



<http://www.chec.ac.za/calico>

ACCESS TO HIGH QUALITY INFORMATION THROUGH LIBRARY COLLABORATION

CALICO's vision is to be a world-class library consortium, using leading edge approaches to meet the information needs of users within individual libraries and across the consortium.

CALICO's mission is optimal usage of the resources of the participating institutions for the empowerment of all its users by:

- providing access to information and quality information services for all participating institutions that enhance those possible in any single institution; and
- developing additional partnerships where they will further contribute to meeting the needs of users.

CALICO RECIPROCAL ACCESS AND BORROWING AGREEMENT

The following libraries are accessible under the CALICO reciprocal access and borrowing agreement.

UNIVERSITY OF CAPE TOWN

<http://www.lib.uct.ac.za>

Chancellor Oppenheimer Library

Health Sciences Library

Law Library [*LLM and Final year LLB students only*]

In-library Use Only

African Studies Library

Jewish Studies Library

Manuscripts and Archives Library

Rare Books and Special Collections Library

UNIVERSITY OF STELLENBOSCH

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

JS Gericke Library

Engineering Library

Theology Library

Music Library

Forestry Library

Health Sciences Library

UNIVERSITY OF THE WESTERN CAPE

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

Main Library

Dentistry Library

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY

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

Bellville Campus Library

Cape Town Campus Library

Granger Bay Campus Library

Media City Campus Library

Mowbray Campus Library

Tygerberg Branch

Wellington Campus Library

The following libraries are excluded from the agreement.

UNIVERSITY OF CAPE TOWN

Built Environment Library

Bolus Herbarium Library

Hiddingh Hall Library

Institute for Child Health Library

Music Library

UNIVERSITY OF STELLENBOSCH

University of Stellenbosch Business Information Centre

ACCESS TO CALICO LIBRARIES AND COLLECTIONS:

MAKING INFORMATION MORE ACCESSIBLE

The CALICO reciprocal access and borrowing agreement recognises two categories of users, viz. users who are able to access the CALICO libraries and use their material within the libraries (**CALICO USERS**), and users who are able to apply for borrowing privileges, as well as using material within the Libraries, in which case certain items may be borrowed from the libraries (**CALICO BORROWERS**).

All registered staff and students, excluding short-course students, of the Universities of Cape Town, Stellenbosch and the Western Cape and the Cape Peninsula University of Technology are considered CALICO USERS and may access the CALICO LIBRARIES to use the materials within the Libraries, with the following provisions and subject to the specific provisions of each Institution:

- Access to CALICO LIBRARIES will be by means of staff and student card, although specific institutions may issue additional Library Access cards where access is controlled electronically.
- CALICO USERS will abide by the rules of the institution they are visiting.
- **CALICO USERS must receive training in the use of the Electronic Catalogue at their Home Library (the institution they are registered with).**
- Access to the Electronic Catalogue of all CALICO LIBRARIES is available at your Home Library.

All staff, students in possession of a first degree and registered for further study, and students registered for a B-Tech degree at either of the Technikons are considered CALICO BORROWERS and may apply to borrow material from CALICO LIBRARIES in addition to their borrowing privileges at their Home Library, with the following provisions and subject to the specific provisions of each Institution:

- CALICO BORROWERS will abide by the rules of the institutions they are borrowing from.
- CALICO BORROWERS must apply for and obtain a Referral Letter from their Home Library before applying for borrowing membership at a CALICO LIBRARY.
- Home Libraries may refuse to issue a Referral Letter to a CALICO BORROWER should they not be prepared to take responsibility for that person's borrowing due to past delinquencies or behaviour, in which case no application for borrowing membership at CALICO LIBRARIES will be possible.
- Borrowing membership will only be for the academic year for which a CALICO BORROWER is registered at their home institution or only for the current academic year, i.e. membership will have to be re-applied for at the start of each academic year.
- All borrowed items must be returned to the CALICO LIBRARY from which they were borrowed
- Full details of a CALICO BORROWER will be accessible to Circulation Staff of CALICO LIBRARIES as they are to Circulation Staff of your Home LIBRARY.
- CALICO BORROWERS applying for membership at a CALICO LIBRARY should do so during normal business hours, and should ensure that they have positive photo identification with them as well as their Referral Letter.
- Where additional cards are issued: this card must be produced when books are borrowed; cards are not transferable and the owner is responsible for books issued on such cards; lost cards must be reported to the Library immediately.

