

SINGAPORE POLYTECHNIC LIBRARY

LIBRARY MEMBERSHIP FOR CORPORATE MEMBERS

- 1 This category of membership is granted on a case to case basis to industrial and commercial firms, professional organisations, government departments and statutory boards. Each organisation or department may nominate its employees to register and join the Library. The organisation may request to transfer the membership card to another employee within the organisation. Members need to produce their company name/staff cards or letter of authorisation when borrowing library materials with the membership card.
- 2 The annual subscription fee is \$214.00 (inclusive of 7% GST) for each nominee.
- 3 Borrowing Privileges
 - (a) Each member may borrow up to 6 items, inclusive of 2 CD-ROMs (lending). Lending books and CD-ROMs may be borrowed for a period of 21 days. A fine of \$0.20 per day is imposed for each overdue book and \$0.10 per day for each overdue CD-ROM. Red Spot/ Green Spot books may be borrowed for 4 hours and a fine of \$0.50 per hour (or part) is imposed for each overdue book.
 - (b) Reference books, periodicals and audio-visual materials are available for use within the Library premises.
- 4 Members must comply with the rules and regulations of the Library.
- 5 Completed application forms are to be returned with a copy of the nominee's NRIC/Passport and a cheque crossed and made payable to "Singapore Polytechnic".
- 6 Completed forms are to be returned to:-

Manager
Circulation Section
Singapore Polytechnic Library
500 Dover Road
Singapore 139651
- 7 The Library reserves the right to grant or refuse membership and will not disclose the reason for any rejection.
- 8 For further enquiries, call Tel. No.: 67721575 or email to library@sp.edu.sg .