

**SINGAPORE POLYTECHNIC LIBRARY**

**Application for Library Membership**

CIRCULATION SECTION

500 DOVER ROAD, SINGAPORE (139651)

TEL: 67721575 FAX: 67721956 EMAIL: library@sp.edu.sg

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 application only. For more information, please refer to the brochure "Library Membership & Loans Privileges".

All applicants must produce their NRICs for verification of addresses. SP Graduates are to produce a copy of their diploma certificate for verification. Graduates from the diploma and advanced diploma courses may apply. Only applications with the required documentation i.e., **photocopy of DIPLOMA CERT +NRIC +PHOTO +subscription fee** will be accepted.

Name: \_\_\_\_\_  
**As in NRIC/ passport - In Block Letters- underline surname [if any]**

Address: \_\_\_\_\_

Postal Code: Singapore \_\_\_\_\_ Passport No. / NRIC No.: \_\_\_\_\_

Tel No.: \_\_\_\_\_ (Home) \_\_\_\_\_ (mobile) EMAIL: \_\_\_\_\_

Staff/Student No.: \_\_\_\_\_ Department/School: \_\_\_\_\_ Course/Contract End Date: \_\_\_\_\_

**Declaration**

I hereby apply for membership of the Singapore Polytechnic Library. I have read the rules stated in the brochures "Loan Services" and "Library Membership & Loans Privileges" or the electronic copy available at <http://eliser.lib.sp.edu.sg/page/membership?pt=13> and agree to abide by the rules.

I am aware that all multimedia materials borrowed are strictly for private viewing only. Duplication, circulation, editing, broadcasting and rental are NOT allowed.

I will comply with the Copyright Act and Regulations of Singapore when using library services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR LIBRARY USE ONLY**

Tick Documents Checked

**DIPLOMA CERTIFICATE**       **NRIC**       **SP Alumni Card**       **Company Letter**

Patron Type:   AC/SA/NA/GD/OT/AC/BOG/TI/SPR   Application Type:   New/Renewal   Card Issued: Yes / No

Patron Barcode: \_\_\_\_\_ Patron Record No.: \_\_\_\_\_ PCODE3: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_

Application Received by: \_\_\_\_\_ Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_