

28 June 2021

To: All members
JOHANNESBURG SOCIETY OF ADVOCATES

Dear Colleagues

Re: LIBRARY OPERATING HOURS FROM 28 JUNE 2021 TO 11 JULY 2021

1. Please be advised that the Society's libraries will operate during Level 4 lockdown on the basis set out below:
 - 1.1. Mondays to Fridays from 08:30 until 16:30 with a skeleton staff present. The remaining library staff will be working from home and will deal with requests sent to them by email.
 - 1.2. Mondays to Fridays between 16:30 and 08:30 – CLOSED.
 - 1.3. Friday 16:30 to Monday 08:30 – CLOSED.
2. Access to the library after hours and over weekends will resume once we return to Level 3 lockdown.
3. Should you need to attend the library to use the library materials, or work on the computers during operating hours, the following requirements are mandatory:
 - 3.1. Wearing a mask at all times.
 - 3.2. A policy of no mask, no entry will be enforced. Members who do not comply may be asked by library staff or other users to leave the library for not wearing a mask.
 - 3.3. Before proceeding into the library, please make use of the hand-sanitising unit at the entrance.
 - 3.4. Please sign the register (for contact tracing measures).
 - 3.5. Please make use of the sanitisers provided in the photocopy rooms, should you make copies, and in the computer areas.
4. If possible, please avoid visiting the library and rather request the following material via email:
 - 4.1. cases;
 - 4.2. journal articles;
 - 4.3. excerpts from textbooks and commentaries in electronic format; and



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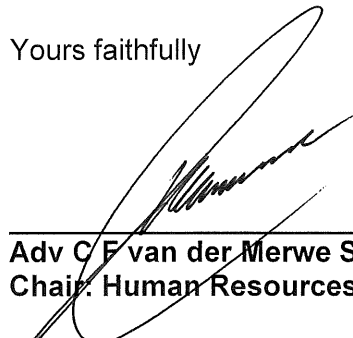
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- 4.4. Scanned copies from print textbooks and commentaries between the hours of 08:30 and 16:30, if there is no electronic equivalent available.
5. The turnaround time in respect of requests via email should be approximately an hour, depending on the volume of work requested, the difficulty in obtaining the requested documentation and the time taken to attend to scanning of documentation.
6. Please direct your email enquiries to one of the library staff on duty. A reminder of their contact details:

<u>Sandton library:</u> Lydia Craemer: lcraemer@rsabar.com Fanus Olivier: fanus@rsabar.com Joyce Khakhu: joyce@rsabar.com Telephone: (011) 292 6910	<u>Pitje library:</u> Mikateko Khangala: mikatekok@rsabar.com Telephone: (011) 333 9243
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7. Please do not email more than one of the librarians with the same request, as this will duplicate work and wastes time they could have spent on other enquiries.
8. Your co-operation is appreciated.

Yours faithfully



Adv C F van der Merwe SC
Chair: Human Resources Committee