



**The Johannes Oentoro Library  
Lippo Karawaci Corporate Application Form**

PUS-05/FRM-03/REV-02

I apply for the right to use the library and will abide by its rules. I will pay fines for any damages charged to us, and will give prompt notice of any changes of the address.

<b>Full name</b>			
<b>Business address</b>			
	<b>Zip code</b>		<b>Phone number</b>
<b>Mobile phone number</b>			
<b>E-mail</b>			
<b>Occupation</b>			
<b>Job title</b>			
<b>Date</b>	/	/	<b>(dd/mm/yyyy)</b>
<b>Signature</b>			

Fill in by the Library Manager			
ID Field	Name Field	Type	
LKC		Card Expire on	
LKC		Renewal 1	
LKC		Renewal 2	
Title On Card	Library Member	Renewal 3	
		Renewal 4	

Please check the accuracy of your card and sign the form when the card is good and accurate.

**Date:**

**Approved by the Library Manager**

( ..... )

( ..... )

Please see the back of this form for library rules and requirements

### **Library Rules and Regulations**

1. Materials may be kept for two weeks and may be renewed once for the same period.
2. Reference materials, such as encyclopedias, dictionaries, handbooks, and manuals, are to be used only in the library
3. Fines will be charged for each day material is kept overtime.
4. No material may be taken out the library without being charged.
5. Each borrower is held responsible for all materials charged on his/her card.
6. Mobile phone should be turned off, and no food, drinks, sleeping, and making noise inside the library.

### **Lippo Karawaci Corporate Membership Requirements**

1. Fill out the membership application form.
2. Pay the membership fee Rp. 1.000.000,- (one million rupiah) to receive three library smartcards valid for one year.

All payment should be transferred to:

Name : Yayasan Universitas Pelita Harapan  
Account no. : 470-01-00239-00-4  
Bank : CIMB Niaga, Lippo Village, Tangerang

3. Submit to the library :
  - a. Completed membership form
  - b. A letter from your HRD Manager/Director stating that your company is responsible for any The Johannes Oentoro Library materials being checked out.
  - c. Original receipt of bank transfer slip
4. Contact the library staff for renewing the card (Phone. 5460901 ext. 1384/1385).

Thank you,  
The Johannes Oentoro Library