



فر فوسنار كامن او نپور سبتنج
University Library

Ref: CM / ____ / _____

**BORANG KEAHLIAN KORPORAT
*CORPORATE MEMBERSHIP FORM***

CORPORATED MEMBERSHIP SCHEME

Corporate Membership

Corporate members of the Library include research establishments, traders, voluntary and statutory welfare organisations, law firms, insurance and financial brokers, and private medical and alternative medical practitioners.

Requirements

- The application for membership must be submitted by the head or executive officer of the organization who shall be responsible for ensuring that all outstanding debts to the library due to books lost or damaged or fines for overdue loans or any other liability that might be incurred be settled.
- Each organization shall assign one senior personnel as a contact person and coordinator for the membership scheme extended to corporate organization.
- The organizations, at any one time, must submit at least a minimum of five (5) applicants **at one time** to entitle for Corporate Membership Scheme. No new registration will be accepted after that.
- Applicants must submit an official letter of interest together with the application forms.
- The library card is to be issued to the individual identified by the parent organization. The use of the card is solely for the benefit of named member who will be responsible to pay any fines/debts.
- Each member will be assigned user ids and passwords to access the digital library system. These user ids and passwords are not transferrable. It should be kept confidential.
- The library card is not transferrable.
- All borrowing and privileges shall be governed by the existing rules and regulations enforced by Universiti Brunei Darussalam.
- The library also has the right to review and change the policy without notice.
- All correspondence shall be addressed to:

**Chief Librarian
Universiti Brunei Darussalam Library
Tunku Link, BE1410
Brunei Darussalam**

- Payment can be made by **Cash** or **Cheque**. Payment by Cheque should be addressed to **Tabung Universiti Brunei Darussalam**.

UNIVERSITI BRUNEI DARUSSALAM
PERPUSTAKAAN / LIBRARY
KEAHLIAN KORPORAT / CORPORATE MEMBERSHIP

BAHAGIAN A PART A	Butir –Butir Peribadi Personal Particulars	
Nama Penuh: Full Name:	_____	Passport Photo Size
Gelaran : Title:	_____	
Bil. Kad Pengenalan: Identity Card No.	_____	
Warna : Colour:	K <input type="checkbox"/> Y <input type="checkbox"/> H <input type="checkbox"/> G <input type="checkbox"/> U <input type="checkbox"/> P <input type="checkbox"/>	
Warga Negara: Nationality:	_____	Jantina: Sex: Lelaki <input type="checkbox"/> Male <input type="checkbox"/> Perempuan <input type="checkbox"/> Female <input type="checkbox"/>
Jawatan: Designation:	_____	
Jenis Perkhidmatan: Type of Services:	Kontrak: <input type="checkbox"/> Contract:	Tetap: <input type="checkbox"/> Permanent:
		Lain-lain: _____ Others:
Jika Kontrak, nyatakan*: If contract, specify*:	Dari: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Hingga: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Alamat Pejabat / Institusi Office/Institute Address:	_____	
Daerah: District:	<input type="checkbox"/> Brunei Muara <input type="checkbox"/> Tutong <input type="checkbox"/> Kuala Belait <input type="checkbox"/> Temburong	
Poskod: Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	E-Mail: E-Mail:
Nombor Telefon: Telephone No.:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Faks: Fax:
Alamat Kediaman: Home Address (Brunei)	_____	
Nombor Telefon: Telephone No.:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

* Jika Perlu/If applicable

BAHAGIAN B PART B	Pengakuan Pemohon Applicant's declaration
	<p>Saya mengaku bahawa semua keterangan di atas adalah betul dan benar dan saya berjanji akan mematuhi semua peraturan dan syarat yang mengawal penggunaan Perpustakaan Universiti Brunei Darussalam.</p> <p><i>I certify that the above particulars are true and agreed to abide by the rules and regulations that govern the use of the Universiti Brunei Darussalam Library.</i></p>
Tandatangan Pemohon: Applicant's Signature:	_____
Tarikh : Date :	_____

BAHAGIAN C PART C	Pengakuan Majikan/Penjamin Employer's Guarantor/Declaration
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Kami mengesahkan bahawa butir-butir pemohon di Bahagian A adalah betul.
We certify that the particulars of the applicant given in Part A are correct.

