



**PREMIUM SERVICE RULES AND REGULATIONS
FOR Institutional Members (to be retained by the member)**

1. Only registered Institutional Members may use the Premium Service.
2. Premium items refer to videotapes, VCDs, CD-ROMs, DVDs and music scores available in the lending sections of selected branch libraries.
3. The NLB ILL card must be produced at the time of borrowing.
4. Loan Information:

Description	No. of items that can be borrowed	Types of Items	Loan Period	Overdue charges per day	Remarks
Lending Premium items	Maximum of 4	AV	21 days	50 cents per item	No renewal allowed
		Music Scores	21 days	15 cents per item	One time renewal without charge

5. If the member wishes to stage a public performance with a musical item, they must get a public performance license from the Composers and Authors Society of Singapore (COMPASS) (<http://www.compass.org.sg>) which manages the public performance, broadcast, diffusion, and reproduction rights in music and musically associated literary works for composers, lyricists, and publishers within and outside Singapore.
6. Before a whole or partial duplicate can be made, the Institutional Member must obtain the written consent of the copyright holder in the case of non-musical items or from COMPASS in the case of musical items, and present a copy to the holding Library. In all other matters that may involve copyright infringement e.g., transcription of scripts, use of stills and footage), the Institutional Member must ascertain if consent is required from the copyright holder, and if consent is required, the Member must obtain the written consent, and present a copy to the holding library.
7. Members who misuse the service will be suspended from using the service. They are responsible for taking proper care of the AV items and any multiple parts accompanying the items, borrowing and returning them together as a set.
8. Users are responsible for any damage to or loss of the AV items borrowed. Institutions will be required to pay the replacement cost of the item, plus an administrative fee of \$7.15 for each lost item and a lost casing fee of \$1.05 for each item. The charges quoted here include 7% GST.
9. NLB will not be responsible for any virus infection/ damage to borrower's players resulting from the AV items.
10. Please rewind the videotapes before you return them. Please return audiovisual items (unless stipulated otherwise on the items) through the Library's book drop by putting in one item at a time gently.
11. The Library reserves the right to restrict the loan of any AV item and/or amend the above rules and regulations without notice.

Name of organisation: _____

Membership number: _____

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