PHOTO



# RECIPROCAL MEMBERSHIP FORM

Please complete this form	with a passport size	photograph and sub	omit to Library and Le	earning Commons, Info	ormation Services Counter, Level 1.	
FAMILY NAME						
FIRST NAME						
MIDDLE NAME						
TITLE	Mr	Ms	Mrs	Miss	Dr./Assc.Prof./Prof.	
IC NO. /PASSPORT NO.						
STUDENT ID NO.	STAFF ID CARD SERIAL NO.					
PATRON GROUP	SUNWAY UNIVERSITY STUDENT			SUNWAY UNIVERSITY STAFF		
	COURSE DETAILS:  SCHOOL:					
ADDRESS (CORRESPONDENCE)				POSTCODE		
ADDRESS (PERMANENT)				POSTCODE		
TELEPHONE	HOME		MOBILE		EXT	
INSTITUTION EMAIL (no private email)			•			
I agree to the Community Use Rules of the Library and Learning Commons. If an item is damaged or lost, I agree to pay the fines, processing fees and cost of the item(s).						
SIGNATURE OF APPLICA			DATE			
		FOR SUNWAY	CAMPUS LIBRARY	USE		
Details certified correct:						
(Name)	(Signature)				(Date)	
	FOR MONASH UN	IVERSITY MALAYS	IA, LIBRARY AND L	EARNING COMMON	S USE	
EXPIRY DATE OF MEMBERSHIP:			MEMBERSHIP NO ASSIGNED:	)		
Details certified correct:						
(Name)	(Signat		nature)		(Date)	

#### Monash University Malaysia, Reciprocal Membership

#### Membership

The Reciprocal Borrowing Scheme is a resource sharing scheme that allows students and staff of Monash University Malaysia to borrow books from Sunway University's library collections without additional fees or deposits. Monash University Malaysia Reciprocal Membership is open to all registered staff and students of Monash University, including exchange students at Monash University Australia.

Monash University Malaysia students and staff are eligible for <u>reciprocal borrowing scheme</u> for a term of 6 months (January-June and July-December). Unless it is renewed at Sunway University Library, the reciprocal membership will expire after 6 months, on 30 June and 31 December respectively.

The following groups of users are not eligible for the reciprocal membership scheme: external visitors, part-time research assistants and alumni.

Loan privileges are extended to registered members as below:

Item / Member	Staff	Student
Book	5 items, 30 days, 2 renewals	5 items, 2 weeks, 2 renewals

## Library fines and penalties

Fines will apply when registered members return the borrowed item(s) after the due date. Borrowed books should be returned before the due date and placed in the 24/7 Book Return located outside the library.

Reciprocal membership privileges (borrow, renew, place a hold) will be suspended in the event of lost items or unpaid fines. For lost items, registered members should contact library staff at the Information Services counter.

Charges for overdue and lost library materials:

Category	Penalty		
Standard loans	RM1.00 per item per day		
Lost or damaged book	Current cost of the item plus RM10.00 processing fee and outstanding fines		

Library fines will accrue for overdue items for all library users. To avoid accruing fines:

- Checking your due date slip for items borrowed.
- Regularly checking your My loans in Search.

### Library notices

Library notices will be sent to users via their Sunway University email accounts. Users should check their email regularly for library notices.

- A courtesy notice will be sent 3 days before an item is due.
- An overdue reminder will be sent 1 day after the due date.
- A final reminder will be sent 30 days after the due date.
- For **hold** items, a notice will be sent to inform the user that the item is available for collection. Library materials must be collected within 3 days at the Information Services Counter, Level 1.
- An item available notice will be sent to users who requested the purchase of a new title, when the item is available.

# Termination of Membership

Termination of the reciprocal borrowing membership will take place when:

- Withdrawal of membership is requested by the reciprocal borrower
- Reciprocal membership expired for more than 6 months
- · Student withdrawal communicated by Sunway University library staff
- Staff resignation or termination of employment communicated by Sunway University library staff