

## APPLICATION FORM (EXTERNAL MEMBERSHIP)

### MEMBERSHIP CATEGORY (PLEASE TICK ONE ONLY)

#### SUBSCRIPTION MEMBERSHIP

- A. Corporate Member
- B. Personal Member
- C. Higher Degree Student (Govt-funded IHLs)
- D. Alumni Member

#### \*FREE MEMBERSHIP (ADMIN CHARGES APPLICABLE for I-III)

- I. Full-time Teaching and Research Staff from Govt-funded IHLs (on reciprocal basis)
- II. Senior Government Officer
- III. Teacher Member
- IV. NIE Retired Academic Staff

\*To submit application with Annex A

PART 1: To be filled in by Category A Applicant			
Office Address :		Nature and Activities of your Organisation	
Tel no: _____ Fax: _____			
Email: _____			
<p>Company Declaration: I declare that all the particulars given in this application are true. My organisation guarantees that it will be responsible for all charges and loans associated with the membership card. <b>I am aware that due to licensing agreements, external members may only access selected e-resources within the library. By submitting the information, you consent to the National Institute of Education (NIE) collecting, using, disclosing and/or processing the information for the purpose of administering and communicating to you on your application/request. My staff will be informed that the membership card is valid for entry by only one employee at a time.</b></p>			
Company Stamp		Name Designation Signature	Date
PART 2: To be filled in by Categories B, C, D, I, II, III and IV Applicants			
Name of applicant: <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms		NRIC / FIN No:	
Employer & Address		Designation	Tel (O)
Home Address		Postal Code (                      )	
Tel (H)	Tel (Mobile)	Office email (Mandatory for Cat. A, I-III): Email (Cat. B-D, IV):	
Highest Educational Qualification, Institution and Year			
Reason (s) for applying NIE Library Membership			
<input type="checkbox"/> - Study - Institution _____ Programme _____ Local Rep _____  <input type="checkbox"/> - Research (please specify area(s) of interest) _____ <input type="checkbox"/> - NIE/NTU Alumnus (please attach supporting document) <input type="checkbox"/> - NIE Retired Academic Staff (please attach supporting document)			
<p>Declaration I declare that all the information given herein is true and correct and that I will abide by the Library Rules if my application is approved. I am aware that due to licensing agreements, external members may only access selected e-resources within the library. By submitting the information, you consent to the National Institute of Education (NIE) collecting, using, disclosing and/or processing the information for the purpose of administering and communicating to you on your application/request.</p>			
Date		Signature	
For Official Use Only			
Application approved / not approved as category _____		Signature	Date
Receipt No	Date	Remarks	

# Library and Information Services Centre (LIBRIS)

## External Membership Scheme

### TERMS AND CONDITIONS

1. LIBRIS reserves the right to approve/disapprove any application and is not required to disclose the reason for the rejection.
2. LIBRIS reserves the right to terminate/cancel any membership/permit without refund for breach of library rules or copyright infringement.
3. For walk-in applicants, LIBRIS reserves the right not to approve applications or issue membership cards on the same day. We only accept payment by cheque, NETS and Cash card for approved applicants.
4. For membership with annual subscription fees, the expiry date will be one year from the registration/renewal date. For example, if a member is registered on 2 Jun 2018, the membership expiry date will be 1 Jun 2019.
5. Membership fees and administrative charges paid are not refundable, while membership cards are not transferable unless stated otherwise.
6. Certain materials and facilities may only be accessed by NIE staff and students. Due to licensing agreement regulations, external members may only access selected e-resources within the library premises.
7. External membership is open to RESIDENTS of Singapore under the following categories:

#### SUBSCRIPTION MEMBERSHIP

##### A. Corporate Members

Commercial firms, Government Departments and Statutory Boards with interest in Education or related fields may apply.

*Requirement:* Documentary proof of study or research.

Subscription fee is **\$ 500 p.a plus GST per card**. Charitable welfare organizations will be charged **\$300 p.a plus GST**.

