



Autism Resource Centre (Singapore) APPLICATION FOR AUTISM RESOURCE LIBRARY

Please complete this form and return it to the address below.
A subscription card and information sheet will be forwarded to you in 2 weeks' time.

Title *Mr./Mrs./Ms./Dr./Prof. Name as in NRIC _____

Date of Birth _____ NRIC/ Passport No. _____

Mailing Address _____ Postal Code _____

Tel: (O/ H/Mobile) _____

Email : _____ Occupation: _____

❖ **Library Membership category (please tick one) :**

Public (\$53.50)

ARC Member (\$53.50)
No. _____

Staff

AUTISM RESOURCE LIBRARY RULES & REGULATIONS

REGISTRATION FOR AUTISM RESOURCE LIBRARY

- To borrow books a one time borrowing fee of \$53.50 is payable on registration. This borrowing fee is non transferable and non refundable.

There is no fee payable for those wishing to use the library for reference only.

LOAN RULES (BORROWING)

- Library cards must be produced each time books are borrowed from the library.
- Members are responsible for all books taken from the library under their card.
- Members must return or renew books when due.
- Members are responsible for any damage to books whilst in their possession. Please check for any damage before borrowing the books.
- Payment of borrowing fee entitles you to borrow one book at a time and this entitlement will be reviewed from time to time.
- The loan period is 14 days.

LOAN RULES (RETURNING)

- Members are responsible to return all books either via the book drop located at the side of the library or at the librarian counter through the librarian.
- Books returned before 0800hrs during working days will be deemed returned on the previous working day.
- Books that are returned after 0800hrs during working days will be deemed to have been returned on the working day itself.

Scenario 1	Books that are returned on Tuesday after 0800hrs would be deemed to be returned Tuesday if Tuesday is a working day. If Tuesday is a non-working day, the book would be deemed to have been returned on Monday.
Scenario 2	Books that are returned on Tuesday before 0800hrs would be deemed to have been returned on Monday if Monday is a working day. If Monday is a non-working day, the book would be deemed to have been returned on the previous Friday if Friday is a working day.

LOST OR DAMAGED BOOKS

- Library books lost or damaged must be paid for or replaced by the member. Members may either pay the full replacement cost of the lost item (plus a processing fee of \$10.70) or replace it with an acceptable copy (plus a processing fee of \$10.70).

OVERDUE BOOKS

- The books in the library are invaluable tools for parents and professionals as many of them are not available in Singapore. Please ensure that everyone has an equal opportunity to access them by returning all books by the due date.
- A fine of S\$0.20/day will be levied on overdue material. Fines are calculated from the due date to the day the book is returned. Saturdays, Sundays and public holidays are not included in this calculation.
- Borrowing and renewal privileges will be suspended until outstanding fines are cleared.

RENEWALS

- Renewals should be made in person, or by an appointed person, on or before the due date.
- There will be no telephone or postal renewal.
- Members can renew your library books only once for a further duration of 7 days.
- Renewals are not possible if the book is overdue or has been reserved by another member.

RESERVATIONS

- Members can at any one time reserve one book. Reservation can be done in person or through OPAC (Online Public Access Catalogue) online through ARC website (<http://www.autism.org.sg/library/>).
- Members will be informed by phone when the book is available for collection.
- Please note that all reference materials cannot be reserved at any time.
- If the reserved book is not collected within one week it will be returned to the shelves.

OPAC

- Members can browse our online catalogue through OPAC at your own convenience.
- Members will be able to reserve a non-reference book after registering for an OPAC account with the librarian.

MULTI MEDIA RESOURCES

- Members are able to borrow multi media resources for on site viewing in the library.
- Multi media resources are not loanable. They are invaluable tools for parents and professionals as many of them are not available in Singapore.

LOST CARDS

- Please report any loss of library cards to ARC(S) staff immediately. This is to prevent an unauthorised person from taking books from the library under your card.
- Please note that you will be responsible for any books taken from the library under your card before you report the loss of your card.
- Please note that there is a penalty of \$20 to be paid to replace lost library cards.

CHANGE OF ADDRESS

Please inform ARC(S) staff of any change of address.

ARC(S) reserves the right to review and vary the rules of the library lending policy from time to time.

I agree to abide by all the rules as stipulated by Autism Resource Centre (Singapore).

Signature of member: _____ Date: _____

Please make your crossed cheque payable to Autism Resource Centre (Singapore) and mail it with completed form to:

Autism Resource Centre (Singapore)
No. 5, Ang Mo Kio Avenue 10
Singapore 569739
Tel: (65)6323-3258 Fax: (65)6323-1974
Website: www.autism.org.sg
Email: arc@autism.org.sg

Amended as at 17 August 2009