



POLITEKNIK BRUNEI

LIBRARY REGISTRATION FORM**Borrower's Details**Identity Card Number: Colour: Category: Student Full Name: Title: Mr / Mrs / MissDate of Birth: Gender: M F Residential Address: Postcode: Contact Number:
Home Office Mobile E-Mail:
(please use email provided by Politeknik Brunei)**Academic's Details**School/Department: Academic Course: Course Start: Course End: Please choose how you want to be notified regarding Library Information (e.g. Loan Status) ,Please Tick .Via Email Via Phone *I hereby agree to abide to the POLITEKNIK Brunei Library and Learning Department rules and regulations and obtain Library clearance form before I leave POLITEKNIK Brunei.*Signature: Date: *Refer To The Back of This Form***For office use**PIN Number:
(Please provide 6 digits)Staff-in-charge:
Name & Signature

Date: _____

Library Rules

1. **Politeknik Brunei (PB) Cards** must be produced when using the Library's facilities and services, or when requested by the Library Staff.
2. **Loss of PB Card** must be reported to the Library immediately. Members are responsible for all loans issued in their names, until such time when a **report of the loss** is made to and is acknowledged by the Library.
3. **PB card is not transferable.** The card may not be lent or used to admit anyone else except the authorized card holder.
4. **No playing of games** e.g. cards, boards games, etc. in the Library.
5. **Silence is to be observed** at the quiet room and for designated group discussion areas so as to provide a quiet atmosphere conducive to study and research. Handphones are to be kept on silent mode or switched off.
6. **Reservation of seats** for the quiet room and discussion room is not permitted.
7. **Food and drinks are not allowed to be brought into the Library.** Smoking and consumption of food or drinks are strictly prohibited in the Library except for the bottled drinks.
8. The Library bears no responsibility for the **loss or damage of personal belongings or properties**, on its premises.
9. **Audio-visual equipment is for use with library materials only.** No viewing of personal media resources is allowed.
10. **PCs are for use with library materials.** Members will be subjected to disciplinary action if found:
 - ◇ Tampering with setup programmes, or
 - ◇ Chatting, or playing games on the PCs, or
 - ◇ Viewing objectionable materials in the PCs.
11. **Vandalism and theft are punishable offences.** A student found guilty of such offences will be subjected to disciplinary action.
12. **Members who contravene any of the Library Rules**, or commit any disciplinary offence of smoking, littering, improper dressing, disrespectful behavior, any acts of disturbance, or any other minor offence, will be asked to leave the Library or subjected to disciplinary action under the Conduct and Discipline Rules. Such members may also have their privileges or entire membership suspended or withdrawn completely.
13. **Library privileges will be suspended in any of the following circumstances:**
 - ◇ Borrower is penalized by the Registrar or Disciplinary Committee, or
 - ◇ Borrower is under investigation for a disciplinary case, or
 - ◇ Borrower has overdue loans or outstanding payments.
14. Members are to abide by the Library Rules & Regulations. Privileges or The Polytechnic reserves the right to amend or change the Library Rules & Regulations, and terms and conditions of memberships, without prior notice or explanations.