*Note:* Membership card is transferable and is valid for entry to the Library by only one employee at a time.

##### B. Personal Members

Professionals and individuals who are engaged in education-related research projects will be considered on a case-by-case basis. Teaching staff of private tertiary institutions and students enrolled in distance-learning programmes or local private educational organisations may apply.

*Requirement:* Documentary proof of study or research. Subscription fee is **\$300 p.a plus GST**.

##### C. Higher Degree Students from Institutions of Higher Learning (IHLs)

Postgraduate students from local government funded IHLs may apply.

*Requirement:* A letter from the Registrar's Office, stating the full name, student's status, and the duration of the course.

Subscription fee is **\$150 p.a plus GST** or based on reciprocal arrangement.

##### D. Alumni Members

Open to Graduates of NIE / NTU or its affiliated institutions such as TTC (Teachers' Training College). Students who have attended external consultancy programmes at NIE may apply as **Personal Members**.

*Requirement:* A copy of the Degree / Diploma awarded. Subscription fee is **\$50 p.a plus GST**.

#### FREE MEMBERSHIP (Admin. charges of \$20 plus GST apply, submit application with Annex A)

##### I. Full-time Teaching and Research Staff from IHLs

Free membership is available to full-time teaching/research staff of government-funded IHLs on a reciprocal basis.

*Validity:* 1 year, to be renewed 1 month before expiry.

##### II. Senior Government Officers

Chief Executive Officers and directors of Government / quasi-government departments are granted loan privileges on a case-by-case basis. MOE senior officers, including curriculum specialists of CPDD, may also apply.

*Validity:* As determined by Head / LIBRIS based on the length of the project/requirement.

##### III. Teacher Members

Principals and teachers of government/government aided schools, independent schools and junior colleges in Singapore may apply.

*Validity:* 1 year, to be renewed 1 month before expiry.

##### IV. NIE Retired Academic Staff

Retired full-time academic staff who have served the National Institute of Education for at least 10 continuous years prior to retiring from the Institute may apply. They must be resident in Singapore.

*Validity:* 2 years, to be renewed bi-annually.

#### 8. Temporary Reader Permit

Those who wish to enter the Library to consult the print collection without borrowing privileges may apply.

Application form is available at <https://libris.nie.edu.sg/form/temporary-readers-permit>

#### 9. How to apply (For Categories A-D, I-IV applicants)

Submit the completed application form by post with the relevant documents, cheque (if applicable) for relevant amount (including GST) and IC / Passport-size photo to:

**Manager / Access Services**  
**Library and Information Services Centre (LIBRIS)**  
**National Institute of Education**  
**Blk 4, 1 Nanyang Walk**  
**Singapore 637616**

Applicants will be informed of the outcome of their application within 10 working days of receipt of their application.

**10. REGISTRATION HOURS** : Weekdays: 8.30am - 4.30pm (Monday – Friday)

**Endorsement by School Principal / Personnel Director**

Name of Institution / Govt Organisation: \_\_\_\_\_

Name of Applicant (Dr/Mr/Mrs/Ms): \_\_\_\_\_

Designation: \_\_\_\_\_

NRIC / FIN: \_\_\_\_\_

Date of Expiry of Contract: \_\_\_\_\_

(if applicable)

I confirm that the applicant named above is employed in the institution/organisation mentioned above. I certify that the application to join the National Institute of Education (NIE) Library is made in connection with his/her official duties.\*\*

My institution/organisation will inform the NIE Library when the applicant tenders his/her resignation so that all loans and liabilities incurred by the applicant can be settled before his/her last day of service with my institution/organisation.

_____	_____	_____
Name	Designation	Signature & Date School Stamp

\* This form is to be completed by the School Principal/Personnel Director of officers applying for Free Membership Categories I, II and III.

\*\* Officers who are pursuing full-time/part-time post-graduate degree programmes with institutions other than NIE/NTU should apply as paying Personal Members.