



## Library Membership Application Form (Religious)

Salutation (*select one*): Msgr / Fr / Friar / Deacon / Br / Sr

First name: \_\_\_\_\_

Last name / Surname: \_\_\_\_\_

Last 4 characters of NRIC / passport number:    -

Contact number(s): \_\_\_\_\_

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

Residential address in Singapore: \_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

I am a ☐ Diocesan Priest ☐ Member of a Religious Order (please indicate below):

\_\_\_\_\_

By signing this membership form,

☐ I agree that CTIS may collect, use and retain my personal data as provided in this application form for the purposes of processing this membership application and the administration of membership privileges at CTIS Library.

☐ I have read the policies and regulations governing the use of the CTIS Library and agree to abide by them.

☐ I would like to receive information updates from CTIS Library via email with the understanding that I can opt out anytime. (optional)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note: For non-Faculty library members, your membership is valid for one year, renewable annually.*

### For official use only

Membership number: \_\_\_\_\_ Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_



## CTIS Library – Policies & Regulations (Religious)

### Membership

1. Priests and members of Religious Orders under the Roman Catholic Archdiocese of Singapore are eligible for complimentary library membership, renewable annually.
2. No library card will be issued.
3. The Library reserves the right to reject new applications and renewal of library memberships, or to suspend/forfeit a current member's library privileges.
4. All users are required to sign in and leave their bags in the bag deposit area upon entering the Library.

### Services

1. Non-Faculty library members may borrow up to **6 books for 4 weeks**. A one-time renewal of 2 weeks is allowed if the item has not been recalled or reserved by another user.
2. Members who are CTIS Faculty may borrow up to **8 books for 8 weeks**. A one-time renewal of 4 weeks is allowed if the book has not be recalled or reserved by another user.
3. Non-circulating items such as journals, reference materials, course reserves and books from special collections are to be used in the Library only.
4. Members must return or renew the borrowed book(s) before they are due. When recalled, the book(s) must be promptly returned to the Library. Renewals can be done in person or via email to [library@ctis.sg](mailto:library@ctis.sg).
5. Photocopying services are available at the library for **S\$0.10/A4** page. Under Singapore Copyright Law, no more than 10% or one chapter of a book (whichever is greater) may be photocopied.

### Fees

1. The member is responsible for all books borrowed under his/her name. If a book is lost or damaged while on loan, please inform the librarian, who will determine the cost of replacing or repairing the book(s), including shipping fees, payable to the Library.
2. Members will be charged **S\$0.20/day** for each overdue book.

### Notes

1. Members are required to promptly notify the librarian of any change in contact details.
2. Smoking, eating, and drinking are prohibited in the Library.
3. Silence shall be observed in the Library at all times.
4. The librarian has the right to:
  - a. Ask library users to leave the Library if they are causing a disturbance, and
  - b. Remove any personal belongings that are left unattended.
5. The Library is not liable for the loss or damage of any personal belongings of users in the Library.

☐ I have read the above policies and regulations. \_\_\_\_\_ (Initial and date)