



University of Johannesburg Library

Corporate Membership

Privileges

Each member (paid for) will receive a university card which will give them access to the UJ Library but limited to the registered Campus.

Library membership cards are not transferable and loss of cards must be reported immediately.

Each member (paid for) will be allowed to borrow 4 books for 14 days.

Two renewals, of items already issued, will be granted (provided the items are not in demand).

Photocopy facilities are available in the library.

Membership will be valid for 12 months after payment of the membership fees.

Online searches on the databases are free of charge, if done by the members themselves (Please note that members will only have on site access to certain databases).

Conditions

Application forms must be completed and returned to the Team Leader: Circulation. The Managing Director or authorised employee must sign the application form on behalf of the company.

Companies will have to nominate a liaison person for continued contact with the Library. This person will be responsible for keeping the library cards and will record the names of those persons to whom they are issued.

Should the liaison person leave the company, it is the responsibility of the company to nominate a successor and to notify the library.

The loan period of items will be two weeks and fines will be charged for overdue items.

Your company will be held responsible for any outstanding items or fines that might occur.

Access is granted to the registered UJ Campus Library only.
Members will not have access to the databases off site.

The following material are for inside use only:

- Reserved shelf material
- Law collection material
- Periodicals
- Reference works.

Additional charges will be made for the following services:

- Online searches by Information librarians.
- Photocopying.

Annual Membership Fee:

2 – 5 Members	R 14 256.00
6 – 10 Members	R 27 107.00
11 – 12 Members	R 57 202.00

Payments

Payments can be made by credit / debit cards and electronic transfers. The Circulation Desk staff will provide you with the UJ Bank account details and the correct reference to use.

In order for your account to be cleared, please provide proof of payment to the Team Leader of the library where you registered and make sure that you noted the name of your company on the proof of payment. See contact details below.

Accounts will only be regarded as paid once proof of payment has been supplied.

Campus	Circulation Desk	Team Leader	E-mail
Kingsway campus	011 559 2165	011 559 2853	mogakanet@uj.ac.za
Bunting Road campus	011 559 1293	011 559 1382	nomsam@uj.ac.za
Doornfontein campus	011 559 6752/6769	011 559 6327	stanleym@uj.ac.za
Faculty of Art, Design and Architecture	011 559 1018/1799	011 559 1063	yebucwa@uj.ac.za
Soweto campus	011 559 5666	011 559 5214	lucasd@uj.ac.za

UJ Library Website: <https://www.uj.ac.za/library>