



Library Service

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Reference: 14/14/3/2
New Horizons Library
Enquiries: Marlene Swanepoel

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

Dear Sir / Madam

ASSET VERIFICATION NOTIFICATION: NEW HORIZONS LIBRARY, 7 – 9 NOVEMBER 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 New Horizons Library and is planned for 7 – 9 November 2023.

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

Yours faithfully


^ **G REDMAN**
HEAD OF DEPARTMENT

Date: 20/11/2023.....

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

Ground Floor, York Park Building, St John Street

Private Bag X6556, George, 6530

web address: www.westerncape.gov.za

Cultural Affairs and Sport : ImiCimbi yeNkcubeko nezembiDlalo : Kultuursake en Sport

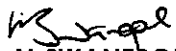
This document is available in Afrikaans and isiXhosa on request

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