

National University of Singapore Libraries

Personal External Membership Application Details

Conditions

- Applicants will be responsible for ensuring that all outstanding debts to the Library due to books lost or damaged or fines not paid or any other liability that might be incurred are settled.
- Each application will be charged a one time non-refundable registration fee of \$32.10 (inclusive of GST).
- Membership fees are not refundable.
- All fees and charges payable by applicant are inclusive of 7% GST

Loan Entitlement

- Loan period is 14 days (loan period varies for the C J Koh Law Library). For details on loan entitlement, please refer to the library rules at <http://libportal.nus.edu.sg/frontend/web/about-nus-libraries/library-rules/loan-entitlement-of-library-members>.
- The Central Library and its six Special Libraries may have different loan rules for the various categories of materials. Please refer to the library rules at <http://libportal.nus.edu.sg/frontend/web/about-nus-libraries/library-rules> for details.
- Due to licensing agreement regulations, external members do not have access to electronic resources and online journals.
- Please note that certain library facilities and materials (such as reserved readings and media resources) may only be accessed by NUS students and staff.

Fee Schedule

Category of Membership	Basic Membership Annual Subscription Fee (6 bks)	Enhanced Membership Annual Subscription Fee (12 bks)	Premier Membership Annual Subscription Fee (18 bks)
*Alumni	\$139.10	\$192.60	\$246.10
Distance Learning Students	\$353.10	\$460.10	\$567.10
Senior Government Officers / Graduate Students / Full-time academic staff of local govt-funded IHLs	\$192.60	\$246.10	\$299.60
Others	\$353.10	\$ 460.10	\$ 567.10

Above charges include a one-time registration fee.

*Alumni: Please submit a photocopy of your AlumNUS card; (please visit Office of Alumni Relations portal <http://alumnet.nus.edu.sg/module/portal/index.html> to apply the card online) A 5-year continuous membership at a discounted rate is also available. Call us for details.

Distance Learning students: Please submit proof of enrolment not more than 1 month old.

Graduate Students of local government funded IHL: Please submit proof of study not more than 1 month old.

Full-time academic staff of local government funded IHL: Please submit proof of employment not more than 1 month old.

Senior Government Officers: Please submit proof of employment not more than 1 month old.

External Personal members / Others: Please submit reasons for application.

For more information, please call 6872-1595 during office hours or email membership@nus.edu.sg.

Important Notes

- Successful applicant will be issued with ONE card which is not transferable and must be presented when accessing the Library.
- The NUS Libraries may request for additional documentary proof as and when necessary.
- All applicants will be notified about the outcome of their applications. Fee payment from unsuccessful applicants will be returned.
- There will be a charge of \$10.70 for any change of membership card.
- For enquiries, please call 6872-1595 during office hours or email membership@nus.edu.sg.

Please complete the application form (also available at <http://www.lib.nus.edu.sg/mem/personal.PDF>) and return it to the address below together with:

1. The relevant documents
2. One passport-size photograph
3. **A cheque** of the relevant amount, crossed and made payable to **National University of Singapore**.

Associate University Librarian, Loans and Membership Services
Central Library

National University of Singapore
12 Kent Ridge Crescent
Singapore 119275

4. For payment via Credit Card / eDebit card (ibanking), please submit all the documents , photo (JPEG), application form online to membership@nus.edu.sg. Details for payment will be sent to you once your application is approved. We accept the following cards: Master, Visa, Amex. Participating bank for ibanking are: DBS, UOB, OCBC, Citibank



This form may take you 5 minutes to fill in.

Application for Personal External Membership (no access to e-resources)

Name (Surname first) (Prof/Dr/Mr/Mrs/Miss/Ms)

[Grid for name entry]

Home address _____

Postal Code _____ Phone No. _____ FIN/NRIC No. _____
(Include prefix)

Employer/Firm/Organisation _____

Office address _____

Postal Code _____ Phone No. _____ Occupation _____

Affix a recent
Passport-size
photograph here

(Do not fold or staple)

Please select one of the following categories of membership for which you are applying:

- Alumni
- Higher degree students from local universities
- External degree program
- Senior government officer (Division 1 and above)
- Full time academic staff from local Institutions of Higher Learning
- Others

E-mail address * _____

Name of spouse (NUS employee only) _____ Staff No. _____

Reason for applying (please tick the relevant box):

- Study _____
(please specify course and submit a copy of relevant documents)
Institution registered with _____
- Research (Please specify) _____
- NUS Alumnus (Please quote Alumnus Card No. and attach a photocopy of the card)

If you are currently holding a NUS Libraries card, please provide us with the card number _____

Your membership card will be posted to you at your home address not later than 2 weeks after the receipt of your application form.

- Please note that certain library facilities and materials (such as reserved readings and media resources) may only be accessed by NUS students and staff.
- Due to licensing agreement regulations, external members do not have access to the electronic resources and online journals.

I declare that the information given above by me is correct and that I will abide by the library rules if my application is approved.

Date _____ Signature _____

* Notification to collect membership card will be sent through email unless applicant does not have an email address

FOR OFFICIAL USE ONLY

Name _____ Date _____

Contact number _____

Registration No. _____ Loan Group _____

Expiry date _____ Date notified _____

Date collected _____ Signature _____