



## LIBRARY MEMBERSHIP REGISTRATION/UPDATE (EXTERNAL MEMBERSHIP)

### Instructions

- a) Please fill in the appropriate section accordingly.  
b) You may either submit the completed form personally at the library counter or email to: [library@sccl.sg](mailto:library@sccl.sg)

### NEW MEMBERSHIP REGISTRATION

Title	<input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	
Name		Chinese character
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Local Address		
Email		
Contact No.	Handphone	Home

### SUPPORTED BY:

Principal/Vice Principal's Name & School Stamp	<input type="checkbox"/> Supported <input type="checkbox"/> Not Supported: _____
Signature	Date

### MEMBERSHIP UPDATE (Only for new updates)

<input type="checkbox"/> New Local Address		
<input type="checkbox"/> New Contact No.	Handphone	Home
<input type="checkbox"/> New Email		
Signature	Date	

### FOR OFFICIAL USE ONLY

Staff Name		
Signature	Date	



## LIBRARY MEMBERSHIP REGISTRATION/UPDATE (EXTERNAL MEMBERSHIP)

### Points to note

- a) Please present your Civil Service Card (Only CSC card is accepted) at the library counter for identification before borrowing of any library items.
- b) Membership will be terminated if there are no borrowing activities for 9 consecutive months. Teachers can go through the application procedure for new membership should they decide to register for membership again later, and it will be subjected to availability of membership places at that time.

### Borrowing privileges

	Type	No. of loans	Loan period
Maximum no. of loans	Books (inclusive of audio/visual materials)	10 items	30 days
	Periodicals / Reference books	Only for reference in library	-
	Audio/visual materials	3 items	30 days

	Type	No. of renewals	Renewal period
Maximum no. of renewals	Books	Once per item	30 days
	Periodicals / Reference books	-	-
	Audio/visual materials	Once per item	30 days

	Type	Information
Fines	All	\$0.15 per day per item.  Fines for overdue loans are calculated from one working day after the due date to the day the items are returned (excluding Saturdays, Sundays, public holidays and library closure days).
Lost / damage	All	Pay the full replacement cost based on the current price of the lost item plus a processing fee of \$25 + GST. Or Replace it with another similar book which is acceptable to the Library plus a processing fee of \$25 + GST.

I hereby declare that all information given in this form is true and correct.

I hereby agree that I will abide by all library rules and regulations if the application is approved.

Signature

Date