



INTERNATIONAL ISLAMIC COLLEGE
TAN SRI DATO' SERI SANUSI JUNID LIBRARY

PASSPORT-SIZE
PHOTOGRAPH

Instructions : Fill in all the relevant information with CAPITAL LETTERS in the boxes provided.

BIODATA FORM

STUDENT DETAILS:

NAME: [Grid for name entry]

MATRIC NO: [Grid] I / C NO: [Grid]

CURRENT ADDRESS [Grid]

PHONE (HP) [Grid] EMAIL ADDRESS: [Text box]

GUARDIAN DETAILS:

NAME: (FATHER / MOTHER) [Grid]

HOME ADDRESS [Grid]

PHONE (HOME) [Grid] PHONE (HP) [Grid]

Rules and Regulations:

- 1. No person shall be permitted to borrow any book or item of library property until it has been issued to him by a member of the library staff.
2. Borrowers need to produce their Matric Card when they want to borrow the materials.
3. Borrowers are not permitted to borrow on behalf of other members.
4. All members of the library must return books to the library immediately upon receiving a written notification from the library. However, books may be renewed EXCEPT red-spot books or books that have been reserved by other users and books that have been renewed twice.
5. Borrowers to whom books have been issued will be held responsible for any mutilation or disfigurement that may occur to books on loan to them and will be required to pay the cost of replacing such books.
6. Fine on overdue books RM0.20 per day per book will be charged for all members of the library who fail to return books or other items within the stipulated time.
7. Names of borrowers who fail to return loan books will be displayed on the notice board as a first reminder. For the second reminder, their photographs will be displayed as well. For the third reminder, their names will be sent to the Academic and Finance Department for action.
8. Borrowers must report lost books immediately to the circulation counter. As such, borrowers are liable to pay overdue fines, calculated from the rate due to the date when books are reported lost, provided the book is paid within 30 days. Otherwise the fine will be continued if no action has been taken.
9. Borrowers who lose the library books will be required to pay for a new book plus RM30.00 for processing charges or pay twice the price of the book.
10. Members caught for mutilating and committing theft of library materials will be sent to the disciplinary board.
11. The Librarian may amend the library rules and regulations as and when necessary.

I hereby agree with the Library Rules and Regulations and will be responsible for the book(s) loaned to me.

STUDENT SIGNATURE: DATE:

For Office use :

RECEIVED BY: [Grid]

STAFF SIGNATURE: DATE: