

PRIVACY AND CONFIDENTIALITY POLICY

The library will not collect or retain your private and personally identifiable information without your consent. Individuals may choose to submit their names, email addresses, postal addresses, or telephone numbers to receive library services, such as registering for library account, ordering materials, receiving personal responses to questions, or being added to specific mailing lists. If you consent to give us your personally identifiable information, we will keep it confidential and will not sell, license, or disclose it to any third party, except those working under contract to the library, or except as required by law.

BORROWER ACKNOWLEDGMENT

I agree that:

- i. Any false information given will be fined RM 30.00
- ii. Will abide all the Library Rules and Regulation and give my cooperation as a benefit to library service.
- iii. Will inform the library of any changes to my current address or details and make sure to return all my borrowed books if I am no longer in service with MILA University.
- iv. Will be fully responsible and pay if there is any book lost involved.
(Price of the book + RM 25.00 service charge or replace with a similar book)

Borrower Signature: _____

Date: _____

FOR OFFICE USE ONLY

Verified by,

.....
(Signature and official stamp)

Name :

Staff ID No. :

Date :