



Republic Polytechnic Library
9 Woodlands Ave 9
Singapore 738964
Tel: 3100 1212
Fax: 6415 1310

EXTERNAL LIBRARY MEMBERSHIP (Corporation/ individual)

Rules and instructions

Instructions:

1. All organizations based in Singapore may apply for membership at the Republic Polytechnic Library.
2. Organizations, companies and individuals will need to pay a subscription fee of **S\$200.00** per year (excluding gst)
3. Please complete the application form and submit it to the address above. A subscription fee of **S\$200** exclusive of GST is payable upon registration. Subscription fee is non-refundable. Crossed cheque must be made payable to *Republic Polytechnic*.
4. For Organisations, please nominate one employee who will be making use of the Library services and facilities.
5. Library Membership is valid for a year and membership card is not transferable.
6. Successful applicants will be informed by email.
7. Please inform the Library in writing if there are changes to the particulars of the nominated Library user.

Library Loans and Facilities:

1. External Library members are entitled to borrow 6 lending items for 14 days.
2. Membership privileges will be suspended if there are fines or overdue items outstanding in the member's account. Membership privileges will be restored once the outstanding charges are settled.

Library fines :

1. Overdue fines are \$0.50 per day per item.
2. All fines must be settled by Cashcard or NETS

Please refer to the library website at <http://www.rp.sg/lib> or contact the Library at Help-library@rp.sg for more information.



For official use only (*membership number*)

[Empty box for membership number]

EXTERNAL LIBRARY MEMBERSHIP (Corporations/individuals)

COMPANY INFORMATION (if applicable)

Name of Organisation: _____
Address: _____
Postal code: _____ Tel No.: _____ Fax No.: _____

PARTICULARS OF NOMINATED EMPLOYEE / INDIVIDUAL

Name : (Dr/Mr/Mrs/Ms) : _____
(please underline surname)
Designation: _____ Department: _____
Tel No.: _____ Fax No.: _____
Email: _____

Purpose of the application: _____

Subscription Payment mode if applicable (*please tick*) :

By Cash card
(Payable upon collection of membership card) By Cheque.
(Submit this form with a crossed cheque payable to Republic Polytechnic).

THIS SECTION IS TO BE COMPLETED BY THE MANAGER / DIRECTOR OF THE ORGANISATION

I declare that the particulars in this application are true and my Organization will take full responsibility for all loans and outstanding fines incurred by the nominated employee.

Name: _____ Company Stamp
Designation: _____
Email: _____
Signature: _____

ACKNOWLEDGEMENT

I acknowledge receipt of membership card: _____ Date: _____
Name: _____ Signature: _____

FOR OFFICIAL USE

Cheque no.: _____ Processed by: _____ Date: _____
Remarks : _____
