

Equip Library Membership Policy

Thank you for signing up to an Equip course.

In order to make courses more accessible, we would like to offer on loan books listed as required reading for many of the courses. However, we request that you adhere to some basic guidelines in using these books. Please read the library policy carefully and fill in the form to complete the application.

Applicants must complete the form and submit payment to become Equip's library member (submission of form either via online, or by hand). Once you are a member, you will be sent a link to access the library website.

Fees & Deposits

i. Yearly Membership fee: RM 5 (*concession) or RM 10 (normal) + RM 50 deposit

**Concession: unemployed/student/ministry worker/church worker/retired*

ii. Deposits are forfeited when books returned in an unusable condition or not returned at all.

iii. Deposits are refundable upon request on cancellation of membership.

iv. Payment can be made by:-

a) Cash

b) Bank Transfer/Direct Deposit/Cheque

(Bank: **Malayan Banking Berhad**; Account Number: **514178154052**; Account Name: **Euangelion Training and Services Sdn Bhd**). Please email a receipt to us at info@equip.org.my with your payment details (Date, Amount and your name) so that we are able to identify your payment.

Membership Validity and Termination

- i. Each application is valid for **ONE** year; membership will automatically be terminated if the member fails to renew before it has expired. If a member cannot be contacted, the deposit will be forfeited and channelled to the Library Fund.
- ii. Termination may be made upon request, with immediate effect. The deposit will be returned in full.
- iii. Termination may occur as a result of disciplinary action for breaching these conditions. The deposit may be forfeited.

Lending Period and Maximum books

- i. Books can be reserved online on a first-come, first-served basis.
- ii. Books may be borrowed for a maximum of 90 days from the day collection / postal.
- iii. A member is eligible to borrow up to 3 books within the 90 days period, upon availability.
- iv. Books are to be returned strictly on the due date. If one fails to return a book before or on the due date, a fine of RM 1/day will be charged. All fines must be cleared before the next lending period.

Member's records

- i. All members' records are confidential and maintained strictly for administrative purposes.
- ii. It is the responsibility of members to inform the Library of any change in their membership data, especially with regard to contact details and any other information affecting their membership status.

Member's responsibilities

- i. Books borrowed are NOT to be passed on to others.
- ii. Please DO NOT mark, highlight, or write in the books.
- iii. Please DO NOT photocopy the books.
- iv. Please collect / return books from Equip (If required posting, postage will be paid by members). Location to collect/return: St. Mary's Cathedral, Jalan Raja, 50050, Kuala Lumpur.