

Library and Information Services

13 Jackson Kaujeua Street

Private Bag 13388

Windhoek

NAMIBIA

T: +264 61 207 2205

F: +264 61 207 9205

E: library@nust.na

W: [www.nust.na](http://www.nust.na/)

**Membership Information (Outside User)**

**Personal Particulars**

Title: (Mr. /Ms./Other): Surname and Initials: ID/Passport Number: Course and Year of Study:

**Easy Access Details**

Student Number:

Postal Address:

Residential Address: Erf/Flat No: Street Name: Suburb:

Email Address: Employer:

Tel. No.: (H) (W) (Cell)

**Next of Kin**

 Name: Relationship:

 Employer:

 Tel. No.: (H) (W) (Cell)

I, hereby declare that the information provided above is correct, that I take note and agree to abide to the Rules and Regulations, as stipulated below by Polytechnic Library.

Signature: Date:

**Services and Resources Included in the Membership**

**University of Namibia Personnel and Students**

Registered students of UNAM can become members of the NUST Library by completing a registration form and paying a refundable deposit of N$ 845.00. UNAM personnel should complete an application form in order to become NUST Library members.

**Loan privileges:**

UNAM Personnel: 3 Items for 30 days

UNAM students: 3 Items for 14 days

**Other Students and Users**

*Other Students and Users may register and pay the following non-refundable annual fees:*

Library usage N$ 240 (no loan privileges)

1 Item at a time: N$ 380

2 Items at a time: N$ 670

3 Items at a time: N$ 950

Day Visitor N$ 50 per day (no loan privileges)

**Loan privileges:**

1, 2, or 3 Items for 14 days

Requirements: 1 passport photo and a copy of ID. Membership will be approved within a week. Payment should be done after approval by the librarian.

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| **For official use only:** |
| Library Officer: Date: |
| Membership Number: |  | New |  | Renew |
| Reason Disapproved: |
| Amount Paid: Reference/Serial Number: |

**NUST Library Rules and Regulations**

• Library Hours: Mon- Fri 08:00-22:00 / Sat 08:00-17:00 / Sun 14:00-20:00 / Vacations: Mon- Fri 08:00-17:00

• NUST Library and its members adhere to the Copyright and Neighboring Rights Protection Act (6 of 1994).

• All members should renew their membership by completing a form annually.

• Own membership cards must be produced whenever entering the Library or borrowing Library material.

• Only one renewal is allowed. Renewals can be done in person, by telephone (+264 61 2072022 and at own risk) or by e-mail: library@

nust.na

• All borrowers are responsible for any materials checked out on their membership card.

• All Library material shall either be returned or renewed before the end of the loan period, otherwise a fine per item, per day is applicable and no further loans are permitted.

• Replacement value, as determined by the Librarian, should be paid for any lost/damaged items.

• Patrons should make sure that all items in your possession are issued before you leave the Library.

• Unauthorized removal of Library items shall result in a large spot fine and/or strict disciplinary action.

• No person shall cause noise or a disturbance in the Library.

• No smoking, eating and drinking are permitted in the Library.

• All cellular phones must be put on silent when entering the Library, no making/receiving of calls are allowed.

• Any person not adhering to the abovementioned rules shall be fined.

• Access to study carrels, group discussion rooms, Internet and computer labs are restricted to NUST students ONLY.

• Outside Members can access online journals in the Periodical Section.

• The Library is closed for Outside Members during NUST examinations.

• The Library may also be closed for a few days in November for stock-taking.

• Outside Membership is only valid at the main Library in Windhoek.