

## LIBRARY MEMBERSHIP FORM



SEAMEO Regional Centre for Education  
in Science and Mathematics  
Jalan Sultan Azlan Shah, 11700 Gelugor, Penang, Malaysia

\* Membership No:

Fee (RM):

NRIC No:

Name:

Nationality:

House Address:

Tel (H):

Office Address:

Tel (O):

Email:

\* Date of Membership:

\* Expiry Date:

\*\* Deposit:

\* Leave Blank

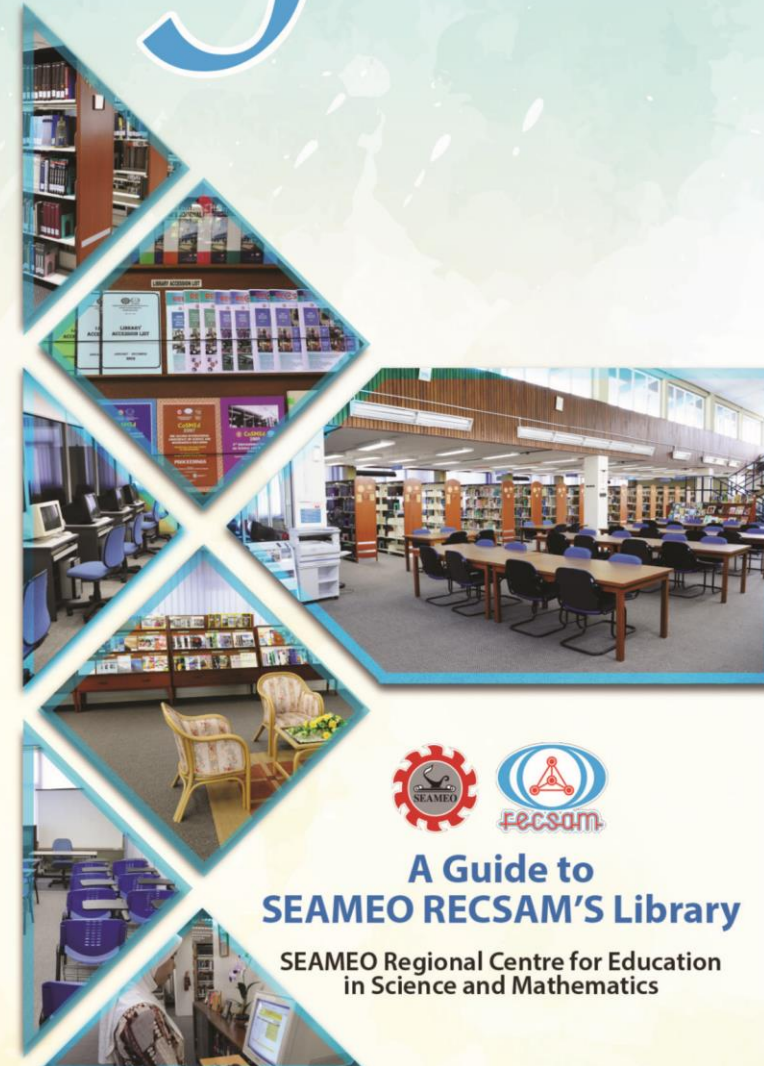
\*\* Borrowing Category: RM100 per annum  
Non-Borrowing Category: No Deposit

\_\_\_\_\_  
Signature Date



Southeast Asian Ministers of Education Organization  
Regional Centre for Education in Science and Mathematics  
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# RECSAM Library Guide



## A Guide to SEAMEO RECSAM'S Library

SEAMEO Regional Centre for Education  
in Science and Mathematics

# A GUIDE TO SEAMEO RECSAM'S LIBRARY

## Status

A specialised library of professional references for teachers, educators, researchers and administrators in science, mathematics and technology education.

## Resources

The SEAMEO RECSAM Library houses a collection of books, serials, compact discs, kits, RECSAM's publications and unpublished reports and newspaper clippings. The coverage is mainly in science and mathematics education, media, communication, psychology (education) and computer education. The resources are up-to-date and they are selectively chosen by the Centre's panel of professional specialists and consultants through the local and web-based book publishers, publishing agencies. The collections are unique and contemporary to suit the needs of educators, classroom teachers, lecturers and researchers seeking resources in their pursuit of excellence in education.

## Services Provided

- Reference
- Loan and Inter-Library loan
- Photocopying
- Online Public Access Catalogue (OPAC)
- Internet facilities
- Preparation of bibliographies on request
- Library displays
- Library orientation

## Books

Books are shelved according to the Dewey Decimal Classification Scheme in related subject groups in their classified order, and sub-arranged alphabetically according to the notation on the spine. They are available for borrowing.

## Periodicals (Journals)

Current periodicals on racks arranged alphabetically by titles. They are only allowed to be used for reference in the library. Bound volumes are available on serial shelves for reference and borrowing.

## Course Participants' Assignments

The participants' assignments for borrowing are available on separate shelves arranged according to the dates of the courses conducted. They can be used for reference and borrowing.

## Educational Kits

A kit consists of printed materials in book or pamphlet form supported by Audio-Visual materials.

## Opening Hours

Mondays to Thursdays	8.30a.m. to 12.45 p.m. 2.00p.m. to 4.30 p.m.
Fridays	8.30a.m. to 12.00 p.m. 2.45p.m. to 4.30 p.m.

## Membership

Membership is open to the following categories of persons:

- All RECSAM staff
- All course participants
- Academic staff of the Teacher's Training Colleges in Penang and Butterworth
- Science and mathematics teachers in local schools

Every applicant must submit a passport-size photograph and complete a library registration form to obtain a membership card. The card has to be presented to the circulation staff each time a book is borrowed or returned.

## Fees

- The membership fee for external borrowers is as follows:

Annual Fee: RM 24.00  
Deposit: RM 100.00

The deposit will be refunded when the member wishes to terminate his/her membership after returning all the LRC materials borrowed.

- Those wishing to refer to resource materials only need to pay RM 1.00 per entrance.
- Whereas, those wishing to have access to the resource materials on long-term membership basis need to pay RM 24.00 membership (non-borrower category) fee per annum.

## Accessibility

The LRC collections can be accessed at [http://www.recsam.edu.my/sub\\_library](http://www.recsam.edu.my/sub_library) under the Resource tab >> Online Public Access Catalogue (OPAC)

## Contact person

Kartini Abdul Talib (Librarian)  
Email: [kartini@recsam.edu.my](mailto:kartini@recsam.edu.my) /  
[library@recsam.edu.my](mailto:library@recsam.edu.my)