Kami memberi jaminan atas segala bahan yang dipinjam/hutang oleh pemohon ini kepada Perpustakaan UBD.
We guarantee to undertake all loans/dues owed by this applicant to UBD Library.

Kami akan memberitahu pihak Perpustakaan UBD bila pemohon menamatkan pekerjaan/pengajian di Institusi ini.
We shall inform UBD Library when the applicant leaves his/her employment/finish his/her studies at this Institution.

Nama :
Name : _____

Jawatan :
Designation : _____

Organisasi :
Organization : _____

Tandatangan Majikan / Penjamin:
Employee's Guarantor's Signature : _____

Cop rasmi : _____ **Tarikh :** _____
Official stamp: Date :

Sila kembalikan borang yang lengkap kepada Bahagian Perkhidmatan Peminjaman, Kaunter Utama, Paras Bawah, Perpustakaan UBD.

Please return completed form to Lending Services Division, Main Counter, Ground Floor, UBD Library.

BAHAGIAN D PART D	Untuk Kegunaan Perpustakaan sahaja For Library use only	Bil. Permohonan: No. of Applications:
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Bil Permohonan: _____ **Kategori Keahlian:** _____
Application No.: Membership Category:

Tempoh Keahlian : _____ **Dari/From :** _____ **Ke/To:** _____
Period of membership: Date:

Jumlah Bayaran : _____ **No. Resit:** _____
Total payment: Receipt No.:

Input data oleh: _____ **Tarikh:** _____
Data input by: Date :

Diluluskan/Tidak diluluskan
Approved / Not Approved

Ketua Pustakawan
Chief Librarian

Tarikh: _____
Date :

BAHAGIAN E PART E		Untuk kegunaan Pejabat sahaja For office use only	
Bilangan Kad : Card No.:	<input type="text"/>	Tarikh Mansuh: Expiry Date :	<input type="text"/>
ID Pengguna: Patron ID:	<input type="text"/>		
Dikeluarkan pada: Issued on:	<input type="text"/>	Dikeluarkan oleh: Issued by:	<input type="text"/>
		Nama / Name :	<input type="text"/>
		Inisial / Initial :	<input type="text"/>

Kadar Bayaran Bagi Keahlian Korporat Fee For Corporate Membership					
Kategori Category	Cagaran Deposit	Yuran Tahunan Annual Fee	Kad Keahlian Membership Card	*Kelayakan Pinjaman Loan Entitlement	#Tempoh Pinjaman Loan Period
Government Department / Institutions	B\$ 1000.00	B\$ 20.00	B\$ 20.00	5	14 hari/days
Associations (NGOs)	B\$ 1000.00	B\$ 20.00	B\$ 20.00	5	14 hari/days
Private Academic Institutions	B\$ 5000.00	B\$ 20.00	B\$ 20.00	5	14 hari/days
Private (Profit Making Organisation)	B\$ 2000.00	B\$ 50.00	B\$ 20.00	5	14 hari/days
Embassies/Consulate	B\$ 2000.00	B\$ 50.00	B\$ 20.00	5	14 hari/days

* Kelayakan pinjaman setiap pemohon.
Loan entitlement per applicant.

Boleh diperbaharui bergantung kepada jenis koleksi.
Renewable depending on the types of collection.

SYARAT-SYARAT DAN PERATURAN-PERATURAN / RULES & REGULATIONS

i) Keperluan Untuk Menjadi ahli / *Requirement for Library Membership*

1. Sila isi borang ini dengan lengkap dan hantar ke Meja Perkhidmatan Peminjaman dengan membawa (a) wang cagaran (*deposit*), (b) wang untuk yuran tahunan dan (c) bayaran untuk membuat kad UBD.

Resit pembayaran perlulah disimpan dengan selamat kerana ia perlu ditunjukkan kepada kakitangan bertugas apabila menuntut kembali wang cagaran semasa menamatkan keahlian.

Please fill in the application form and submit it to the Lending Services Desk with (a) the deposit (b) the annual fee and (c) the UBD card payment.

Please keep your payment receipt in a safe place as it is required as proof when you request for your deposit back upon termination of your membership.

