



Library Membership Application Form

Salutation (*select one*): Dr / Mr / Mrs / Ms

First name: _____

Last name / Surname: _____

Last 4 characters of NRIC / passport number:

Contact number(s): _____

Email: _____

Residential address in Singapore: _____

Postal code: _____

By signing this membership form,

- I agree that CTIS may collect, use and retain my personal data as provided in this application form for the purposes of processing this membership application and the administration of membership privileges at CTIS Library.
- I have read the policies and regulations governing the use of the CTIS Library and agree to abide by them.
- I would like to receive information updates from CTIS Library via email with the understanding that I can opt out anytime. (optional)

Signature

Date

For official use only

Membership no.: _____ Amount collected: _____ Payment by: _____

Receipt No.: _____ Staff initials: _____ Date: _____

Membership card received by:

Name & Signature

_____ on _____
Date



CTIS Library – Policies & Regulations

Membership

1. The annual library membership fee is **S\$22.00** (inclusive of GST). Members must present a valid library card for borrowing books. Library membership cards are not transferable.
2. CTIS faculty, staff, ordinary members of the CTIS Alumni Association, and students enrolled in CTIS programmes are automatically members of the Library. CTIS students and alumni members must present their valid student or alumni cards to borrow books.
3. The Library reserves the right to reject new applications and renewal of library memberships, or to suspend/forfeit a current member's library privileges.
4. All users are required to sign in and leave their bags in the bag deposit area upon entering the Library.

Services

1. All external library members and alumni members and may borrow up to **4 books for 4 weeks**.
2. Students enrolled in two or fewer courses in one semester may borrow up to **4 books for 4 weeks**; Students enrolled in three or more courses in one semester may borrow up to **6 books for 4 weeks**.
3. All external library members, alumni members and students will be granted a one-time loan renewal of 2 weeks from the due date if the book(s) have not been recalled or reserved by another user.
4. Non-circulating items such as journals, reference materials, course reserves and books from special collections must be used in the Library only.
5. Members must return or renew the borrowed book(s) before they are due, or when recalled, the book(s) must be promptly returned to the Library.
6. Renewals can be done in-person or via email at library@ctis.sg.
7. Photocopying services are available at the library for **S\$0.10/A4 page**. Under Singapore Copyright Law, no more than 10% or one chapter of a book (whichever is greater) may be photocopied.

Fees

1. The member is responsible for all books borrowed under his/her name. If a book is lost or damaged while on loan, please inform the librarian, who will determine the cost of replacing or repairing the book(s), including shipping fees, payable to the Library.
2. Members will be charged **S\$0.20/day** for each overdue book.

Notes

1. Members are required to promptly notify the librarian of any change in contact details.
2. Smoking, eating, and drinking are prohibited in the Library.
3. Silence shall be observed in the Library at all times.
4. The librarian has the right to:
 - a. Ask library users to leave the Library if they are causing a disturbance, and
 - b. Remove any personal belongings that are left unattended.
5. The Library is not liable for the loss or damage of any personal belongings of users in the Library.

I have read the above policies and regulations. _____ (Initial and date)