



Kong Meng San Phor Kark See Monastery Library

1 Membership

1.1 Types of Membership

To apply for membership at Kong Meng San Phor Kark See Monastery (KMSPKS) Library, please request for an application form, fill it up and submit it to our friendly librarians with the relevant documents.

Category	Singaporean / Permanent Residents	Foreigner
Adult / Youth (Above age 12)	a) Pink / Blue NRIC <u>OR</u> b) Singapore Passport <u>OR</u>	a) Student's pass b) Work permit
Children (Age 12 and below)	c) MOE School Smartcard <u>OR</u> d) Birth Certificate	c) Employment pass d) Dependent's pass e) Special / visitor's pass

With effect from 1 September 2019, under the Personal Data Protection Act (PDPA), KMSPKS Library will stop collecting and using NRIC / Passport Numbers / other personal identification documents as member IDs. Under the Kong Meng San Phor Kark See Monastery's privacy policy, we will collect, use and disclose your personal data only for the purposes of processing of the library application and/or contacting you for matters related to the application. For more details, you may visit www.kmspks.org/privacy.

1.2 Charges

Category	Singaporean / Permanent Residents	Foreigner
Adult / Youth (Above age 12)	S\$10 (yearly)	S\$10 (yearly)
Children (Age 12 and below)	Free	

1.3 Library ID

Library members will be given a unique Library ID, comprising of the member's date of birth and last 4 characters of his/her identification / passport number, in the format ddmmYYYY123A. For example, if your birthdate is 13 October 2000, NRIC: T0012345A, your unique identifier will be 13102000345A. This ID will be used to access services within the library.

1.4 Membership Card

Members will be given a membership card upon signing up. Do let us know if you do not wish to have a membership card. Members may also use their Library ID in the form of their date of birth plus the last 4 characters of their identification / passport number (e.g. ddmmyyy123A).



1.5 Loss of Membership Card

If you lose your membership card, please inform the library immediately via phone (Tel: 6849-5337), email (library@kmspks.org) or in person as soon as possible. If the loss is not reported, any charges incurred on the lost card, such as fines for overdue items, lost items and/or reservations, will be charged to you.

You may wish to continue using your Library ID for library services. However, if you wish to apply for a replacement card, please produce your identification documents (refer to “1.1 Types of Membership” for the documents required). There will also be a card replacement fee of S\$5.

2 Member Privileges

2.1 Loan Quota

	Loan Quantity (loan period is 28 days)		Renewals
	Common Items	Reference	
Ordinary Member	6 items including: <ul style="list-style-type: none">• Books• Journals / magazines• Audio-visual materials	N.A.	Maximum 3 times, each renewal for another 28 days
KMS Staff / Volunteers / Dharma School Teacher / Student			

2.2 Renewal

- Items may be renewed for free for another 28 days. You may renew an item if:
 - the item has not been reserved by another member,
 - the item has not exceeded its renewal limit,
 - the item is not overdue.
- You may renew an item in person or via the library’s website <https://kmsportal.vvibrant.com>
- Please approach the librarian if you wish to renew an item for the second or third time (subject to membership type).
- Please ensure that an item is renewed before the due date to avoid a fine.

2.3 Reservation

- Members can make reservations for items via the library website. <https://kmsportal.vvibrant.com> or at the multimedia station. A maximum of two items can be reserved at any one time.

- Charges for reservation per item must be paid before or upon collection. You will be notified by SMS or email (if you have signed up for email notification of availability of item). Please notify any changes in contact information.
- Your reservation will expire and be removed from the reservation queue if the item remains uncollected after 7 days. Any changes in reservation should be made known to the library
- The reservation fee will still be charged for uncollected items.
- Please ensure that you have not exceeded your maximum loan quota before collecting and paying for the reserved items.
- Books with CD-ROMs can be borrowed together as 1 item.
- AV Series with more than 10 items can be borrowed in sets of 10 as 1 item.

2.4 Reminder Service

Library members may opt to sign up for phone or email notification services during membership application.

This service allows notifications to be sent by phone or email if you have reserved item(s) ready for collection and/or loan items due to be returned. Please provide a valid Singapore-registered phone number and/or email address.

Please note that absence of notifications is not a valid reason for waiving of fines.

You may opt out of this service at any time by writing an email to us at library@kmspks.org.

2.5 Suspension of Privileges

Your borrowing privileges may be suspended if you have accumulated fines amounting to more than S\$2.00. These privileges will be restored once the fines are paid.

