

LIBRARY MEMBERSHIP APPLICATION FORM

Full Name (Block Letters):		Paste one Photograph here and Annex one copy for use in Membership Register
Parentage		
Home Address		
Permanent Address		
DOB		
Designation/ Degree		
Emp./Reg. No		
E-Mail ID		
Telephone/ Mobile No.		
Division/Station		
Admission Date		

Please enroll me as a member of the Library. I shall abide by all library rules and regulations, the important ones of which are given below:-

- Journals, Theses, Multi-Voluminous Books and Reference Books like that of Encyclopedias, Dictionaries, Atlases etc., and other costly information resources are not-issue-items and can only be consulted within the Library. Photocopying of limited number of pages under conditions/situation deemed unavoidable by the Library Staff shall be allowed under fair use of information act.
- Registered Library Members (users) are entitled to borrow textbooks as per the following privileges: (i) Under-Graduate Students: [02 books for a period of 15 days]; (ii) Masters Degree Students: [02 books for a period of 15 days]; and (iii) Teachers/Scientists and Ph.D. Scholars: [04 books for a period of 30 days].
- Users are required to return the books issued to them within the stipulated time and in case of any delay, over-due-charges shall be levied as per following procedure: (i) Rupee one per day per document upto first 15 days after the expiry of the due date of return; (ii) Rupees two per day per document from 15th to 30th day after the expiry of the due date of return; (iii) Rupees three per day per document from 31st to 60th day after the expiry of the due date of return;
- At the time of getting the document issued the user needs to check the condition and health of the document, because, he/she shall be solely responsible for mutilation, pilferage, wear & tear of book binding/cover of inner paper damage, etc. traced by the Library Staff at the time of returning the document.
- Re-issuance of book(s) on the request of borrower is allowed for a single time only. Library Staff shall decide about the re-issuance in view of the availability and demand of that book(s) after checking the book reservation record.
- The borrower shall have to replace the document lost by him/her, actual in all respects, or an advanced/improved version of the document issued to him/her.
- Users can have a comprehensive copy of Library Rules from the Library Staff against payment of printing/photocopying charges in tune with the number of pages they decide to have.

Dated:

Signature of the Member

**Recommended by
Dean/Director/HOD/Incharge (Sign. with Stamp)**

Form Processing Detail and Record of Important Deliverables. (For office use only)

Date of Membership Generation	
Member Code/ Enrolment No	
RFID Card No.	
Membership Register, P.No.	

I/c. Circulation

University Librarian

Received Library Member Ship Card today on ___/___/___ (Sign of Registered Library Member)