



OFFICE OF THE UNIVERSITY LIBRARIAN

TEL: 206 3873/4, FAX: 206 3876

MEMORANDUM

TO: University Community

FROM: Mr Joseph Ndinoshiho, University Librarian

DATE: 15 November 2017

SUBJECT: **TEMPORARY CLOSURE OF THE ILRC (LIBRARY) AT THE MAIN CAMPUS**
from 27 November 2017

This communique serves to inform all the Information and Learning Resource Centre (ILRC) / Library users, at the Main Campus, that the replacement of the dysfunctional air conditioning system has commenced.

As necessitated by preparatory works and commencement of the installation of the air-conditioning units in the ground floor, the **library will be closed to all users from Monday, 27 November 2017**. Main door access to video conference room and auditorium will remain open until 30 November 2017. The **library will re-open on 10 January 2018**.

Please also be informed that:

- i. The new air conditioning system full installation is scheduled for completion by September 2018.
- ii. As from 10 January 2018, doors will be open for access to all ILRC users, with some areas being cordoned off for about six weeks at a time, to allow the technical team to proceed with work unhindered.
- iii. If need arise, additional study space will be arranged in the Old Library Building.
- iv. **Please return and borrow Library books for recess by Friday, 24 November 2017.** Please also note that books may be returned anytime through the Overnight Return Box (beside ILRC main entrance).
- v. **Temporary Access:** Provisional access for the period: 01 December until 14 December 2017 will be provided through the back door entrance, for staff members and for usage of the Video Conference facility and the Auditorium, as well as in cases where users need critical information resources, advice or to meet any staff member during the closure.

ILRC staff members remain reachable via telephone and email.

Library's generic contacts are: 061 206 3878 / 3538 or email: library@unam.na

As usual, further information can be accessed through the **Library website:** www.unam.edu.na/library, with 24 / 7 / 365 access to our rich and credible online journals and databases.

We do apologise for any inconvenience caused. We look forward to welcoming you to the air-conditioned ILRC.

Thank you.