PLEASE SEE THE FOLLOWING DETAILS WITH REGARD TO SPECIFIC ACCESS, SERVICES AND BORROWING PRIVILEGES FOR EACH CALICO INSTITUTION.

Please note: CALICO Libraries reserve the right to adjust access, services and borrowing privileges. Please consult the Libraries' webpages before visiting the Libraries.

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY

CONTACT PERSONS

Bellville Campus Library

Elvira Lottering, Branch Librarian, tel: +27 (0)21 959-6210, e-mail Lotteringe@cput.ac.za

Cape Town Campus Library

Farhana Yunnus, Branch Librarian, tel: +27 (0)21 460-3226, e-mail Yunnusf@cput.ac.za

Granger Bay Campus Library

Edene du Toit, Branch Librarian, tel: +27 (0)21 440-5711, e-mail Dutoite@cput.ac.za

Media City Campus Library

Cavall Barends, Branch Librarian, tel: +27 (0)21 440 2201, e-mail Barendsc@cput.ac.za

Mowbray Campus Library

Sharon Panayiotou, Branch Librarian, tel: +27 (0)21 680-1537, e-mail Panayiotous@cput.ac.za

Tygerberg Branch

Michelle Snyders, Branch Librarian, tel: +27 (0)21 931-4153, e-mail Snydersmi@cput.ac.za

Wellington Campus Library

Joanne Arendse, Branch Librarian, tel: +27 (0)21 864-5225, e-mail Arendsej@cput.ac.za

ACCESS AND SERVICES

Study facilities:

Study facilities will be restricted to CPUT students should demand exceed availability of study space.

Materials:

All materials may be used in the Library.

Photocopying:

None.

Internet:

No access.

Electronic resources:

None.

Shortloan:

In-library use only.

Library orientation:

Available if needed.

Subject reference services:

Available if needed.

Inter-library loans:

No access.

Use of seminar rooms:

No access.

Distance services:

None.

BORROWING [CALICO BORROWERS]

Registration:

On presentation of the Referral letter from the home Library membership will be assigned.

Loan materials:

Only "Open shelf" books may be borrowed.

Non-loan materials:

All materials except for "Open shelf" books. No journals or videos.

Loan quota:

Students: Two items
Staff: Three items

Loan periods:

Normal loan period.

Renewals:

Items may be renewed once only. Renewals may be made in person or telephonically.

Fines:

Fines accrue at: R1.00 per item per day ("Open Shelf" books), R2.00 per item per hour or part thereof (Shortloan materials).

Cash limit for fines:

Borrowing privileges will be suspended immediately until such time as the fine has been paid.

Overdue notices:

One overdue notice will be sent when the item is two weeks overdue or depending on the loan period.

Accounts:

An account for the replacement cost of a non-returned item plus an administrative charge of R100.00 will be sent after five weeks, and borrowing membership will be suspended until all costs are settled.

Lost/damaged items:

Replacement cost is payable to the Library.

Recalls:

Items may be recalled after seven days.

Holds and reservations:

Not permitted.

GENERAL CODE OF CONDUCT AT ALL CALICO LIBRARIES

- All CALICO USERS will abide by the rules of the institution they are visiting.
- CALICO BORROWERS are responsible for all items issued against their membership cards.
- All borrowed items should be returned or renewed (where permitted) on or before the due date stamped on the datesheet.
- All recalled items should be returned immediately to the Library where borrowed from.
- Fines are charged on all overdue items.
- Users are required to take care of library materials. The loss or theft of any item should be reported immediately to the Library from which it was borrowed.
- Loss or theft of a borrowing membership card should be reported to the issuing Library immediately to prevent fraudulent use for which you will be held responsible.
- Theft, vandalising, mutilating, defacing or marking library materials are disciplinary offences.
- A quiet study environment is essential in all reading areas of any library. Discussions should be held outside these areas and loud conversations should take place outside the building.
- No food or drink of any kind may be brought into the Library.
- No cell phones may be used to make or receive calls in any Library.
- No games of any kind may be played in any Library.
- Computers in Libraries may only be used for accessing the Aleph computerised catalogue, unless specifically permitted in this document by an individual institution.
- All campuses are gun free. No weapons of any kind are allowed on the premises.
- Do not leave your valuables lying around and unattended.

CALICO LIBRARIES reserve the right to terminate all access privileges in instances of abuse of loan privileges or misbehaviour, even when fines and costs are paid, and to terminate access and/or privileges for misuse of facilities or resources of any kind, for violation of any aspect of this policy, or for violation of the student or staff code of conduct.