

FOR LIBRARY USE ONLY

MEMBERSHIP No:

VALID FROM:

EXPIRES ON:

## LIBRARY MEMBERSHIP FORM

PLEASE FILL IN ALL THE INFORMATION REQUESTED BELOW

Full Name: Nationality: Job Title: Employer: Home Address: Work Phone: Home Phone: Mobile: Email: 

### REQUIREMENTS

- 01 Application form
- 02 One passport size photo
- 03 Emirates ID photocopy
- 04 Annual Fee: 200 AED Bankers, 300 AED Private

### NOTES TO MEMBERS

- Books should be returned on due date
- For Renewal, books should be brought to the library
- Books overdue will lead to stop checking out books
- If this happens more than once, library membership will be cancelled, no refund
- Library members are responsible for any loss or damage and they have to pay the full cost of replacement plus 10% as an administrative charge

### LIBRARY OPENING TIMES

Sunday – Thursday: 8am - 9pm

### LIBRARY CONTACTS

#### Sharjah Campus

safaa@eibfs.com  
 T: +971 6 5728880 (Ext:109)  
 E: Mohammedl@eibfs.com

#### Dubai Campus

Zainulabid Neduvanchery  
 T: +971 4 6070444 (Ext:413)  
 E: zainula@eibfs.com

#### Abu Dhabi Campus

Eldhose Chakkappan  
 T: +971 2 4464666 (Ext:104)  
 E: Eldhose@eibfs.com

### BORROWING POLICY

- 01 Borrowing privileges are restricted to staff, students & members of EIBFS
- 02 A total of three books may be borrowed at any time for up to three (3) weeks.
- 03 Books may be renewed unless previously reserved.
- 04 Designated reference materials may not be checked out.
- 05 The borrower promises to return the materials by the due date. If the borrower needs to extend the loan period, they are requested to contact the Librarian as soon as possible.
- 06 The librarian reserves the right to determine the extent of any damage incurred or the replacement cost for lost articles.

I understand these conditions and agree to abide by them

SIGNATURE