

# SIRIM TECHNICAL LIBRARY SIRIM ACADEMY SDN. BHD

Block 1, SIRIM Complex No.1, Persiaran Dato' Menteri, Section 2 40000 Shah Alam, Selangor Tel: 03-5544 6028

Tel: **03-5544 6028** E-mail: **library@sirim.my** 

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# Application For SIRIM Technical Library Corporate Membership

E-mail: library@sirim	.my		p
Company	:	ROC No :	
Address	:		
Contact Person (Name)	:	Tel. :	
Designation	:	Fax :	
Business Area	:		
Cheque Number	:	for <b>RM2,500</b> is enclosed (SST 0%).	
Approved by			
(Name) Designation	:		
Signature	:	e : Company Stamp	
<ul> <li>Privileges of Corporate Membership</li> <li>Unlimited reference to Standards, Technical Handbooks and other library collection.</li> <li>Loan privilege of 20 library materials per transaction (max. 500 materials per year)</li> <li>Max. materials loan per transaction: 20 Hardcopy or 10 Hardcopy + 10 PDF files.</li> <li>Request for journal articles (max. 300 articles per year)</li> <li>Access to selected databases.</li> <li>Standards Update Service.</li> </ul>			
<ol> <li>We would like to join as a SIRIM Library Member.</li> <li>We assure that all of the above information is true.</li> <li>We will take full responsibility to replace any material loss, damage, etc.</li> <li>We will follow every rules and regulations that comes with this scheme.</li> <li>We agree to appoint a contact person (as above) to represent our organization.</li> </ol>			
or bank-in to BANK	yment payable for <b>SIRIM ACADEMY S</b>	<b>DN. BHD.</b> We accept payment by cash, cheque, credit ca count number <b>12038010024580</b> . Please e-mail the bank	
For SIRIM Library Record  Contact us for further enquiries & services:			
	·	□ NEW or □ RENEWAL	
Anuar / Hamizah / Nor Adila		Membership No: <b>SM</b> Password:	_

Expiry Date: \_\_\_/\_\_\_/202\_\_\_ Member Since: \_\_\_

Process:

\_\_\_/202\_\_\_

Delivery:

\_\_\_/\_/202\_

Process Date
Received:

\_/\_\_\_/202\_

# SIRIM TECHNICAL LIBRARY RULES AND REGULATIONS FOR LIBRARY MEMBERSHIP SCHEME

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 Hardcopy + 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.

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- 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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