

Lee Kong Chian Reference Library
Request for Rare Materials

Section A: Researcher Information (Please complete ALL fields)

NAME (IN FULL)	
MYLIBRARY ID / MEMBERSHIP NO. / NRIC NO. / PASSPORT NO. / FIN NO.	NATIONALITY
ORGANISATION / INSTITUTION	
CONTACT NO.	EMAIL

Section B: Details of Research (Please complete ALL fields)

RESEARCH TOPIC	
PURPOSE OF RESEARCH <input type="checkbox"/> Exhibition <input type="checkbox"/> Unpublished material (e.g. Dissertation, school paper) <input type="checkbox"/> Video Production <input type="checkbox"/> Publication Title (<i>optional</i>): _____ <input type="checkbox"/> Other uses Please specify: _____	INTENDED AUDIENCE: PLEASE INDICATE THE ORGANISATION OR PERSON WHICH THIS RESEARCH WOULD BE SUBMITTED TO: _____ PROJECTED DATE OF COMPLETION: _____

Please email your completed form to ref@nlb.gov.sg.

Section C: Conditions governing request and access to Rare Materials at the Lee Kong Chian Reference Library

I agree that my request and access to Rare Materials as set out in Section D is subject to these conditions:

1. I understand that I can have access to Rare Materials by appointment only during office hours (Monday – Friday 10 a.m. to 5 p.m.).
2. I shall use the contents of Rare Materials or any copy made only for the research topic and purpose set out above. I shall provide any additional information requested on the research topic and purpose.
3. I acknowledge that if the copyright or other rights relating to Rare Materials belong to others, I shall be responsible for obtaining the necessary clearance or licence.
4. I agree that any reproduction of the Rare Materials including any scanning, photography or filming is not allowed without prior written permission.
5. I have read and shall comply with the conditions set out in Section E: Guidelines for consultation of Rare Materials.
6. I acknowledge the need to care for Rare Materials and accept that I shall be responsible for any loss or damage due to my fault or negligence.
7. I accept that I may be asked to present my identification documents for verification upon request. and shall comply with any other rules relating to the usage of the Lee Kong Chian Reference Library.

REQUEST NO. (*for official use*): _____

8. I agree to comply with any other rules relating to the Lee Kong Chian Reference Library.
9. I agree that if I breach any of these Conditions (including in Section E), I may be excluded from further access to any Rare Materials from the Lee Kong Chian Reference Library.

SIGNATURE	DATE
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(To sign and date only when you visit Lee Kong Chian Reference Library)

Section D: Rare Materials Requested



S/N	Title & Call no.	BRN/ Accession No.	Researcher's Signature/Date	Staff who issued/Date <i>(for official use)</i>
1				
2				
3				
4				
5				
6				
7				
8				

(Please attach an additional Annex if you are requesting for more materials.)



Section E: Guidelines for consultation of Rare Materials

1. You are encouraged to use surrogate copies if available. You can access the microfilms at Level 11 Lee Kong Chian Reference Library or digital copies on BookSG website.
2. You may bring in pencils, paper, laptops, mobile phones and your valuables into the Archives Reading Room. Other items including other types of stationery, food and drinks (including water bottles) are not allowed. Do approach the staff at Level 11 counter for a clear plastic bag to carry your permitted belongings.
3. You can leave your bags (including laptop sleeve) and other belongings in the lockers available outside Level 11 Lee Kong Chian Reference Library.
4. You are to exercise all possible care to prevent damage to the Rare Materials.
5. You must not mark, make notes or trace on the Rare Materials.