



PERPUSTAKAAN TUN ABDUL RAZAK, UiTM SHAH ALAM

BORANG PERMOHONAN KEAHLIAN LUAR / EXTERNAL MEMBERSHIP FORM

(Sila isi maklumat dengan lengkap/ All fields must be completed for the application to be processed)

BAHAGIAN A: MAKLUMAT DIRI/PERSONAL DETAIL

TARIKH / DATE	
NAMA PENUH / FULL NAME:	
NO. KAD PENGENALAN / IC NO.:	
PEKERJAAN / OCCUPATION:	
ALAMAT RUMAH / PEJABAT / INSTITUSI: <i>HOME / OFFICE / INSTITUTE ADDRESS:</i>	
NO.TEL. PEJABAT / RUMAH / BIMBIT <i>PHONE NO. OFFICE / HOME / MOBILE</i>	
EMEL / EMAIL:	

BAHAGIAN B: KATEGORI KEAHLIAN YANG DIPOHON / MEMBERSHIP CATEGORY APPLIED

<input type="checkbox"/> INDIVIDU (HARIAN) / <i>INDIVIDU (DAILY)</i>	<input type="checkbox"/> PELAJAR IPTS / <i>IPTS STUDENT</i>
<input type="checkbox"/> INDIVIDU (TAHUNAN) / <i>INDIVIDU (YEARLY)</i>	<input type="checkbox"/> UNIVERSITI AWAM / <i>PUBLIC UNIVERSITY</i>
<input type="checkbox"/> KOLEJ BERSEKUTU / <i>AFFILIATED COLLEGES</i>	<input type="checkbox"/> ALUMNI / <i>ALUMNI</i>
<input type="checkbox"/> PESARA UiTM / <i>UiTM PENSIONER</i>	<input type="checkbox"/> PESARA KERAJAAN / <i>GOVERNMENT PENSIONER</i>
<input type="checkbox"/> PEGAWAI KEDUTAAN / <i>AMBASSADOR</i>	<input type="checkbox"/> PEGAWAI KERAJAAN / <i>GOVERNMENT OFFICER</i>
<input type="checkbox"/> PELAJAR KURSUS JANGKA PENDEK/IPTS/PROGRAMFRANCAIS <i>STUDENTS OF SHORT COURSE/PRIVATE HIGHER LEARNING INSTITUTION/FRANCAISE PROGRAMME</i>	

BAHAGIAN C: PENGAKUAN PEMOHON / APPLICANT'S DECLARATION

Saya mengaku maklumat yang diberikan di atas adalah benar dan saya juga bersetuju mematuhi semua peraturan yang ditetapkan oleh Perpustakaan.

I hereby acknowledge that all information provided herein is true and agree to abide to the rules and regulation set forth by the Library.

Tandatangan Pemohon :
Applicant's Signature :

Tarikh:
Date:

BAHAGIAN D: UNTUK KEGUNAAN PEJABAT SAHAJA / FOR OFFICE USE ONLY

KEAHLIAN PERPUSTAKAAN: LIBRARY MEMBERSHIP:	TEMPOH KEAHLIAN: MEMBERSHIP PERIOD:	DARI / FROM: SEHINGGA / TO:
	NOMBOR AHLI: MEMBERSHIP NUMBER:	
KATEGORI KEAHLIAN: MEMBERSHIP CATEGORY:	<input type="checkbox"/> INDIVIDU (HARIAN) / INDIVIDU (DAILY) <input type="checkbox"/> INDIVIDU (TAHUNAN) / INDIVIDU (YEARLY) <input type="checkbox"/> KOLEJ BERSEKUTU / AFFILIATED COLLEGES <input type="checkbox"/> PESARA UITM / UITM PENSIONER <input type="checkbox"/> PEGAWAI KEDUTAAN / AMBASSADOR <input type="checkbox"/> PEGAWAI KERAJAAN / GOVERNMENT OFFICER <input type="checkbox"/> PESARA KERAJAAN / GOVERNMENT PENSIONER <input type="checkbox"/> ALUMNI / ALUMNI <input type="checkbox"/> UNIVERSITI AWAM / PUBLIC LIBRARY <input type="checkbox"/> PELAJAR IPTS / IPTS STUDENT <input type="checkbox"/> PELAJAR KURSUS JANGKA PENDEK/IPTS/PROGRAMFRANCAIS STUDENTS OF SHORT COURSE/PRIVATE HIGHER LEARNING INSTITUTION/FRANCAISE PROGRAMME	
PERKHIDMATAN YANG DIPERLUKAN: SERVICES REQUIRED:	<input type="checkbox"/> RUJUKAN / REFERENCE <input type="checkbox"/> PINJAMAN / BORROWING JUMLAH BUKU / QUANTITY OF BOOK:	
DOKUMEN SOKONGAN: SUPPORTING DOCUMENT:	<input type="checkbox"/> GAMBAR BERUKURAN PASPORT/ PASSPORT SIZE PHOTO(S) <input type="checkbox"/> SALINAN KAD PESARA / COPY OF PENSIONER CARD <input type="checkbox"/> SURAT PENGESAHAN DARI ORGANISASI / VERIFICATION LETTER FROM ORGANISATION	

