

### RHODES UNIVERSITY LIBRARY SERVICES: USER CATEGORIES & PRIVILEGES

User category	Description	Authorisation	Validity	Novell login	Services	Collections	Facilities	Loan Rule
Undergraduates	Years 1-3 of study	Registrar (Student card)	Academic year Jan Nov	Yes	ALL except ILL	ALL	ALL except RC, Conf, meeting & training rooms	6 items for 2 wks
Senior Postgraduates (Masters & PhD)	Masters & Doctoral students	Registrar (Student card)	Academic year Feb-Feb ( <i>Visitor card given to students finishing theses between beg of term and Graduation, based on letter from Registrar</i> )	Yes	ALL	ALL	ALL except Conf, meeting & training rooms	20 items for 8 weeks
Honours & Graduates	Honours & 4th yr students - eg BFA (not those repeating a year of a 3 yr degree)	Registrar (Student card)	Academic year Jan Nov	Yes	ALL , except ILL is for Honours only	ALL	ALL except RC, Conf, meeting & training rooms	12 items for 4 weeks
Short Course Participants	Participants of a recognised short course managed via the Registrar's Division	Registrar (Short course card issued)	Course duration	Yes - for duration of course	ALL except for ILL	ALL (E-resources on campus only)	ALL except RC, Conf, meeting & training rooms	6 items for 2 wks
Prospective Students	These students are required to register before they are entitled to Library privileges (as decided at Academic Leadership Forum, 2 March 2011)	None	n/a	None	n/a	n/a	May sign in at Security Counter, with ID, to use limited facilities	n/a
Visiting Research Students	Postgrad students registered at another (usually foreign) university who are co-supervised by an RU staff member, or are doing research in conjunction with RU	Registrar - Special registration (Student card)	Academic year Feb-Feb	Yes	ALL	ALL	ALL except RC, Conf, meeting & training rooms	20 items for 8 weeks

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Visitor (Short-term)	Visitors who are on campus for a length of time and require access to do research in conjunction with a Rhodes member of staff ie. Exchange research collaboration	Library form signed by HoD -incl. surety for Library materials (Card prepared by the Student Bureau, issued by the Library)	Expiry date - restricted to less than 3 months	Yes - restricted to own building & labs	No ILL	No SL; E-Resources on campus only	ALL - but Conf, meeting & training rooms in vacs only	6 items for 2 weeks
Visitor	Visitors who are on campus for a length of time and require access to do research in conjunction with a Rhodes member of staff ie. Exchange research collaboration	Letter from DVC: Research & Dev -incl. surety for Library materials (Card prepared by the Student Bureau, issued by the Library)	Expiry date - longer than 3 months and no honorary title	Yes - restricted to own building & labs	ALL	ALL but E-resources on campus only	ALL - but Conf, meeting & training rooms in vacs only	20 items for 8 weeks
Postdocs	Researchers who've been awarded a post-doctoral fellowship	Letter of confirmation from DVC: Research & Development	Academic year Feb-Feb	Yes	ALL	ALL	ALL except Conf, meeting & training rooms	30 items for 12 weeks
Staff (Permanent)	Academic & Administrative Staff members	Human Resources (Staff card)	Indefinite - until notice of termination	Yes	ALL	ALL	ALL - but Conf, meeting & training rooms in vacs only	30 items for 12 weeks
Staff (Contract & Temporary)	Academic & Administrative Staff members	Human Resources (Staff card)	Duration of Contract, as stipulated in HRD appointment letter (maximum of 5 yrs)	Yes	ALL	ALL	ALL - but Conf, meeting & training rooms in vacs only	30 items for 12 weeks
Staff (Library)	Library Staff	Human Resources (Staff card)	Indefinite - until notice of termination	Yes	ALL	ALL	ALL - for RUL purposes only	30 items for 12 weeks

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Staff (Retired)	Former academic & administrative staff members (for Professors Emeritus see Honorary Titles user category)	HR Letter of Confirmation (Card prepared by the Student Bureau, issued by the Library)	While resident in Grahamstown	No	No ILL	No SL or E-Resources	ALL except RC, Conf, meeting & training rooms	12 items for 4 weeks
Staff of affiliated institutes i.e. NELM (National English Literary Museum) and Albany Museum	Staff working for an Institute or organisation which is an affiliate of the University where there exists a Memorandum of Understanding/Agreement (for staff who have RU Honorary Titles see Honorary Titles category)	Defined by MOU but usually DVC: Research or VC Office; Letter from Director required	Duration of Contract / MOU renewal	As defined in MOU	No ILL	ALL	ALL except RC, Conf, meeting & training rooms	30 items for 12 weeks
Staff of SAIAB (SA Institute for Aquatic Biodiversity)	Staff working for SAIAB	Defined by MOU but usually DVC: Research or VC Office; Letter from Director required	Duration of Contract / MOU renewal	As defined in MOU	No ILL	ALL	ALL except RC, Conf, meeting & training rooms	30 items for 12 weeks

