

Application Procedure for Southern University College External Membership



1. Objective:

To promote reading and implement the concept of lifelong learning.

2. Members:

Student, SUC alumni, public, alumni members are eligible to apply as an external member.

| Member | Annual Fee(1 year) | Deposit | Document Required | Photo(1 pcs) |
|--|--------------------|---------|--------------------------|--------------|
| Student | RM50 | RM200 | Student ID+1 copy of IC | ✓ |
| Alumni | RM80 | RM300 | Certificate+1 copy of IC | ✓ |
| SUC Alumni (1 st Year FOC) | RM40 | RM300 | - | ✓ |
| Public | RM100 | RM300 | 1 copy of IC | ✓ |

- 1.1 All members are allowed to borrow maximum 3 general books, 2 MCL Centre general book, and 2 Shuxianglou general books and 2 TCM Library general books for a duration of 14 days. Renewal of a book loan can only be made once for 14 days.
- 1.2 Members are required to fill up the form, pay for annual fee and deposit (refundable). Members can collect their library card at the circulation counter within 7 working days.
- 1.3 Each member will be given a one-year membership card. All fines must be cleared and all library materials must be returned before renewing the new membership. A full refund of deposit only can be claimed 1 year after joining the membership, or 10% of the deposit will be deducted.
- 1.4 Members will be charged RM20.00 replacement fee for a lost, stolen, or damaged card.
- 1.5 The deposit will be forfeited within 6 months after the expiration of a library card.

3. Opening hours:

| | |
|-------------------------|------------------|
| Monday to Friday | 8:30am – 9:00pm |
| School Holidays | 8:30am – 7:00pm |
| Saturday | 8:30am – 12:00pm |
| Sunday & Public Holiday | Closed |

4. Library rules

- 4.1 Please refer to “**Borrowing Privileges of Southern University College Library External Members**”.

5. Deposit Refund

- 5.1 Members need to fill up the “**Application Form for Refund**” at the circulation counter.
- 5.2 All fines must be cleared and all library materials must be returned before the deposit can be refunded.
- 5.3 The cheque will be send to the member by post within one month.

6. Payment

- 6.1 Cash or by cheque (payable to “**Kolej Universiti Selatan**”)

❖ If you have any question please call for information:

Tel: 07-5586605 (Ext.120) E-mail: libcir@sc.edu.my Fax: 07-5563306