



## SCHOLARLY PUBLICATION SUPPLY HUB PREPAYMENT BASED SERVICES FORM

<b>APPLICANT INFORMATION</b>		
Name of Organization:		
Address :		
Tel. No. :	Fax No.:	E-mail :
Name of Applicant / Representative :		
Designation :		
Services	Service Charges (USD)	
	Standard (3 working days)	Fast (1 working day)
<b>Document</b>		
Photocopy: Article / Conference Paper / Book chapter	10.00	20.00
Photocopy: Case / Legislation	20.00	40.00
Photocopy: Microform	20.00	-
Photocopy: Theses / Academic exercise	50.00	-
<b>Book</b>		
Loans	25.00	35.00
Loans - Renewal	10.00	
Loans – Processing fee	10.00	
<b>Applicant's Declaration</b>		
I hereby acknowledge that all information provided herein is true. I have read and agree to abide to the terms and conditions set forth by the Library and I understand that to request for Publication Supply Prepayment Based Services, USD3000.00 is required.		
<b>OFFICE USE ONLY</b>		
Issued by :	Date:	
Approved by:	Date:	
Reference number :	Receipt Number:	

**UNIVERSITY OF MALAYA LIBRARY  
TERMS & CONDITIONS**

**1. GENERAL**

- 1.1 The UM Library Publication Supply Services is limited to the printed collection in the UM Libraries.
- 1.2 UM Library retain the right to adjust the non-ringgit prices in line with any major shifts in exchange rates.
- 1.3 A request for a pre-payment based service is an undertaking on requester part to pay all costs incurred in the delivery of the service.
- 1.4 Additional top up of the Pre-Payment Account by another USD3000 when the balance in account is USD500.

**2. BOOK LOANS**

- 2.1 Book loans are only available to customers with a **Publication Supply Pre-Payment** account.
- 2.2 Books are on loan for 4 weeks.
- 2.3 A reminder will be sent through via e-mail to return the book(s).
- 2.4 Renewal of loans can be made via e-mail or phone.
- 2.5 Those who failed to return the borrowed books within the stated period will be charged with the renewal fee and loan period will be extended accordingly.
- 2.6 Any lost or damaged item will be charged twice the price of the book(s).

**3. DOCUMENT DELIVERY**

- 3.1 Resources made available through this service include journal articles, thesis/academic exercise, conference papers, microforms, book chapters and cases.
- 3.2 Theses or academic exercise can only be requested by library.
- 3.2 Documents are delivered via e-mail to the applicant's registered email address.

**PAYMENT METHODS**

Payment can be made by bank-in to **BENDAHARI UNIVERSITI MALAYA**. We also accept payment via Electronic Fund Transfer (EFT) and credit card. Please email the bank-in slip together with this form as a proof of payment to [pub.supply@um.edu.my](mailto:pub.supply@um.edu.my). Please keep all receipts issued by the University of Malaya Library.

FPX (Financial Process Exchange) / Credit Card	Electronic Fund Transfer (EFT)
<a href="https://epay.um.edu.my/">https://epay.um.edu.my/</a>	Bank Name: CIMB Bank
International Fund Transfer (IFT)	Bank Account Number: 98905000001225
Swift Code: CIBBMYKL	Bank Account Name: Universiti Malaya

**CONTACT DETAILS FOR ENQUIRIES**

Library	Telephone Number	E-mail
Client Services Division	+603-79673357 (Registration)	<a href="mailto:pub.supply@um.edu.my">pub.supply@um.edu.my</a>
Central Library	+603-79673503 (Order)	