

Q. I lost the library book. What should I do?

A. Please approach to the library counter to file for the lost book. We will not be able to process the lost book via phone call.

Q. I returned the books but I still see it in my account and I do not have it at home.

A. Please let us know and help us search your house thoroughly one more time.

Returned your own books instead of JAS library books by mistake.
(When you count the number of books to return, please make sure you don't count your own books)

*We often receive books which do not belong to us!

- 2. Cannot find it but still at your place.
- 3. Returned JAS library books to other libraries
- 4. Left JAS library books in your car or on public transportation
- 5. Left JAS library books somewhere else
- 6. Still have JAS books in your carrier or your family members have it

Q. I do not know how to read the charges on the monthly invoice.

A. To check your payment history, go to Member Login on the upper right corner of JAS website <u>https://jasweb.jas.org.sg/jasems/</u> \rightarrow Login to your account \rightarrow Go to Library My Account \rightarrow Go to History \rightarrow Previous payments.

Please refer to the receipt number for Invoice Reference number [WWWOOOO]

