

CITY OF CAPE TOWN LIBRARY & INFORMATION SERVICES

CHANGE OF LIBRARY COMPUTER MANAGEMENT SYSTEM

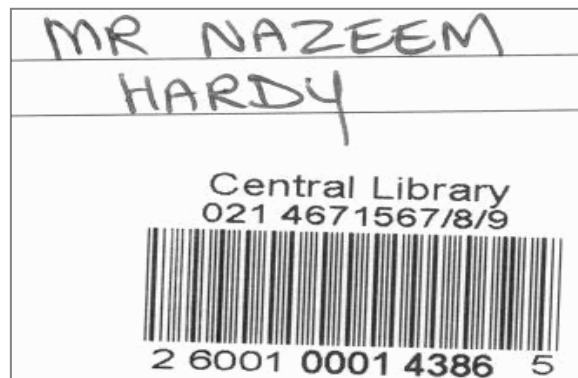
Dear Library User:

The City of Cape Town's Library & Information Services Department is in the process of switching to a new computer management system. One of the benefits of switching to this new management system, known as Brocade, will allow library users to make use of any of the library service points within the City. An added benefit will be a positive impact on borrowing privileges since the new system will allow for more items to be borrowed from our libraries.

The change to this new management system will however require libraries to close for short periods during the year (schedule attached) and there may be a short term reduction to certain services, for example inter-library loans.

In order to use the new system, might require a change of library card.

1. If you are in possession of a card for the existing PALS system (See below), you will not be required to change your library card.



You will however need to ensure that your details are up to date.

2. If you do not have a PALS card, you will need to do one of the following:
 - a) Fill in a membership form at a PALS library nearest to you and collect your card at that library (1 week later). (See attached list of PALS Libraries)
 - b) Fill in a membership form at **this** library and we will have your card loaded and ready for collection when the library switches to the new system.

Please ensure that you have the following documentation on hand:

- I.D. document
- Birth Certificate (for children younger than 18)
- Proof of home address (e.g. rates / water bill)
- Two contactable references

Library & Information Services Department,

Thank you.