



RESEARCH ROOM APPLICATION (RR-01)

Name: _____	FOR OFFICE USE
Staff card #: _____	
Barcode #: _____	
Department & Kulliyah: _____	
_____	ALLOCATED ROOM #: _____
_____	DATE: _____ to _____
_____	EXTENDED DATELINE: _____
_____	Phone #: _____
E-mail address: _____	Cell phone #: _____
<i>(Note: IIUM e-mail address only)</i>	

Research title: _____

Duration of research: _____ to _____ Date to use room: _____ to _____

NOTE OF UNDERTAKING

I have read the 'Terms & Conditions for Reservation & Use of Research Rooms' (at verso of this form) and agree to abide by them.

Signature Date

FOR OFFICE USE

Form received by: _____
Name Initial Date

NOTIFICATION OF FULFILLED RESERVATION (If put on queue)

E-mail notification sent by: _____ Initial Date	Reservation expired by: _____
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LOAN DETAILS

RETURN DETAILS

Key issued by: _____ (Officer) Initial Date	Key returned by: _____ (Applicant) Initial Date
Key received by: _____ (Applicant) Signature Date	Key received by: _____ (Officer) Signature Date

REQUEST FOR EXTENSION (If any)

Extension dates: _____ to _____	Officer in-charge: _____ Initial Date
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TERMS & CONDITIONS FOR RESERVATION & USE OF RESEARCH ROOMS

1. Only **registered full-time faculty members** are eligible to apply for reservation and use of the rooms.
2. The successful applicant reserves the right to be loaned **one (1) room for the duration of research** as offered by Research Centre or Kulliyyah **or until the completion date of research** as informed by Research Centre or Kulliyyah. The room is strictly for **sole occupancy**.
3. If a room is not available at the point of request, each application is put on the reservation queue. The applicant will be informed on the start-date of use and dateline of room key collection via e-mail and/or borrower's account messaging, upon availability of a room.
4. The reservation is valid for **seven (7) days** only. If the applicant fails to collect the key within the designated reservation dateline, the room will be passed to the next applicant in queue.
5. The successful applicant (termed 'customer') is to collect from, and return the room key to the **Research Room Coordinators at the Circulation Counter at Level 2 of the Library during office hours i.e. between 8:00 a.m.-5:00 p.m., Monday-Friday.**
6. The customer will be issued a room key with date-due note on the key tag. The Library reserves the right to end the period of loan upon being informed by Research Centre on completion of research.
7. The customer may keep the room key until his/her period of loan expires. The loan is **not transferable**.
8. Exchanging of rooms among customers is not allowed.
9. The customer who fails to return the room key on the due date, a fine of **five Malaysian Ringgit (RM5.00) per day** will be levied and other loan privileges will be suspended/blocked.
10. The customer who lost the room key, a fine of **fifty Malaysian Ringgit (RM50.00)** will be imposed and other loan privileges will be suspended/blocked.
11. The customer is allowed to bring their own laptop/notebook computer into the room, however the Library will not be responsible for damage to the laptop/notebook computer nor to its intellectual contents, due to power failure or fluctuations, or other mishaps.
12. The library books/materials brought into and retained in the rooms **must be loaned/checked-out via the library system by the customer**. The Research Room Coordinators reserve the right to remove library books/materials which are not appropriately loaned/checked-out.
13. Furniture and equipments in the room are **not to be moved or re-arranged**. No outside furniture should be brought into the room.
14. **Food and drinks are strictly prohibited** from being brought into the room specifically and into the library in general.
15. Any problems related to the room should be reported to the Research Room Coordinators at the Circulation counter.
16. Posters, signs, notes or other items are prohibited from being posted, hanged or glued to the walls or vertical surfaces of the room. The Research Room Coordinators reserve the right to remove any material found on the said walls or surfaces.
17. The library management will not be responsible for any lost of customer's valuables or property left behind in the room.
18. Customers are to conform to the Library Rules & Regulation. **Non-conformity to the rules and regulation may result in the revocation of research room privileges.**

20th March 2008

Extracted and modified from the 'Policy & Regulations for Use of Research Rooms' (Policy and Regulation Statement Series no. 15) – IRMD/PNR/15-99. Updated/HH/py010805.