

**CHELSA MEMORANDUM OF UNDERSTANDING:
SHARING OF RESOURCES AND SERVICES**

LETTER OF INTRODUCTION

(Incomplete application forms will not be considered.)

Surname.....	Name.....	Title.....
Identity no	E-mail address	
Address.....	Postal Code.....	
Student no/Personnel no.....	Cell no.....	
Telephone no (w).....	Study leader	
Dept.....	Course	
Research topic.....		
.....		
Of which Library collection do you wish to make use?		

I am aware of the formal Memorandum of Understanding between CHELSA member libraries, and agree to the following:

1. Rules and regulations of the host library must be respected at all times.
2. The library issuing the letter of introduction is responsible for any loss or damage to the property of the host library, but any such costs incurred will be debited to your student account.
3. A letter of introduction is only valid until the end of the year in which it was issued.

Signed Date

Records checked.	
Comments	
Librarian	Date
Approved / Not approved	Date