



The Municipal Manager  
Bitou Municipality  
P O Bag 1002  
Plettenberg Bay  
6600

Dear Sir / Madam

**ASSET VERIFICATION NOTIFICATION: KURLAND LIBRARY, 30 – 31 OCTOBER 2023**

In terms of section 14 of regulations PK.689/1980 a full asset verification should be done in all libraries affiliated with us. An asset verification is due at Kurland Library and is planned for 30 – 31 October 2023.

The library will have to be closed for the public on these days. Full details will be given to the Librarian.

Yours faithfully

*W Swanepoel*

**G REDMAN  
HEAD OF DEPARTMENT**

Date: .....20/9/2023.....

CC: Library Manager, Ms. T Twani  
Librarian, Hornlee, Ms. P Bambata  
ASD: Eden Central Karoo, Mr. J Mbanga

Librarian

- The Library will have to be closed for the public on these days.
- **NO checking in or checking outs may be done for the public on these days. It will compromise the outcome of the stocktake if you do.**
- No loading of new library material can be done on that day.
- Please make sure that all barcoded Provincial stock is available and ready to be scanned.
- If there is any stock outstanding that is NOT on a special ID or checked out to an end user, it must be made available to be scanned in.
- If you have any queries please feel free to contact us.

Thank you.

Marlene



M SWANEPOEL

REGIONAL LIBRARIAN: GEORGE

DATE: ...20/9/2023