



**REGISTRATION FOR DAY USE OF LIBRARY FACILITIES**

1. Charges for day use of library facilities at Tay Eng Soon Library and Richard K M Eu Library is S\$10.00 per day. This facility is available Monday through Saturday.
2. Day use facility allows you to consult books / journals on site only. It **DOES NOT** allow you borrowing privileges and access to SIM Theses/Project Report collection.
3. The online databases available in the library may be used at a charge of S\$5.00 for 1 hour (minimum). Please see attached list for online databases available for your use. Computer printouts are charged @ 5 cents per page. Payment is by cash card only.
4. Notebooks may be loaned at \$6.00, for a **maximum** of 1 hour and \$3.00 for a **minimum** of 30 minutes.
5. Self-service photocopying facilities are available and require payment by cash card.
6. Only transparencies purchased from the photocopy operator can be used at the photocopying machines.

**REGISTRATION FORM**

Name : \_\_\_\_\_ NRIC No. : \_\_\_\_\_

Address (H/O) : \_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP)

I agree to abide by the Rules stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR STAFF USE ONLY**

Registration No. : \_\_\_\_\_ Registration processed by : \_\_\_\_\_

	Signature	Date	Time
Charges : Day Use	S\$10.00		
Use of online databases	_____		
Total	_____		

A/C processed by : \_\_\_\_\_  
Signature/Date/Time