Introduction

The **Library and Learning Commons** welcomes all Monash University alumni, who currently reside in Malaysia, to continue enjoying the library resources, services and facilities at Monash University Malaysia.

Once registered as Alumni Library Member, you will be able to browse our print collections, borrow books, search selected online databases and use the library facilities.

Library membership

In order to be eligible for Alumni Library membership, alumni shall complete the Alumni Library Membership Form, available on the library website at
http://www.lib.monash.edu.my/assets/pdfs/services/alumni-membership-form.pdf

The completed form should be submitted to the library staff at the Services Counter, along with one passport-size photograph and a proof of payment of the membership fees.

Following verification and validation of Monash alumni status, registered Alumni library members are entitled to membership for one (1) year and renewable upon request.

Library membership fees

Alumni shall pay a one-time membership fee of RM400, payable in cash to Monash University Malaysia's Finance and refundable upon membership termination.

Membership privileges

Library membership privileges includes:
- Access and browse the library collections
- Borrow 2 books maximum for 14 days
- Seek assistance for library research
- Make use of photocopy / printing services

Access to online databases

Monash Alumni may continue to remotely access a selection of online databases via Monash University Australia Library, depending on the level of membership and residential location, and for an annual fee. Further details can be obtained through
http://monash.edu/library/community/alumni/

Fines for overdue books

Late return of library books will incur a fine of RM1.00 per book per day for up to a period of 30 days. After 30 days, the book will be considered lost and lead to the suspension of Alumni Library Membership privileges.

Lost books and replacement

Alumni library members are required to pay:
- the current cost of replacement for the lost book
- RM50 fine per book and
- RM10 processing fee per book

Once the lost book is replaced and the above fines are settled, your Alumni membership account will be reactivated and you will be able to resume borrowing.

In the event of failing to settle the cost of lost materials the Library will offset the cost of the lost book from the RM400.00 deposit.

Termination of Membership

Alumni Library Membership will be terminated upon request by registered Alumni members.

Library Collection

The library houses a sizeable collection of over 100,000 of print materials comprised of monographs, multimedia and journals.

Library materials are arranged as follows:

- Current print journals and new books are on display at the **New Books and New Journals** shelf, Level 1.
- Prescribed textbooks and audio visual materials are available at the **Reserve and Multimedia** section, Level 3.
- Other library materials are available in the **Open Shelf** sections located at Levels 2 and 3.

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For more information about alumni library membership and privileges, contact us at:
mum-lendingenquiries-l@monash.edu

The Library does review its membership fees and privileges periodically. Alumni members will be updated accordingly.

MONASH University
Malaysia

A Guide to Alumni Library Membership

Library and Learning Commons
h*ttp://www.lib.monash.edu.my/*

Information and Lending Services
Phone: 03-55146157 / 45816
mum-lendingenquiries-l@monash.edu