BAHAGIAN E: MAKLUMAT PEMBAYARAN / FEE PAYMENT

YURAN / FEE	RM	NO. RESIT/ RECEIPT NO:	
CAGARAN / DEPOSIT:	RM	NO. RESIT/ RECEIPT NO:	
YURAN PENDAFTARAN / REGISTRATION FEE	RM	NO. RESIT/ RECEIPT NO:	
KAD AHLI / MEMBER CARD	RM	NO. RESIT/ RECEIPT NO:	
JUMLAH / TOTAL			
KAEDAH PEMBAYARAN: PAYMENT METHOD:	<input type="checkbox"/> TUNAI / CASH <input type="checkbox"/> CEK / CHEQUE		
KELULUSAN / APPROVAL :	<input type="checkbox"/> DILULUSKAN / APPROVED <input type="checkbox"/> TIDAK DILULUSKAN / NOT APPROVED		
	INPUT DATA OLEH: DATA INPUT BY :		TARIKH: DATE:
	PUSTAKAWAN: LIBRARIAN :		
	KETUA BAHAGIAN / KETUA PERPUSTAKAAN: HEAD OF DEPARTMENT/ HEAD OF LIBRARY:		
	TANDATANGAN: COP RASMI		TARIKH:
SIGNATURE: OFFICIAL STAMP		DATE:	

KADAR BAYARAN BAGI KEAHLIAN LUAR DAN CAGARAN PINJAMAN BUKU

RATE FOR EXTERNAL MEMBERSHIP AND DEPOSIT FOR BORROWING BOOK(S)

KADAR BAYARAN BAGI KEAHLIAN LUAR/ RATE FOR EXTERNAL MEMBERSHIP

Kategori Category	Yuran Keahlian Membership Fee	Yuran Pendaftaran Registration Fee	Kad Keahlian Membership card
Individu (Harian) / Individual (Daily)	RM20.00 sehari/per day	RM5.00	RM10.00
Individu (Tahunan) / Individual (Yearly)	RM250.00 / per year	RM5.00	RM10.00
Badan Korporat / Corporate Bodies	RM2,000.00/ per year	RM5.00	RM10.00
Alumni / Alumnus	RM50.00/ per year	RM5.00	RM10.00
Pelajar IPTS/ IPTS Student	RM250.00/per year	RM5.00	RM10.00
Kolej Bersekutu / Affiliated Colleges	RM50.00 / per year	RM5.00	RM10.00
Pesara UiTM/ UiTM Pensioner	Percuma/free	RM5.00	RM10.00
Pesara Kerajaan/ Government Pensioner	Percuma/free	RM5.00	Tiada/none
Staf Akademik IPTA / IPTA Academic Staff	Percuma/free	RM5.00	RM10.00
Pegawai Kedutaan / Embassy Officer	Percuma/free	RM5.00	RM10.00
Pegawai Kerajaan / Government Officer	Percuma/free	RM5.00	RM10.00

CAGARAN PINJAMAN BUKU / DEPOSIT FOR BORROWING BOOK(S)

Kategori Category	Cagaran Deposit
Individu (Harian) / Individual (Daily)	-Tidak dibenarkan-/ Not allowed
Individu (Tahunan) / Individual (Yearly)	RM300.00 bagi satu naskhah / per copy (Mak 4 naskhah/Max 4 copies)
Badan Korporat / Corporate Bodies	RM300.00 bagi satu naskhah/per copy (Mak 4 naskhah/ Max 4 copies)
Alumni / Alumnus	RM300.00 bagi satu naskhah/per copy (Mak 4 naskhah/Max 4 copies)
Pelajar IPTS/ IPTS Student	RM300.00 bagi satu naskhah/per copy (Mak 4 naskhah/ Max 4 copies)
Pesara UiTM/ UiTM Pensioner	RM300.00 bagi satu naskhah/per copy (Mak 4 naskhah/ Max 4 copies)
Pesara Kerajaan/ Government Pensioner	RM300.00 bagi satu naskhah/per copy (Mak 4 naskhah / Max 4 copies)
Staf Akademik IPTA / IPTA Academic Staff	Pinjaman melalui perkhidmatan Sistem Pembekalan Perpustakaan (SPP) / Inter Library Loan Service
Kolej Bersekutu / Affiliated Colleges	RM300.00 bagi satu naskhah/per copy (Mak 4 naskhah / Max 4 copies)
Pegawai Kedutaan / Embassy Officer	-Tiada/none- (Kedutaan bertanggungjawab ke atas pinjaman/ Embassy responsible for the loan)
Pegawai Kerajaan / Government Officer	Pinjaman melalui perkhidmatan Sistem Pembekalan Perpustakaan (SPP)/ Inter Library Loan Service

