

FGA CHILDREN'S LIBRARY MEMBERSHIP

Taman Goodwood / KL

HOW TO APPLY ?

1. Eligibility

The Children's Library is open for membership to FGA children between the ages of 0 to 12 years. Children intending to join the Children's Library must fill up a membership **application form endorsed by PARENT and SUPERINTENDENT / TEACHER / PASTOR** of the Sunday School or Children's Church.

Applicant can print out the online membership form and personally submit duly completed form to the Library for processing. New / Renew Library membership card will be issued within 7 days from the date of application. Applicant must personally collect the Library membership card from the Library during the **opening hours – 9.30 am – 4.30 pm (Tuesday – Friday) ; 9.30 am – 5.30 pm (Saturday) ; 9.30 am – 2.00 pm (Sunday).**

2. Membership Card Fee

- RM 5.00 (for 2-year period)
- RM 3.00 (replacement of lost card)

3. Overdue Fines

- Book / CD / VCD / DVD / CD-Rom : RM0.10 p/day or RM0.60 p/week. Your borrowing privileges will be suspended if there is an overdue / late charges incurred in your library account. It will be restored once the overdue / outstanding fines are settled.

4. Lost / Damaged Library Items

- Book :
- Audio : (Double the purchase price)
- CD / VCD / DVD / CD-Rom :

5. Changes to Rules & Regulations

The Library shall, whenever it deems fit, change the prescribed rules and regulations without prior notice to its members.

LIBRARY ETIQUETTE

- I. **NO BAGS** (shopping size, travelling / hand luggage, briefcases, plastic / paper bags, etc.) are allowed into the Library. Leave all bags / umbrellas, etc., in the pigeon holes provided for at the entrance to the Library. The Library is not responsible for any loss of bags, etc. **DON'T LEAVE** valuables in the pigeon holes.
- II. **Handle** all Library resources and facilities with care.
- III. **Speak softly** at all times within the Library premises.
- IV. **Keep** the Library clean at all times. **FOOD and DRINKS are STRICTLY PROHIBITED** in the Library. **NO LITTERING** – throw all waste paper into the bins provided.
- V. **Children** 5 years and below are now allowed into the Library unless accompanied by parents / guardians.
- VI. **Parents** must ensure that their children **DO NOT** mutilate / draw / write on book/s or make noise in the Library.



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MEMBERSHIP APPLICATION (New / Renewal) (To submit together with RM5.00 for 2-year membership)

NAME (according to NRIC) : _____ NRIC # : _____

MEMBERSHIP # : _____

(Tick the appropriate)
 FGA KL FGA Satellite : Location : _____

HOME ADDRESS : _____ TEL (Res) : _____
(Off) : _____
(H/P) : _____
E-Mail : _____

PARENT / GUARDIAN'S DECLARATION

I, (* parent / guardian) agree to be responsible for my child's membership. I have also read and understood the rules and regulations governing the use of the Children's Library and I agree to abide by them at all times. I return herewith the expired membership card belonging to my child (for renewal only).

TEL (Res) : _____
(Off) : _____
E-Mail : _____

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(Signature of *Parent / Guardian)

SS SUPERINTENDENT / TEACHER / PASTOR'S DECLARATION

I, (*SS Superintendent / Teacher / Pastor) hereby confirm that the abovementioned child **HAS BEEN REGULARLY ATTENDING** the (*Children's Church / Sunday School / FGA Outreach / FGA Satellite)(*name of Class Grade / FGA Outreach / FGA Satellite).

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(Signature of *SS Superintendent / Teacher / Pastor)

Date :

* Delete whichever is not applicable

NB : SS = Sunday School