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Staff (Institutes)	<p>Staff members working for an institute, Centre, Unit or Project that is part of a department and/or of the University:</p> <ul style="list-style-type: none"> <li>* Biopharmaceutical research Institute (BRI)</li> <li>* Centre for AIDS Development Research &amp; Evaluation (CADRE)</li> <li>* Centre for Social Accountability (CSA/PSAM)</li> <li>* Centre for Social Development (CSD)</li> <li>* Dictionary Unit for SA English (DSAE)</li> <li>* Environmental Biotechnology RU (EBRU)</li> <li>* Grocotts Mail/Dave Rabkin Project for Experimental Journalism (Pty) Ltd</li> <li>* Herman Ohlthaver Institute for Aeronomy (HOIA)</li> <li>* Highway Africa Project</li> <li>* Institute for Water Research</li> <li>* Institute for the Study of English in Africa (ISEA)</li> <li>* Institute of Social &amp; Economic Research (ISER)</li> <li>* International Library of African Music (ILAM)</li> <li>* RU Maths Education Project (RUMEP)</li> <li>* Sol Plaatje Institute for Media Leadership (SPI)</li> <li>* Ubom! East Cape Drama Company (Pty) Ltd</li> </ul>	Human Resources (Staff card)	Duration of Contract	Yes	ALL	ALL	ALL except Conf, meeting & training rooms	30 items for 12 weeks

Honorary Titles	People Council has deemed Honorary Associates of the University	Council (via IPC and Senate)						
	Professor Emeritus / Associate Professor Emeritus	HR Letter of confirmation / HR Honorary Titles List	Indefinite but confirmation still living every 3 years	Yes	ALL	ALL	ALL except Conf, meeting & training rooms	30 items for 12 weeks
	Distinguished Fellow	HR Letter of confirmation / HR Honorary Titles List	Indefinite but confirmation still living every 3 years	Yes	ALL	ALL	ALL except Conf, meeting & training rooms	30 items for 12 weeks
	Honorary Professor	HR Letter of confirmation / HR Honorary Titles List	Indefinite but confirmation still living every 3 years	Yes	ALL	ALL	ALL except Conf, meeting & training rooms	30 items for 12 weeks
	Visiting Professor / Visiting Fellow	HR Letter of confirmation / HR Honorary Titles List	3 years	Yes	ALL	ALL	ALL except Conf, meeting & training rooms	30 items for 12 weeks

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	Senior Research Associate / Research Associate / Clinical Associate / Professional Associate	HR Letter of confirmation / HR Honorary Titles List	3 years	Yes	ALL	ALL	ALL except Conf, meeting & training rooms	30 items for 12 weeks
Alumni (Convocation)	Graduates or ex-staff of RU, resident in Grahamstown	Card prepared by the Student Bureau, issued by the Library	Annual - January to December	No	No ILL	No SL or E-Resources	No RC or Conf, meeting & training rooms or group study & presentation rooms or 24 hr facility	12 items for 4 weeks
Guests	Spouses of current RU staff, living in Grahamstown	Card prepared by the Student Bureau, issued by the Library. Motivation by RU staff spouse on Library-provided template. Pay an annual subscription fee	Annual (January to December)	No	No ILL	No SL or E-Resources	No RC or Conf, meeting & training rooms or group study & presentation rooms or 24 hr facility	4 items for 2 weeks

Grahamstown Community	People with no relationship with RU who live in Grahamstown & apply to use the Library (including students & staff of the College of the Transfiguration) Also postgraduate students of other universities with CHELSA document - must be Grahamstown residents	Card prepared by the Student Bureau, issued by the Library. Pay an annual subscription fee, but free for CHELSA students	Annual - January to December	No	No ILL	No SL or E-Resources	No RC or Conf, meeting & training rooms or group study & presentation rooms or 24 hr facility	4 items for 2 weeks
People attending RU Conference & Special Events	Delegates & participants at official conferences & events	Letter from Conference Office	Expiry Date	Yes (Labs on request & Wireless)	NO	NO	May sign in at Security Counter, with ID, to use limited facilities	n/a

User category	Description	Authorisation	Validity	Novell login	Services	Collections	Facilities	Loan Rule
ILL (Borrowing Libraries)	Institutions borrowing material from RUL			No	Borrowing rights only	No SL, 48 Hr, Limited Loan, High Demand, Multimedia or CDs DVDs or videos	None	4 weeks

Summary of services	Summary of collections	Summary of facilities
Loans	Electronic resources	Research Commons
Inter-Library Loans	Open Shelves	Information Commons
	Short Loan	Group Study Rooms
	48 Hour Loan	Presentation room
	Multimedia	Training Room
	DVDs & videorecordings	Meeting Room
	High Demand	Conference Room
	Limited Loan	24 Hour Facility

**First draft: October 2010**

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