

**EXTERNAL LIBRARY MEMBERSHIP (Government/Non-Profit)****Rules and instructions****Instructions:**

1. All Government and Statutory Boards, Libraries and non-profit organizations based in Singapore, may apply for membership at the Republic Polytechnic Library.
2. Please complete the application form and submit it to the address above.
3. For Government Department, Statutory Boards, non-profit organisations and Libraries, please nominate one employee who will be making use of the Library services and facilities.
4. Applications by full-time academic staff of other Polytechnics and Universities, staff of Government and Statutory Boards, non-profit organizations and professional librarians from other libraries in Singapore must be accompanied with an official letter from their respective organizations.
5. Library Membership is valid for a year and is non-transferable. Re-application is required to extend membership for another year.
6. Please submit an application with updated particulars for renewal of membership.
7. Successful applicants will be informed by email.
8. Please inform the Library in writing if there are changes to the particulars of the nominated Library user.

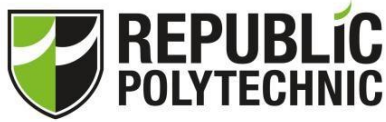
**Library Loans and Facilities:**

1. External members are entitled to borrow 6 books/CD-ROM attachments 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 PayNow at RP Library Information Counter (South Entrance).

Please refer to the library website at <https://www.rp.edu.sg/library/home> or contact the Library at [help-library@rp.edu.sg](mailto:help-library@rp.edu.sg) for more information.



For official use only (membership number)

## EXTERNAL LIBRARY MEMBERSHIP (Government/Non-Profit)

**ORGANISATION INFORMATION**

Name of Organisation: \_\_\_\_\_ Company UEN No: \_\_\_\_\_

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

Postal code: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**PARTICULARS OF NOMINATED EMPLOYEE**

Name: (Dr/Mr/Mrs/Ms) \_\_\_\_\_ NRIC/UIN: \_\_\_\_\_

*(please underline surname)*

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Purpose of the application:** \_\_\_\_\_

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

We, \_\_\_\_\_, declare that the particulars in this application are true and correct. All authority to execute this agreement, and all necessary action to authorise execution of this agreement has been taken. We will take full responsibility for all loans and outstanding fines incurred under this membership account.

For and on behalf of \_\_\_\_\_

Name: \_\_\_\_\_ NRIC/UIN: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Organisation Stamp \_\_\_\_\_

**FOR OFFICIAL USE (RP Library)**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Personal information collected is used for administrative purposes only and will not be divulged to external parties.