

**ARRANGING LIBRARY ACCESS: STANDARD OPERATING PROCEDURE**

1. Once the new staff member obtains a staff card, he/she can apply for library access. Entrance will be provide to the library if the new staff member indicate to security that he /she wants to apply for library access.
2. To proceed in obtaining access the new staff member must report to the circular desk on the ground floor of the library. Access will be granted so that the new staff member can use the staff card to obtain admission.
3. For further detail regarding library services, please refer to : [http://www.ru.ac.za/library/](http://www.ru.ac.za/library/%20)