

Singapore Polytechnic Library
Application for External Personal Membership
LIB-FRM-CIR-12

This form should take you less than 5 minutes to fill up. The data provided to Singapore Polytechnic will be kept strictly confidential and be used for the purpose of library membership only.

I. Please fill in all the relevant details.

Name (Dr/Mr/Mdm/Mrs/Ms) _____
(In Block Letters, Underline Surname)

NRIC No. _____

Home address _____

Postal Code _____

Company Name _____

Company Address _____

Designation _____

Tel No. (Office) _____ (HP) _____

Email address _____

II. Reason for applying [please tick the relevant box]:

Research and Development

Further Studies _____

Please specify course and submit a copy of relevant documents

III. Declaration

I enclose a cheque for **\$214.00** (payable to the Singapore Polytechnic) for library membership for the period.

I declare that the particulars given in this form are true and that I will undertake full responsibility for all loans and outstanding liabilities incurred by me. I have read the loan privileges and rules stated in the webpage <http://eliser.lib.sp.edu.sg/MenuIndex?MainMenu=Using%20Library> and agree to abide by the rules.

Signature _____ Date _____

For Office Use Only

Patron Id No.: _____

Date registered: _____ Expiry Date: _____

Cash/Cheque No.: _____ Receipt No.: _____ dd _____

Received by: _____ Record created by: _____

SINGAPORE POLYTECHNIC LIBRARY

LIBRARY MEMBERSHIP FOR EXTERNAL PERSONAL MEMBERS

- 1 This category of membership is granted on a case to case basis to:-
 - (a) students who are enrolled for open/distance learning external degree programmes conducted in Singapore and
 - (b) professionals who wish to keep abreast with current developments
- 2 The annual subscription fee is \$214.00 (inclusive of 7% GST).
- 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 one NRIC-sized photo, a copy of your NRIC/Passport, copies of documents showing successful enrolment into and payment of fees for the external degree that the applicant is embarking on, and copies of documents showing your period of stay in Singapore (if applicable).
- 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 .