

Application for Fee-based Services for Corporate Members

This form may require 3 minutes to fill in.

Name of Organization: _____

Name of Applicant: _____ Designation: _____

Office Address: _____

_____ Postal Code: _____

Telephone No: _____ E-mail Address: _____

Our organization wishes to open a deposit account with the NUS Libraries for the following fee-based service:

☐ **DDS** (Document Delivery Service) for the supply of articles available in the NUS Libraries **print collection**.

We designate the following officer to authorise the request for the above service.

Name: _____ Designation: _____

NRIC / Passport No: _____ Telephone No: _____

E-mail Address: _____ Signature: _____

Our organization understands that:

- To request for fee-based services, a deposit of S\$2000.00 is required.
- A request for a fee-based service(s) is also an undertaking on our part to pay all costs incurred in the delivery of the service.
- Requests for fee-based service must be authorised by the officer as designated above.
- We need to top up the deposit by another S\$2000.00 when the Library informs us that the balance in our deposit account is lower than S\$500.00.
- We enclose a cheque for S\$2000.00 as payment for the fee-based service(s), made payable to the **National University of Singapore**.

Signature: _____ Date: _____

Completed application form and cheque to be sent to:

Document Delivery Service
Technical Services
Central Library
National University of Singapore
12 Kent Ridge Crescent
Singapore 119275

Document Delivery Services for Corporate Members

The NUS Libraries extended its Document Delivery Service (DDS) to its corporate members from the year 2000. The DDS service is limited to the **print collection** in the NUS Libraries.

1. How to apply to use DDS

- A deposit account of S\$2,000.00 is required for corporate members to use DDS.
- The Library will notify the company to top up the deposit account by an additional S\$2,000.00 when the balance falls below S\$500.00.
- The *Application Form for Fee-Based Services* is available at <http://www.lib.nus.edu.sg/mem/feebased.pdf>.

2. What can DDS do for you?

You can obtain a photocopy of a journal article or a book chapter or a conference paper from the print collection in the NUS libraries through DDS.

3. How are the articles delivered?

- Articles requested on Standard Service are sent by postal mail.
- Articles requested on Fast Service are sent by fax.

4. How to request for DDS

- Print the *Document Delivery Request Form for Corporate Members* available at <http://www.lib.nus.edu.sg/guides/ddscfrm.pdf>.
- Check NUS Library catalogue at <http://linc.nus.edu.sg/> to verify that NUS Library has the item.
- Fill in all the details required on the request form.
- Requests have to be signed by the designated authorised officer of your company before they are sent to the Library.

5. What are the charges for DDS?

Charges Per Article		
Type of Service	Photocopy	Photoprint (Prints from microform)
Standard Service 5 working days	S\$20.00 up to 10 pages S\$2.00 for each additional 10 pages	S\$21.00 up to 10 pages S\$5.00 for each additional 10 pages
Fast service 1 working day	Standard Service charges + S\$60.00 fast service levy	Standard Service charges + S\$60.00 fast service levy
Documents supplied are limited to the print collection in the NUS libraries		
Charges for the articles are deducted from your deposit account		

For further enquiries, you can contact:

Document Delivery Service
 Technical Services
 Central Library

Tel No: 6516-3472
 Fax No.: 6774-7180
 E-mail: ddslib@nus.edu.sg