3 Services

3.1 Multimedia Stations

Our multimedia stations are freely accessible to members who wish to view audio-visual materials (DVDs, VCDs and CDs) from the library catalogue. To ensure that all users have a chance to use the stations, please limit your use to 30 minutes if there are other users waiting.

Alternatively, you may also borrow the materials for viewing at home.



3.2 Wi-Fi

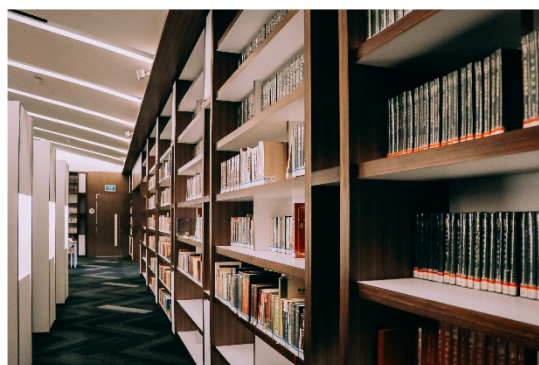
Our free Wi-Fi service allows users to connect to the Internet on their mobile devices. To set up Wi-Fi connection, please approach the front counter for assistance.

3.3 Membership Registration

Application forms can be obtained from the front counter. Once the form has been submitted and payment (if any) made, you will be able to borrow library materials. If you have any queries, please approach our librarians who will be glad to assist you.

3.4 Photocopying

Photocopying services are available within the library for photocopying library materials only. Library users are to take note of the legal implications of the copyright law in Singapore. According to the Intellectual Property Office of Singapore's (IPOS), https://www.ipos.gov.sg/docs/default-source/resources-library/copyright/copyright-infopack_updated-oct-12.pdf, page 13, under "Fair Dealing":



“Where the copying is for the specific purposes of research or study, it shall be taken to be a fair dealing as long as the copying limits are observed. For a published work of at least 10 pages, the copying limits are up to 10% of the number of pages or 1 chapter, whichever is the greater.”

3.5 Children's Room

The Children's Room is an activity / reading room provided for children aged 12 and below, with children-friendly shelves and books. Occasionally, there will also be activities organized solely for children. All children using the room should be accompanied by an adult / caregiver. The code of conduct prescribed by the KMSPKS Library also applies to the children's room.

4 Other Fees and Charges

Description	Fees	Relevant Documents
Renewal	<ul style="list-style-type: none">• 1st renewal: free• 2nd renewal: S\$0.50 per book/magazine/audio-visual item• 3rd renewal: S\$1.00 per book/magazine/audio-visual item	Membership Card / Library ID
Reservation	S\$1.50 per book/magazine/audio-visual item	
Overdue Fines	S\$0.50 per book/magazine/audio-visual item per day over the weekend (e.g. Saturday, Sunday)	
Lost/Damaged Library Items	<p>*Charges:</p> <ul style="list-style-type: none">• Cost of the lost/damaged item + Administrative fee of S\$10.00 per lost/damaged item + S\$1.00 for each lost/damaged CD casing (if any)	Membership Card / Library ID
Replacement of Membership Card	<ul style="list-style-type: none">• S\$5.00	
Photocopying Fee	<ul style="list-style-type: none">• A4 size black & white, S\$0.10 per page	

Wi-Fi	Free	
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*There will be no refund once payment is made, even if the lost item is found later.

5 Code of Conduct

- a) Please dress appropriately as a form of religious respect. Revealing clothes should not be worn.
- b) Handle all library materials and equipment with care. Please keep the books on the shelves in order and do not climb onto the furniture.
- c) Take only a few books from the shelves at a time and return them to the book bins/shelves after you have read them. Do not pile books on the tables or scatter them on the floor.
- d) Speak softly at all times within the library premises. Do not crowd around tables/pull up chairs from other tables.
- e) Sit at tables/chairs and designated areas. Keep passageways and entrances free from obstruction.
- f) Please refrain from running in the library.
- g) Please queue for counter services.
- h) Avoid crowding round the Catalogue Search Stations.
- i) Limit the use of the Catalogue Search Station to 10 minutes at a time to give others a chance to use them.
- j) No food or drinks are allowed in the library.
- k) Safeguard your personal belongings.
- l) All electronic devices should be switched off or put to silent mode.
- m) Do not access unlawful websites.
- n) Please refrain from taking photographs, video or holding interviews in the library without prior permission.
- o) Parents please ensure that your children observe the rules and regulations of the library.