2. Penghantaran borang permohonan dan pembayaran boleh dibuat pada **bila-bila masa sebelum Kaunter Perkhidmatan Pembayaran Perpustakaan ditutup:**

Meja Perkhidmatan Peminjaman

(Waktu Semester dan Cuti Semester Pendek)

Isnin hingga Khamis dan Sabtu: 8.00 pagi hingga 8.00 malam
Jumaat :8.00 pagi hingga 11.00 pagi dan 2.00 petang – 4.00 petang
Ahad: 9.00 pagi – 3.30 petang

(Waktu Cuti Semester Panjang)

Isnin hingga Khamis dan Sabtu: 8.00 pagi hingga 5.00 petang
Jumaat : 8.00 pagi hingga 12.00 tengahari & 2.00 – 4.00 petang
Ahad: 9.00 pagi hingga 3.30 petang

Submission of application form and payment can be made at any time (one hour before the Library Payment Service Counter closes):

(Semester and Short Semester Break)

Monday to Thursday and Saturday: 8.00 am until 8.00 pm
Friday :8.00 am until 11.00 am & 2.00 pm – 4.00 pm
Sunday: 9.00 am – 3.30 pm

(Long Semester Break)

Monday to Thursday and Saturday: 8.00 am until 5.00 pm
Friday: 8.00 am until 11.00 pm & 2.00 – 4.00 pm
Sunday: 9.00 am until 3.30 pm

3. Untuk maklumat lanjut, sila hubungi Bahagian Perkhidmatan Peminjaman, Perpustakaan, Universiti Brunei Darussalam.
Nombor telefon: **+673 2460921 / 2463001 sambungan 1210**
E-mail: custserv@ubd.edu.bn

For further enquiries, please contact the Lending Services Division, Universiti Brunei Darussalam Library.

Telephone number: +673 2460921 / 2463001 ext. 1210

E-mail: custserv@ubd.edu.bn

ii) **Syarat-syarat Pinjaman dan Tanggungjawab Pengguna / Loan Conditions and Patrons' Responsibilities.**

1. Semua bahan yang dipinjam dari perpustakaan dicop dengan **tarikh pemulangan** yang jelas dan **resit** yang dicetak oleh mesin pinjaman layan diri (self-check machine) mempunyai **tarikh pemulangan** bagi mengingatkan peminjam bila memulangkannya.

*All items borrowed from the Library are stamped with a clearly labeled **due date** and that the self-check machine issued the **date due receipts** to remind borrowers when to return them. They must be returned or renewed on or before this due date. All overdue items incur fines.*

2. Semua ahli perpustakaan diingatkan bahawa mana-mana bahan yang dipinjamkan kepada mereka tidak boleh ditukar milik. Sesiapa yang meminjam adalah yang bertanggungjawab menjaga keselamatan dan pemulangan bahan tertentu. Pinjaman akan diberikan kepada pemilik kad yang sah sahaja.

All library members are reminded that an item on loan to any one person may not be transferred to another. The person to whom the loan is made is solely responsible for the safe-keeping and due return of the item. Loans will only be issued to the valid card owner.

iii) **Tindakan Denda dan Lewat Memulangkan Bahan / Fines and Overdue Penalties.**

1. Adalah menjadi tanggungjawab semua pengguna perpustakaan memastikan bahan-bahan yang dipinjam dipulangkan tepat pada masanya. Sebagai peringatan, periksa akaun perpustakaan (library account) dari masa ke semasa melalui kemudahan-kemudahan perpustakaan yang disediakan, seperti maklumat akaun setiap ahli melalui portal perpustakaan atau melalui perkhidmatan SMS.

It is the library patrons' responsibility to ensure that items borrowed are returned on time. Remember to check your library account from time to time via the library facilities provided, such as the individual member's account information through the library portal or the SMS service.

2. Sila ambil maklum bahawa Sistem Perpustakaan menyediakan kemudahan untuk membaharui peminjaman dalam jangka masa yang ditetapkan. Oleh yang demikian, sila pastikan ianya dilakukan dua atau tiga hari sebelum ianya terlewat. Pembaharuan pinjaman tidak dapat dibuat apabila bahan sudah lewat dipulangkan.

