



Passport Photo  
Size

**UNIVERSITI ISLAM SULTAN SHARIF ALI  
LIBRARY  
EXTERNAL MEMBERSHIP FORM**

PART A	PERSONAL PARTICULARS
Full Name: _____	
Title: _____ Pengiran/ Pehin/ Dato/ Datin/ Professor/ Dr./ Awang/ Dayang, dan lain-lain/ etc.	
Identity Card Number: _____ Colour: Yellow ( ) Green ( ) Purple ( )	
Nationality: _____ Sex: Male ( ) Female ( )	
Profession: _____	
Type of Services: Contract ( ) Permanent ( ) Others: _____	
If contract, please specify*: From _____ to _____ (Day/Month/Year).	
If student, expected date of completion of studies _____	
Home Address (Brunei): _____ _____	
Postcode: _____	
Telephone no: _____ E-mail: _____ Fax: _____	
Home Address (Oversea): _____ _____	
Town: _____ Postcode: _____ Country: _____	
Telephone no: _____ E-mail: _____ Fax: _____	
Office Address/Institute: _____ _____	
Town: _____ Postcode: _____ Country: _____	
Telephone no: _____ E-mail: _____ Fax: _____	

PART B	UNISSA ALUMNI
Are you a UNISSA alumni? Yes ( ) No ( ) If Yes, date of completion of studies _____	

PART C	GUARANTOR DECLARATION										
Name: _____ Designation: _____ Identification (IC) No: _____ Telephone No.: _____(home) _____(mobile) Email Address: _____ Home Address: _____ _____ Office Address: _____ _____											
<p><b>“I certify that the particulars of the applicant given in Part A are correct.            I will inform UNISSA Library when the applicant has finished their studies at this institution OR left their employment OR resumed studies/job overseas.            If the applicant is not able to return books or settle any outstanding payments with UNISSA Library, I, as the guarantor, will promise to return all books and settle all payments (if any) for the applicant even though they are not in Brunei Darussalam.”</b></p>											
Guarantor's Signature: _____ Date: _____											
Relationship: <table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>Parents</td><td><input type="checkbox"/></td></tr> </table> <table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>Guardian</td><td><input type="checkbox"/></td></tr> </table> <table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>Spouse</td><td><input type="checkbox"/></td></tr> </table> <table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>Sibling</td><td><input type="checkbox"/></td></tr> </table> <table border="1" style="display: inline-table;"> <tr><td>Other:_____</td><td><input type="checkbox"/></td></tr> </table>		Parents	<input type="checkbox"/>	Guardian	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	Sibling	<input type="checkbox"/>	Other:_____	<input type="checkbox"/>
Parents	<input type="checkbox"/>										
Guardian	<input type="checkbox"/>										
Spouse	<input type="checkbox"/>										
Sibling	<input type="checkbox"/>										
Other:_____	<input type="checkbox"/>										
<i>* The guarantor must be a citizen of Brunei Darussalam or a permanent resident with a permanent employment and aged 21 and above.</i>											

PART D	APPLICANT'S DECLARATION
I certify that the above particulars are true and agreed to abide by the rules and regulations that govern the use of the University Islam Sultan Sharif Ali Library.	
Applicant's Signature: _____ Date: _____	

*\*Please return completed form to Lending Services, Ground Floor, UNISSA Library.*

PART E	FOR LIBRARY USE ONLY
Period of membership: From _____ to _____ (Day/Month/Year)	
Total payment: _____	Receipt No: _____
Received by: _____	Date: _____
UNISSA ID no.: _____	Expiry Date: _____
User Log in Detail:	
Username : _____	Password : _____
Approved/ Not Approved	
_____	Date: _____
Chief Librarian	

**EXTERNAL MEMBERSHIP  
UNIVERSITI ISLAM SULTAN SHARIF ALI**

**FEE FOR EXTERNAL MEMBERSHIP**

<b>Category</b>	<b>Deposit Fee</b>	<b>Annual Fee</b>	<b>Loan Entitlement</b>	<b>Loan Period for General Books</b>
<i>All applicant</i>	<b>\$100</b>	<b>\$20</b>	5	14 days
<i>UNISSA Alumni</i>	-	-	5	14 days

**REQUIREMENTS**

1. *Please fill in the application form and submit payment (if applicable) to the Library Counter with a) the deposit, b) the annual fee and c) the membership card payment.*
2. *Submission of application could only be made during office hours.*

**PRIVILEGES**

1. *Each member is entitled to loan 5 books for a period of 14 days (Including Books with CD). However, short term loan items are not included.*
2. *Each member will be assigned user id and password to access the digital library systems. These user id and password is not transferrable. It should be kept confidential.*
3. *Each member is allowed to use all library facilities except for Self-study room and Discussion room.*
4. *Each member may reserve library item online or from the library counter.*
5. *Each member may renew item on loan twice.*

**RULES & REGULATION**

1. *Each member is responsible to ensure that items borrowed are returned at the loan counter or through Book Drop before or on the due date. There will be a charge of 20 cents per day for each overdue item counted on a daily basis excluding Friday, Sunday and public holidays. When fines reached \$10.00, borrowers are suspended from borrowing until a fine for each book is paid.*
2. *Any member who has lost or damaged a library item has to pay the cost twice the original price of the item or replace the damaged or lost item with the same title acceptable to the library.*
3. *The library has the right to review and change the policy without notice.*

**FOR FURTHER ENQUIRIES PLEASE CONTACT**

- *Unissa Library Phone Number : 246 2000 EXT 604*
- *Unissa Helpline Number: 8873346*
- *Unissa Email: [Library@unissa.edu.bn](mailto:Library@unissa.edu.bn)*

#### RELATED LINKS

- *Info on UNISSA Library: [unissa.edu.bn](http://unissa.edu.bn)*
- *OPAC: [library.unissa.edu.bn](http://library.unissa.edu.bn)*
- *Facebook/Instagram/Telegram: @ maktabah unissa*