

RULES & REGULATIONS APPLICATION

1. Open to all individuals or institutions (government / private / statutory body) who are interested to join as a member of Laman Hikmah Library.
2. External Membership Cards are non transferable.
3. External Member is subject to all regulations adopted in Laman Hikmah Library.

HOW TO APPLY

1. Applicants must complete the External Membership Form that can be downloaded from the website of the Laman Hikmah Library : <http://library.utem.edu.my>
2. Payment procedure:
 - Cashless (Debit Card and bank draft) and applicant's passport photo size
3. Completed form shall be submitted at the Circulation Counter (Main Campus & Technology Campus)

EXTERNAL MEMBERSHIP

MEMBERSHIP CATEGORY

Reference:

- Printed material
- Electronic Material (CD, etc)

Reference & Borrowing:

- Printed material (open shelf)
- Electronic Material (CD, etc)
- Online resources (databases)
- Inter Library Loan (Article)

Officer In Charge:

Zaidi bin Saad
zaidisaada@utem.edu.my
(Librarian)
VoIP : 06-270 1225



ANNUAL FEE (NON-REFUNDABLE)

Categories	Types of Membership	
	Reference (RM)	Reference & Borrowing (RM)
PERPUN Members (Public/Private universities)	Free	200.00
Private Universities/Colleges	20.00	200.00
Individual	20.00	200.00
Government Institution (3-6 persons)	50.00	200.00/ person
Corporate Institution (3-6 persons)	300.00	200.00/ person
Alumni/UTeM Retirees	10.00	200.00
School Students	Approval Letter from School with school stamp	

ELIGIBILITY & PENALTY

Item	Eligibility & Penalty
Number of Books	2 titles
Borrowing Eligibility	14 days
Fine	Please refer fine rates page 14
Loss of Borrowed Items	1. Replace with the latest edition of the book and the RM25.00 processing fee will be exempted; or 2. Pay the price of the latest edition of the book, RM25.00 processing fee and fine (if any) or 3. If the price of an old library collection material is unavailable, locally published materials will be charged RM40.00 while internationally published materials will be charged RM150.00 and the processing fee.