Kindly note that the Library System provides facilities to renew loans within a certain time frame, therefore please ensure that it is done two or three days before it is actually overdue. Renewal cannot be done after an item is overdue.

3. Denda akan dikenakan bagi bahan yang telah dipulangkan. Bila denda mencapai \$10.00, peminjam akan digantung daripada meminjam sehingga denda bagi setiap bahan dibayar. Kesemua jumlah denda hendaklah dibayar sebelum hak pinjaman diberikan semula.

Fines are incurred when items are overdue items. When fines reached \$10.00, borrowers are suspended from borrowing until a fine for each book is paid. The total fine amount is required to be paid before borrowing privilege is reinstated.

4. Perpustakaan memberikan perkhidmatan tambahan dengan menghantar notis-notis peringatan (reminder) dan pemanggilan balik (recall) bahan yang lewat dipulangkan. Kegagalan menerima notis-notis ini tidak bererti ahli perpustakaan itu dikecualikan dari membayar denda.

The library offers a value-added service by sending reminder and recall notices for overdue items. Failure to receive these notices does not exempt library members from fines incurred.

5. Perpustakaan juga menyampaikan maklumat atau pengumuman, termasuk aktiviti-aktiviti yang berkaitan dengan perpustakaan dan juga status peminjaman kepada semua ahli-ahlinya melalui perkhidmatan SMS. Borang "SMS Alert" boleh dimuat-turun dari portal perpustakaan dan yang lengkap diisi hendaklah dihantar ke Meja Perkhidmatan Peminjaman.

The library also communicates any information or announcement, including library related activities or loan statuses to all its members through SMS service. The SMS Alert form can be downloaded from the library portal and once completed can be submitted to the Lending Services Desk.

iv) Kad UBD / UBD CARD

[Dikeluarkan dengan kerjasama Pusat Informasi, Komunikasi dan Teknologi / *Issued with the cooperation of Information, Communication and Technology Centre*]

1. Setiap pengguna luar hendaklah memiliki kad UBD yang sah.
External Members must have a valid UBD card.
2. Kad UBD adalah hak milik Universiti Brunei Darussalam dan jika dijumpai sila serahkan kembali kepada pihak UBD.
UBD card remains the property of Universiti Brunei Darussalam and if found, kindly return to UBD.
3. Kad ini tidak boleh ditukar milik. Pemegang kad adalah bertanggungjawab bagi penggunaannya.
This card is not transferable. The card holder is responsible for its use.
4. Pemegang kad hendaklah melaporkan kepada Bahagian Keselamatan, Perpustakaan Universiti dan Pusat Informasi, Komunikasi dan Teknologi apabila didapati kad hilang. Pemegang kad hendaklah menyertakan laporan polis ke Pusat Informasi, Komunikasi dan Teknologi untuk menggantikan kad UBD yang baru.

The card holder shall immediately report the loss of the card to the Security Section, University Library and the Information, communication and Technology Centre. The holder is then required to submit a police report to the Information, Communication and Technology Centre in order to get a replacement.
5. Bayaran bagi mengganti kad yang hilang ialah B\$20.00
Replacement for lost card is B\$20.00.
6. Kad ini hendaklah dikembalikan kepada Perpustakaan Universiti atau Pusat Informasi, Komunikasi dan Teknologi apabila diminta atau tidak diperlukan lagi.
The card should be returned to the University Library or to the Information, Communication and Technology Centre when requested or no longer required.
7. Pemegang kad tidak boleh memberikan nombor kod keselamatan kepada orang lain.
Security codes granted to the holder must not be given to any other person.
8. Bayaran pendaftaran adalah ditetapkan oleh pihak Universiti.
Registration fee is determined by the University authorities.
9. Pemegang kad hendaklah memaklumkan kepada Perpustakaan Universiti dan Pusat Informasi, Komunikasi dan Teknologi sebarang perubahan maklumat mengenai dirinya termasuk alamat.
The card holder must notify the University Library or Information, Communication and Technology Centre of any changes in personal particulars, including addresses.
10. Pengguna luar dikehendaki menunjukkan kad UBD mereka setiap masa apabila hendak menggunakan kemudahan-kemudahan perpustakaan.
External users are required to show their UBD card when using the library facilities.

