



INFORMATION CENTRE

BOOK LOANS FOR MEMBERS RESIDING OUTSIDE KUALA LUMPUR AND SELANGOR

With effect from 1 January 2003, members of the IBBM Information Centre (Library) residing outside Kuala Lumpur and Selangor can borrow library books from the Information Centre (KL) by sending their requests via email, fax or in writing. While IBBM will bear the cost of dispatching the books to members, borrowers would have to bear the cost of returning the books to the IC-KL.

PROCEDURE FOR OFFSITE BORROWING OF BOOKS

Step 1

- (a) Browse through the Virtual OPAC (VOPAC) from the IBBM website (http://www.ibbm.org.my/_opac/Default.htm) to search for the desired titles and check for their availability (see attachment). Alternatively, you can call the IC (Head Office) at 03-2095 6833 (ext. 45 / 46) to verify the titles' availability.

Step 2

- (a) To request for a loan, send your request using the Enquiry Form available on the IBBM website (http://www.ibbm.org.my/_opac./form.htm), via fax (03-2095 2322) or email to infocetre@ibbm.org.my.
- (b) Please INCLUDE your full name, IBBM membership number, telephone contact number*, correspondence address* and email address (if any)*.
*(*If there are changes in the contact number, address or email, you MUST inform the Membership Department before requesting for book loans. IC-KL will send the materials to the correspondence address as recorded in the membership database. Books will not be dispatched to a PO Box or Locked Bag address.)*
- (c) Book(s) will be dispatched subject to its/their availability at the point of receipt of your request. You will be notified if any books are not available.

Step 3

- (a) Please acknowledge receipt of the books received in good condition on the reply card provided or otherwise respond via email or fax upon receipt of books.

Step 4

- (a) The loan period is 2 to 3 weeks depending on the category of books with a ONE-time renewal. (please see sample of time frame on next page). For security purpose, the Institute strongly recommends that you return the books via Pos Laju or a courier service.
- (b) The cost of returning the books to IC-KL is to be borne by members. Due to the frequent loss of parcels in the mail, you are advised to retain the postal acknowledgement slip as proof of sending and claims.

TERMS & CONDITIONS

- ✎ Members are responsible for the books to be returned in good condition.
- ✎ Members are responsible to defray the cost of books lost or damaged (excluding loss during transit in the post or courier delivery).
- ✎ Failure to return the books on or by the due date will result in a penalty charge of RM0.20 per book per day. Fines can be settled by money order, postal order or cheques (for outstation cheques, please include RM0.50 for bank charges).

PLEASE DO NOT SEND CASH.

- ✎ Each book can be renewed only ONCE, subject to there being no reservation by other members.

SAMPLE OF 2-WEEK BOOK LOAN

AUGUST 200X

SUN	MON	TUE	WED	THUR	FRI	SAT
		1	2	3	4 Request received from member	5
6	7 Books processing by IC staff	8 Books processing by IC staff	9 Books to be dispatched to member	10 Books to be dispatched to member	11 Books to be dispatched to member	12 Start of loan period (2 weeks)
13	14	15	16	17	18	19
20	21	22	23	24	25	26 Books due to IC - KL
27	28	29 Overdue fine	30	31		