**Library: annual renewal of library items**

Unisa Library clients are hereby notified of the annual renewal of borrowed library items. The renewal period starts on **Tuesday 1 October 2019** and ends on **Tuesday 15 October 2019**.

The purpose of the annual renewal of library materials is to physically verify all items (ie presenting the borrowed item at the lending desk) for auditing purposes. Physical verification applies only to items that have **been renewed twice** already.

Items renewed twice already should be **returned** to any of the following Branch Libraries to be verified and to be **re-issued** for a new loan period:

|  |  |  |
| --- | --- | --- |
| Muckleneuk | Sunnyside | Science Campus (Florida) |
| Johannesburg | Ekurhuleni | Rustenburg |
| Polokwane | Nelspruit | Akaki Campus (Ethiopia) |
| Durban | Pietermaritzburg | Cape Town |
| East London | Port Elizabeth |  |

Staff can proceed to renew other items online for:

* all items that have **not** been renewed twice already
* all items that have **not** been recalled by the Library
* all clients who do **not** have accounts or outstanding fines

Click on the below icon to view **more information about accessing your loan record**:****

Click on the below icon to view **more information about renewing online**:

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If you encounter any problems accessing your loan record, please contact your nearest Branch Librarian or send an e-mail message describing the problem and providing your staff number and contact details to [library-enquiries@unisa.ac.za](mailto:library-enquiries@unisa.ac.za).

**Staff with enquiries may contact the following Branch Libraries:**

|  |  |
| --- | --- |
| Akaki Campus (Ethiopia) | +251 11 435 1357 |
| Cape Town | 021 936 4125/4126 |
| Durban | 031 335 1722 / 24 / 23 |
| East London | 043 709 0431 / 0432 |
| Ekurhuleni | 011 845 9338/9 |
| Florida (Science campus) | 011 471 3068 / 2933 |
| Muckleneuk (Pretoria) | 012 429 3641/2810/2361 |
| Nelspruit | 013 755 2476 |
| Polokwane | 015 290 3431/ 33/ 36 |
| Rustenburg | 014 594 8873/43/26/42 |
| Sunnyside (Pretoria) | 012 441 5781 / 2 |
| Pietermaritzburg | 033 355 1713/14 |
| Port-Elizabeth | 041 392 0115 |

Please do not hesitate to ask us for help if you encounter any difficulties or have any questions.

We value your library membership and thank you, as always, for your continued co-operation.

Dr Daisy Selematsela

Executive Director: Library and Information Services