



5 Temasek Boulevard, Suntec Office Tower 5, #17-01, Singapore 038985  
| [www.asis-singapore.org.sg](http://www.asis-singapore.org.sg) | [memberservices@asis-singapore.org.sg](mailto:memberservices@asis-singapore.org.sg)

## LIBRARY LOAN FORM

### REGISTRATION FORM

Book/Item: \_\_\_\_\_

Book/Item: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Organization: \_\_\_\_\_

ASIS Membership No. : \_\_\_\_\_

### TERMS AND CONDITIONS

1. Loan period is 21 days.
2. I agree to comply with Singapore's copyright laws. Any photocopy or reproduction of material is not to be used for any other purpose other than for private study or research.
3. I agree to take proper care of all borrowed books and materials.
4. In the event of wilful misuse of borrowed items, ASIS International (Singapore Chapter) reserves the right to suspend my borrowing privileges.
5. I am responsible for any damage to or loss of items borrowed. In the event of damage or loss, I agree to pay the cost of item (inclusive of shipping if applicable) plus an administrative fee of **S\$10**.
6. There will be no refund once payment is made even if the lost item is found later.
7. If no other library user has requested for the loaned materials I have borrowed out, the loan period may be renewed for up to 21 days upon request, made at least 5 working days before or on due date. The extension can be made for one time only.
8. Items borrowed should be returned promptly by the due date. Overdue fines are charged at **S\$0.50/day, capped at a maximum of S\$50 per item.**
9. My borrowing privileges will be suspended once charges are incurred in my library account. They will be restored once the outstanding fines are settled.
10. ASIS International (Singapore Chapter) reserves the right to suspend my member privileges to attend Chapter events (e.g. field visits) in the case of any persistent non-payment of outstanding fines or fees.

Due Date: \_\_\_\_\_

I acknowledge and agree to the above terms and conditions.

Borrowed by: \_\_\_\_\_

Issued by: \_\_\_\_\_

Signature : \_\_\_\_\_

\_\_\_\_\_  
Name and Signature

**Note:** To facilitate the borrowing process, please email a scanned copy of the completed library loan form to [MemberServices@asis-singapore.org.sg](mailto:MemberServices@asis-singapore.org.sg). Upon receipt of completed library loan form, there will be a 48 hours lead time to revert on availability of requested book title



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**For Official Use**

**Extension of Loan (if applicable)**

Due Date: \_\_\_\_\_

Confirmed by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date Returned: \_\_\_\_\_

Received by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature