

ACNHS AHA MANUAL LIBRARY LOAN

Agreement, Terms & Conditions

1. The American Heart Association (AHA) manual loan facility is provided by the Penang Adventist Hospital for only fulltime PAH staff & Nursing Students excluding Medical Doctors personnel.
2. The loan is available for the period of **8 weeks** for the Advance courses (ACLS, PALS and NRP) and **4 weeks** for the Basic courses (Heartsaver and BLS) before the intended course.
3. The borrower is required to pay **RM10.00** as **loan fee** to PAH **Finance Department**. No refund will be given for any reason and the manual needs to be returned right after the course. Failure to do so will incur a penalty of **RM5.00 per week**.
4. The manual must be returned in the same conditions as when it was borrowed. There should be no writing, notes, folder pages, or other damage done to the manual.
5. Any cancellation due to candidate/participant reason, the manual must be returned immediately upon notifying the center of the cancellation or no later than the course date.
6. The process of re-borrowing the manual (**MUST SHOWS THE RECEIPT**), submission of checklist and registration will be repeated until the manual returned. The penalty for late return of manual is applicable as in item No 3.
7. The borrower or anyone who has access to the manual **WHETHER WITH OR WITHOUT THE KNOWLEDGE OF THE BORROWER, MUST NOT MAKE ANY PHOTOCOPY OF THE MANUAL IN PARTS OR FULL, AS SUCH ACT WILL BE DEEMED ILLEGAL AND COULD BE PROSECUTED BY THE AMERICAN HEART ASSOCIATION.**
8. If the manual is damage or lost, the borrower must report the lost to the librarian/library staff and **have to buy a new manual** in replacement the lost manual **within one week** otherwise penalty will be continue as item number 3. The manual prices are listed below.
9. The borrower must sign in personally for a return record when returning the manual in the presence of a witness either by the librarian or by a staff on duty.

ACKNOWLEDGEMENT

I _____ IC NO _____

From _____ (Department), H/P Number _____

agree to all the terms and Conditions listed in this agreement and will be responsible for any damage or loss of

the below manual. _____ (Title of the manual)

Name and Signature of Borrower

Name and signature of ACNHS Staff

Date _____

Date _____

Date of Class _____

Intended Class *(Indicate the class you are scheduled to attend)*

Kindly submit the course check list to LSEC two weeks before the above date

Heartsaver ? BLS ? ACLS ? PALS ? NRP ?

MANUAL'S PRICES

Heartsaver =RM80.00 BLS =RM70.00 ACLS =RM180.00 PALS =RM214.00 NRP =RM305.00