



PROCEDURE: Lending of library books

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Procedure Owner	Executive: Operations		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	02/07/2018	Name: Louise Fuller Signature:
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Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none">Policy: Resource Centre		Other/External (e.g. Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none">Constitution of the Republic of South Africa: 1996Higher Education Act (Act 101 of 1997)CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004Labour Relations Act (Act 66 of 1995) as amendedCHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017	
Website address of this document:		www.davinci.ac.za	

Procedure Description

This procedure document will be used when lending both books for The Institute's library.

Step	Description	Notes
1	Information Officer to check daily lending requests on the Book Library System	
2	Information Officer to respond to the student's lending requests	
3	Information Officer to process the lending request on the collection day on the Book Library System	
4	Information Officer captures the name and email address of the student for lending textbooks on the Book Library System	
5	Manual issuing of textbooks is used in the absence of the Information Officer or System failure	
6	Information Officer to follow up on overdue textbooks after the 2 weeks loan period	
7	On return of textbooks the Information Officer will return the textbook on the Book Library System	
8	In the Absence of the Information Officer student's will return textbooks to the Reception desk	

Stakeholders

#	Stakeholder
1	Executive: Operations
2	Information Officer
3	Receptionist

Version Control

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Executive: Operations	001	2 July 2018	