

2020 Mobile Library Schedule: February—November

WEEK 1	TIME	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Mossel Bay (Dias Museum)	14:00 – 15:45	4	3	7	5	2	7	4	1	6	3
Knysna Public Library	09:00 – 11:00	5	4	8	6	3	8	5	2	7	4
George Public Library	12:30 – 14:30	5	4	8	6	3	8	5	2	7	4
Oudtshoorn Public Library	08:00 – 10:00	6	5	9	7	4	9	6	3	8	5
WEEK 3	TIME	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Worcester Public Library	10:30 – 11:30	19	18	22	20	17	22	19	16	21	18

TURN OVER PAGE FOR FREQUENTLY ASKED QUESTIONS (FAQ'S)

Mobile Library Frequently Asked Questions (FAQs)

The University of South Africa, as part of its commitment to students, brings the Unisa Library to you!

The Unisa Mobile Library visits **five towns** in the **Western Cape** once a month on a scheduled route. Turn over to **2020 Mobile Library Schedule** to see when the bus will arrive in your town

AVAILABLE SERVICES

Students may borrow and return Unisa Library books. A limited online database search services is provided. Rules and regulations apply

CONTACT DETAILS

Telephone

Mobile Library: 021 936 4196

Cape Town Branch Library: 021 936 4125/6

E-mail addresses:

Mobile Library: ctnmob@unisa.ac.za

Cape Town Branch Library: ctnlib@unisa.ac.za

Q: What is NOT AVAILABLE on the Mobile Library?

- Printing/Photocopying
- Reserved Collection books
- Student computers

Q: What do I need to borrow books?

- Proof of current registration, student card and SA ID document / Passport / Driver's licence.

Q: How many books can I borrow ?

- Short Learning Programme: maximum 4 items
- Undergraduate: maximum 8 items
- Postgraduate: maximum 16 items.

Q: How long may I keep the books?

- You can keep items for 4 weeks.
- You may renew **once** provided items are not on hold

Q: How do I return books to Unisa Library?

- Hand them back to the Mobile Library staff. Ensure that you are given a receipt for returned books **OR**
- Return via courier to street address: Unisa Library Cape Town branch, 15 Jean Simonis Street, Parow, 7500
- All books **MUST** be returned with the last Mobile Library visit in November
- **Late returns will be fined at R5 per item per day and the student will be blocked**

Q: How do I pay a fine for late return of books?

- Deposit the money at any branch of First National Bank.
- Acc. Name: UNISA Student Deposits
Acc. Number: UNISA Student Deposits
Reference: Student number, leave one block open, then fill in: 5400374225

NOTE: Funds paid at the bank reflect between 24-48 hours on the Unisa Student System

Q: Which prescribed books do I need?

- Go to <http://www.unisa.ac.za/Library>, click on **Course code search** and enter your course code OR Consult Tutorial letter 101 of your module

Q: How do I request a book from the Mobile Library ?

- Request the Mobile Library online booking form via e-mail to ctnmob@unisa.ac.za or complete online at <http://bit.ly/1fe8aL1>. Forms should be fully completed and submitted on or before the Thursday prior to the Mobile Library visit to your town

Q: How do I request a book that is not in stock on the Mobile Library?

- Search the **Unisa Library Catalogue online** (select View entire collection). If available in the **Postal Collection**, click on **Request**, then complete and submit. Your request will be submitted directly to the **Book Request Department (Main Library, Pretoria)**. To follow up, contact **Postal Collection enquiries at 012 429 3133 / 3210**. Access video on how to request a book via the link: <https://libguides.unisa.ac.za/c.php?g=355737&p=2400291>

Q: Which Western Cape Public Libraries can assist with Online Book Requests from the Main Library (Pretoria)?

- Unisa Library has partnerships with the following Public Libraries. You may visit any of these Public Libraries for assistance with online book requests: **Beaufort-West, George, Knysna, Laingsburg, Malmesbury, Moorreesburg, Mossel Bay, Paarl, Plettenberg Bay, Prince Albert and Vredendal.**

Q: How do I search for information or journal articles from online Library databases?

- Ask the Mobile Librarian for assistance or send an e-mail to: ctnmob@unisa.ac.za
- Access the video on how to search for journals articles via the link: <https://libguides.unisa.ac.za/c.php?g=355737&p=2400291>