

SEGi University and Colleges, Library Membership Registration Form

Applicant's Detail	Koha fields for Lib. Ref
1. Name (Mr/Mrs /Ms)*	Salutation/ First name
2. Date of Birth	
3. Faculty/School/Centre	Initials
4. Gender* Male / Female	
5. Country of origin	Alternate Address
6. Current address	Main address
7. Mobile phone no.	Primary phone
8. Home phone no.	Secondary phone
9. Email	Primary email
10. MyKad / Passport no.	Card number
11. Category*	
12. Username	
13. Student/Staff card expiry date	
14. Student/Staff ID no.	Sort 1

*Circle where appropriate

I have read the Terms and Conditions regarding the use of the Library and agree to abide by it.

Signature: _____ Date: _____

Verified by: _____ (Library staff)

Note: Terms and Conditions are attached and to be kept by the applicant.

Library Membership Terms and Conditions

SEGi University and Colleges Library

1. Membership

- 1.1. Membership is open to all SEGi University and Colleges registered students and staff.
- 1.2. Membership is not transferable.
- 1.3. Membership for student is considered terminated once the 'Refund form' has been stamped and verified.
- 1.4. Membership for staff is considered terminated once the 'Exit form' has been stamped and verified.

2. Borrowing Privileges & Fines

Students and Staff					
Material Type	Loan Period	Loan Limit	Renewal	Reservation	Fine
Short-term loan items (Red Spot sticker)	3 day	1 item	1 day	3 days	RM2.00/day
Normal items (Open Shelf)	14 days	5 items	14 days	3 days	RM1.00/day
AV materials	14 days	3 items	14 days	3 days	RM1.00/day

Reference materials (Green Spot sticker), bound journals, magazines and newspapers are non-circulation items to both undergraduate students, postgraduate students and staff.

- 2.1. Library staff is authorized to set different loan durations for various materials or user categories as it sees fit, subject to approval from the Principal/HOD/Chief Librarian.
- 2.2. Students/Staffs must produce their student card for loan transactions.
- 2.3. Students/Staffs are allowed to renew all items they borrowed for one time only, provided there is no reservation made under that particular title and the patron does not have fines or other overdue books.
- 2.4. Renewals can be made via e-mail, phone call, online (<https://librarycatalogue.segi.edu.my> – for Kota Damansara campus only) or directly at the Circulation Counter during opening hours. Refer to the contact details below for email and phone renewal requests:

SUKD patron:

E-mail: librarykd@segi.edu.my

Phone: +60361451758

SCKD patron:

E-mail: librarsckd@segi.edu.my

SOP NO.	F-LIB01-01
SOP Title	Membership Registration Form

SCKL patron:

E-mail: librarykl@segi.edu.my

Phone: +603 20262289

SCPG patron:

E-mail: scpg_library@segi.edu.my

Phone: +604 2595601

SCSWK patron

E-mail: libraryswk@segi.edu.my

Phone : +082-252566 ext 122

SCSJ patron

E-mail: librarysj@segi.edu.my

Phone: +603.8600 1777 (Ext. 2902)

2.5 Request for renewal via email will only be processed if the email is received one (1) hour before the closing time, otherwise, it will be processed the following day. No renewals will be made on Public Holidays or when the library is closed.

3. Reservation

- 3.1. Reservation of books that are checked-out can be done at the Circulation Counter or online.
- 3.2. Reserved books shall be kept for three (3) days within the counter upon which will be sent for shelving or reserve for next borrower (if any).

4. Penalty

- 4.1. Students/Staff will have their borrowing privileges suspended if they have outstanding fines or overdue item(s) under their account.
- 4.2. All student and staff are responsible for the loaned books that are checked-out under their names and will be penalized for unreturned, lost, or damaged books.
- 4.3. The penalty for a lost book is:
 - To replace the book with a new book plus a charge of RM20 processing fee, or
 - To pay double the price* of the book plus a charge of RM20 processing fee.

* Note: If the price of the book is not available, the price of a book of similar title will be referred.
- 4.4. Students/Staffs who had reported lost books must still pay the fines incurred, if any.
- 4.5. A fine will be imposed if book is returned in a damaged condition e.g. spoiled, torn, stained, defaced, etc. The amount of fines to be charged will be at the discretion of the Chief Librarian (CL) or authorized head/librarian.
- 4.6. The following are unacceptable reasons for waiving/reducing incurred fines:
 - Ignorant of Library policy
 - Dissatisfied with the fine penalty structure
 - Unable to pay the incurred fines
 - Denial of borrowing book(s)
 - Allowing others to use his/her card to borrow book(s)
 - Forgot the book due date
 - Busy during semester break or examination