

Dear

LIBRARY MEMBERSHIP FOR A PART TIME LECTURER

Welcome to the University Library!

We are pleased to inform you that as a part time lecturer you are eligible to be a member of UNITAR Library. We provide a wide range of library services and facilities to you. The University Library resources cover both digital and print formats. The e-library which houses digital contents such as e-books and e-journals is easily accessible after you have obtained the VOISS ID and password from the Faculty. Please feel free to access the e-library at <http://elib.unitar.edu.my>.

In addition, you will have a privilege to borrow books and library materials according to the following loan policy:

Type of Collection	Loan Entitlement	Loan periods	Fine
Open	2	14 days	0.30 per day
Reserve	1	1 day	0.50 per hour
Media	2	14 days	0.30 per day

We would appreciate if you could fill in the enclosed Membership Form and submit it together with 2 passport photos and a letter of appointment to the Collection Management Unit, University Library, Kelana Jaya. We will issue a membership card 4 days after the submission of the Membership Form.

Please be advised that validity of the card is for one semester only. However, the membership can be renewed at every semester by submitting a copy of your Letter of Appointment to the University Library.

Should you have any inquiry, kindly contact Pn. Norhana or En. Kamarul Mohd Yusuf at 03-78097356 or e-mail at libcirc@unitar.edu.my

Thank you and we are looking forward to serving you.

Yours sincerely,

Azman Abdul Rahim
Head
University Library
Universiti Tun Abdul Razak



**UNITAR LIBRARY MEMBERSHIP FORM
(FOR UNITAR PART TIME STAFF ONLY)**

Name : Programme:.....

Faculty:..... Staff ID :.....

I/C No. / Passport No. :

Correspondence Address:.....

.....

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Tel . No.(Office): Tel. No.(House):.....

H/ Phone No. : E- Mail Address:.....

Please read:

Liability and indemnity:

1. I hereby authorize the University administration to deduct from my salary (if applicable) all monies outstanding due to fines and other charges resulting from the services provided by the University Library.
2. I hereby agree to abide by the rules and regulations of the University Library.
I hereby agree that the membership is only valid for semester year

Signature :.....

Date :.....

FOR OFFICE USE ONLY

Part Time Staff Barcode No.:.....

This membership is only valid for semester :..... year :.....

Renewal of Membership :

No.	Semester	Year	Approved by	Date

** Please ensure that the applicant submit 2 passport size photos (one time only) and a copy of Letter of Appointment for new and renewal application.*