



**SIRIM TECHNICAL LIBRARY**  
**SIRIM STS SDN. BHD.** (448249-A)

Block 1, SIRIM Complex  
No.1, Persiaran Dato' Menteri  
Section 2, P.O Box 7035  
40700 Shah Alam, Selangor  
Tel: 03-5544 6028  
E-mail: [library@sirim.my](mailto:library@sirim.my)

**QSF501-365-01**  
Issue No.:6 (23/01/2024)

## Application For SIRIM Technical Library Corporate Membership

Company	:	_____	ROC No :	_____	
Address	:	_____			
Contact Person (Name)	:	_____	Tel.	:	_____
Designation	:	_____	Fax	:	_____
Business Area	:	_____	E-mail	:	_____
Cheque Number	:	_____	for <b>RM2,500</b> is enclosed (SST 0%).		

Approved by (Name)	:	_____			
Designation	:	_____			
Signature	:	_____	Date :	_____	Company Stamp

### Privileges of Corporate Membership

- Unlimited reference to Standards, Technical Handbooks and other library collection.
- Loan privilege of 20 library materials per transaction (max. 500 materials per year)
- Max. materials loan per transaction: 20 Hardcopy or 10 Hard copy + 10 PDF files.
- Request for journal articles (max. 300 articles per year)
- Access to selected databases.
- Standards Update Service.

1. We would like to join as a SIRIM Library Member.
2. We assure that all of the above information is true.
3. We will take full responsibility to replace any material loss, damage, etc.
4. We will follow every rules and regulations that comes with this scheme.
5. We agree to appoint a contact person (as above) to represent our organization.

❖ Please make the payment payable for **SIRIM STS SDN BHD**. We accept payment by cash, cheque, credit card or bank-in to **BANK ISLAM MALAYSIA BERHAD (BIMB)** account number **12038010024580**. Please e-mail/fax the bank transaction slip together with this application form as proof of payment for further process.

Contact us for further enquiries & services:

**Anuar / Hamizah / Nor Adila**  
Tel: 03-5544 6028  
E-mail: [library@sirim.my](mailto:library@sirim.my)

For SIRIM Library Record		
<input type="checkbox"/> NEW	or	<input type="checkbox"/> RENEWAL
Membership No: <b>SM</b> _____ Password: _____		
Expiry Date: ____/____/202____ Member Since: _____		
Process Date		
Received: ____/____/202____	Process: ____/____/202____	Delivery: ____/____/202____

# SIRIM TECHNICAL LIBRARY

## RULES AND REGULATIONS FOR LIBRARY MEMBERSHIP SCHEME

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SIRIM Library Members are subjected to all regulations stated below and other amendments thereafter.

### 1. SCHEME DURATION

- 1.1 The duration of membership is one year (12 months) from the date of registration.
- 1.2 Notice of renewal will be sent by e-mail, one month (30 days) before the date of expiry.
- 1.3 Notice for cancellation of renewal must be sent to SIRIM Library three months (90 days) before the expiry date.
- 1.4 Company must update the assigned Contact Person's e-mail address for any service matters.

### 2. MATERIALS LOAN

- 2.1 Materials loan can only be made with the valid SIRIM Library Membership card.
- 2.2 **Maximum loan privilege is 20 materials per transaction (Maximum 500 materials per year).**
- 2.3 **Maximum loan per transaction: 20 Hardcopy or 10 Hard copy + 10 PDF files.**
- 2.4 **Red Spot Collections and SIRIM Publications are not for loan service.**
- 2.5 All publication materials are protected under the Copyright Act 1987.  
Members are not allowed to duplicate the standards (Photocopy & Digital scan)

### 3. LOAN PERIOD

- 3.1 Loan period of 14 working days for all library materials.
- 3.2 Renewal of materials loan period can be made once by e-mail or phone (extra 14 working days).
- 3.3 Reminders and Notice of fines will be sent by e-mail to members if materials are not returned within the stated period.
- 3.4 Members who have not paid their fines shall not be allowed to borrow any other materials.

### 4. MEMBERS RESPONSIBILITY

- 4.1 Member is responsible for all materials borrowed.
- 4.2 Member should write Name & Tel.No. on the loan slip to avoid any unauthorised usages.
- 4.3 Member must return all borrowed library materials after receiving the notice of fines.
- 4.4 Membership card can only be used by the staff or students from the stated organisation on the card.
- 4.5 Membership card for members from outside Klang Valley shall be retained in SIRIM Library.
- 4.6 Members from outside Klang Valley must manage their own courier service to collect & return the hardcopy materials that have been reserved.

### 5. FINES

- 5.1 Members who fails to return borrowed materials within the stated period must pay fine of RM0.50 per material x per day until the materials is returned.
- 5.2 Holidays, annual leave, attending courses, etc. will not be accepted as reasons for not returning the materials on time. Members are responsible for all materials borrowed.
- 5.3 Any library materials that are lost or damaged must be replaced. Members must pay the cost of material replacement plus RM50 for the admin. service charge.
- 5.4 Members need to pay RM20 for the Membership Card replacement.
- 5.5 Members are subjected to the regulations and other amendments stated thereafter.

### 6. MATERIALS ORIGINALITY

- 6.1 Materials that are returned to the library must be on the original SIRIM Library's copy.
- 6.2 No alteration, modification, copies and adjustment is allowed to the materials.
- 6.3 Procedure 5.3 will be applied if members fail to follow this procedure.



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