KEAHLIAN LUAR / EXTERNAL MEMBERSHIP

SYARAT-SYARAT DAN PERATURAN / RULES & REGULATION

1. Setiap ahli luar hendaklah memiliki kad keahlian perpustakaan UiTM yang perlu dipamerkan setiap masa apabila berada di perpustakaan. Kad ini tidak boleh ditukar milik. Pemegang kad hendaklah bertanggungjawab bagi penggunaannya.
External members must have a valid UiTM library members card which has to be wore whenever the members are in the Library. This card is not transferable. The card holder is responsible for its usage.
2. Pemegang kad hendaklah melaporkan kehilangan kad kepada Perpustakaan untuk penggantian kad.
The card holder shall immediately report the loss of the card to the Library.
3. Pelanggan luar akan dikenakan bayaran pendaftaran yang ditetapkan oleh pihak Universiti.
External users will be charged registration fees determined by the University authority.
4. Pemegang kad hendaklah memaklumkan kepada perpustakaan sekiranya terdapat perubahan maklumat diri dan alamat.
The card holder must notify the Library of any changes in personal particulars including addresses

KEPERLUAN

1. **Alumni**
Sertakan 2 keping gambar berukuran pasport dan satu salinan sijil kelulusan dari UiTM.
2. **Pelajar IPTS**
Sertakan 2 keping gambar berukuran pasport dan satu salinan kad pelajar dari Institusi.
3. **Pesara UiTM**
Sertakan 2 keping gambar berukuran pasport dan satu salinan kad pesara.
 - Sila isi borang permohonan dengan lengkap dan hantar ke Bahagian Pengurusan Pelanggan, PTAR Utama atau Perpustakaan-perpustakaan yang berhampiran dengan anda.
 - Resit asal pembayaran perlu disimpan untuk menuntut kembali wang cagaran.
 - Penghantaran borang permohonan dan pembayaran keahlian hanya boleh dibuat pada waktu pejabat sahaja :

Isnin - Khamis : 8.30 pg – 4.45 ptg
Jumaat : 8.30 pg – 12.15 tghari, 2.45 ptg – 4.45 ptg

Untuk pertanyaan dan maklumat lanjut, sila hubungi Kaunter Perkhidmatan Pelanggan:

PTAR Utama 03-5544 3716 Perpustakaan Pengurusan Perniagaan 03-55443743 , Perpustakaan Kejuruteraan 03-55443813
Perpustakaan Sains & Teknologi 03-55443809, Perpustakaan Alam Bina 03-55434393, Perpustakaan INTEC 03-55227213,
Perpustakaan Puncak Perdana 03-79622072, Perpustakaan Puncak Alam 03-32584237, Perpustakaan Kampus Perubatan Sg.
Buloh 03-61267442

REQUIREMENT

1. **Alumnus**
Attach 2 photographs (passport size) and 1 photocopy of UiTM certificate.
2. **IPTS student**
Attach 2 photographs (passport size) and 1 photocopy of UiTM certificate.
3. **UiTM Pensioner**
Attach 2 photographs (passport size) and 1 photocopy of pensioner card.
 - *Please fill in the application form and submit to the Client Services Division or other libraries location nearest you with required documents.*
 - *Please keep your original payment receipt as it is required as a proff when requesting your deposit.*
 - *Submission of application and payment can only be made during office hours:*

Monday - Thursday : 8.30 am – 4.45 pm
Friday : 8.30 pg – 12.15 pm, 2.45 pm– 4.45 pm

For further enquiries please contact Customer Service Counter:

Main Library 03-5544 3716 Perpustakaan Pengurusan Perniagaan 03-55443743 , Perpustakaan Kejuruteraan 03-55443813
Perpustakaan Sains & Teknologi 03-55443809, Perpustakaan Alam Bina 03-55434393, Perpustakaan INTEC 03-55227213,
Perpustakaan Puncak Perdana 03-79622072, Perpustakaan Puncak Alam 03-32584237, Perpustakaan Kampus Perubatan Sg.
Buloh 03-61267442