrary Loans Department

GENERAL INFORMATION



Cape  
Peninsula  
University  
of Technology

## INTERLIBRARY LOANS LOCATION

Cape Town office is situated on level 4 in the library and Bellville office is situated on level 2 of the new library building.

## INTERLIBRARY LOANS SERVICE

The service is connected to the National and International interlibrary loans network. Participating libraries lend and borrow material to and from other institutions. Each institution has its own criteria for lending material to its users.

## WHO QUALIFIES FOR INTERLIBRARY LOANS

- 3rd Year and BTech students - when requests are supplied from CALICO institutions the requests are free, in addition 5 free requests per assignment from libraries outside of CALICO. No international requests.
- MTech, DTech and Staff - there are no limitations to national requests. However a limited number of international requests will be allowed.

## HOW TO REQUEST A BOOK / PERIODICAL ARTICLE FROM ANOTHER LIBRARY

When you have ascertained that the book or periodical article is not held by any branch of Cape Peninsula University of Technology Libraries and you have consulted your Faculty or Branch Librarian then you may complete an Interlibrary Loan Request Form. These forms are available from the ILL office, Faculty and Branch Librarians or alternatively use the **E-FORM**. Green forms are for books and yellow forms for periodical articles. One form per item should be completed. After completing your form, please send or drop it with your Faculty or Branch Librarian.

[Click here to order ILL items](#)

## INFORMATION REQUIRED TO OBTAIN ITEMS :

Please check if you have the following information:

- Your first name, surname, staff/student no. and contact details (telephone and e-mail address);
  - Faculty and academic year of study (if student);
  - Correct and complete periodical or book title;
  - Author(s) name(s);
  - Volume and issue number (if a periodical article);
  - Date and title and page number(s) of article (if a periodical article).
- 
- Incomplete and incorrect information will lead to a delay in the process.
  - E-mail will be used as a method of contact.
  - For international requests a photocopy of your source of reference must be supplied.

## HOW LONG DOES IT TAKE FOR A BOOK TO GET HERE?

Depending on the availability of the book at the holding institution and the distance, allow for between 3 days and 3 weeks. For international requests allow for between 1-3 weeks. Urgent books are subject to a shorter waiting period. Because these books come from different institutions we cannot guarantee that they will all arrive at the same time.

## HOW DO I KNOW WHEN THE BOOK /ARTICLE HAS ARRIVED?

When the book or article has arrived, you will receive an e-mail informing you about the availability of the book. You are requested to collect the book(s) or article(s) as soon as possible. If after three weeks your book(s) has not been collected we will send you a courtesy e-mail and if it is not collected within a week, the book will be sent back.

For staff members articles are sent to them by internal mail if not collected within one month.

## HOW LONG CAN I KEEP THE BOOK /ARTICLE?

When you collect a book at the ILL office, it will have a white slip inside. The slip contains a due date. The loan period can be between 2 weeks and 3 months depending on the institution. If needed, a renewal can be requested but is subject to the lending library's approval.

**Interlibrary loan books can however be recalled by the lending library / institution at any time**

Users may keep the articles, which are subject to the Copyright Act.

You are requested to return books on time; late books will incur a penalty of R2 per day.

## WHAT IS THE COST OF THIS SERVICE?

The service is free to qualifying students and staff member's. All costs are carried by the library except where indicated.

