



## EXTERNAL MEMBERSHIP

Library HomePage: <http://library.sunway.edu.my>

### I ELIGIBILITY FOR EXTERNAL MEMBERSHIP

External Membership is open to the following persons, subject to conditions (3a- b)

1. Alumni who have graduated with a bachelor's degree or a post-bachelor qualification or a professional accounting qualification (i.e. ACCA, ACA) from Sunway University or Sunway College KL.
2. Staff of Sunway Group of Companies approved by respective Human Resource Dept.
3. Other persons approved by Sunway Education Group / Chief Librarian.
  - a. All eligible External Members who wish to use the Sunway Campus Library must register with the Library.
  - b. They will be given a library card. This must be produced upon request and on borrowing AV materials for viewing in the Library.

### II NON-ELIGIBILITY OF MEMBERSHIP:

Students who are enrolled in other colleges / universities.

### III APPLICATION

1. Application Forms for External Membership are available (a) from HomePage (b) at the Service Counter, Library.
2. Applicants must provide two passport /IC size photographs with completed Application Form.
3. Library cards are processed within three working days.
4. External Members can collect their library card at the Service Counter.

#### 5. Method of Application:

**Staff of Sunway Group** : All applications must be made through respective Human Resource Department.

**Alumni** : All applications must be made through Sunway University / Sunway College KL Alumni Office.

**Business Associates** : All applications must be made through respective HOD / HOP / DOP.

### IV PRIVILEGES

External Members are allowed the following privileges:

1. Use all open shelf books and periodicals within the Library.
2. Borrow AV materials for viewing within the Library premises, specifically: Group Project Pods /Training Rooms (at booked times); at Viewing Zone (whenever these are available for use).
3. Access E-databases subscribed by Sunway Campus Library within Library premises.
4. Document Delivery, upon payment of relevant charges and fees.
5. *Gratis* : All Library Services such as Help Desk, Reference services.

#### **Facilities closed to External Members**

1. The IT Facilities
2. Reserve and Theses Collections.

### V LIBRARY RULES AND REGULATIONS

Comprehensive Rules and Regulations are displayed in the Library Homepage.

All Rules & Regulations apply to External Members. The main rules are:

1. Food and drinks (except plain water) are not allowed in the Library.
2. Library users may not photocopy more than 10% of a publication that is specifically copyrighted.
3. Library users who photocopy materials are fully responsible for their own action. They must ensure that they do not contravene the Copyright Act.
4. Talking on mobile phones are not allowed. Phones must be put on silent mode.
5. Membership cards are not transferable. They only admit the External Members specified.
6. Loss of library membership cards should be reported to the Library immediately.
7. Library staff on duty reserves the right to check books, files and bags that are being taken out of the Library.
8. Reservation of seats or computers is strictly forbidden.
9. Violation of Library rules and regulations can result in the following penalties imposed: (i) being asked to leave the library; (ii) Not being allowed to enter and use the Library facilities for a specified period of time.

### VI. BORROWING AV MATERIALS AND RESERVING GROUP PROJECT PODS /TRAINING ROOMS

1. External Members may reserve these library rooms for group viewing /group use whenever these facilities are not used by Sunway University / Sunway College KL staff and students.
2. The Library reserves the right to cancel /postpone the booking of AV materials / rooms due to unscheduled events of the Library / Teaching staff / Management of Sunway University or Sunway College KL.
3. External Members will be informed by the Library upon the cancellation/postponement of bookings.

### VII. TERMINATION

1. Library reserves the right to terminate membership of an External Member who is in flagrant breach of library rules.
2. An External Member shall have the right to terminate his/her membership at any time.