



2 PHOTOS  
1" x 1"

**LIBRARY MEMBERSHIP FORM (CORPORATE)**

Membership No. (For office use only) \_\_\_\_\_

Name \_\_\_\_\_ (Block letters)      Father/Husband's Name \_\_\_\_\_ (Block letters)

Name of Organization \_\_\_\_\_

Department \_\_\_\_\_      Designation \_\_\_\_\_

Date of Joining \_\_\_\_\_      Job Status \_\_\_\_\_

E-mail \_\_\_\_\_      N. I. Card No. \_\_\_\_\_

Temporary Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_      Signature \_\_\_\_\_  
(Applicant)

**The person referred above is authorized on the behalf of organization to coordinate and use the library facilities and services accordingly.**

Organization's Approval Authority: \_\_\_\_\_      Stamp: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received on \_\_\_\_\_      Received by \_\_\_\_\_

Librarian \_\_\_\_\_

**LIBRARY MANAGEMENT SYSTEM**

Account Active <input type="checkbox"/>	Account De-Active <input type="checkbox"/>
Date _____	Date _____
Activated by _____	Deactivate by _____
Senior Librarian _____	Senior Librarian _____

## **EXTRACT OF LIBRARY RULES & REGULATIONS**

### **Library Hours**

Library opens seven days a week according to the following schedule:

Monday – Thursday	8:30 a.m. to 9:00 p.m.
Friday	8:30 a.m. to 4:40 p.m.
Saturday & Sunday	2:00 p.m. to 9:00 p.m.

There will be one-hour Prayer/Lunch break, as notified by the administration.

### **Borrowing Privileges**

Corporate members can borrow three books for 21 days.

Some materials, such as reference books, press clippings, CD-ROMs, current periodicals, or any other publication marked as reference/ reserved will not be circulated/ issued.

### **Fine Policy**

Individual members incur fines as follows:

i. Lost Books

In case of loss or damage, a sum of three-time cost of the original price will be charged.

ii. Theft

The willful damage or theft of library materials will result in an automatic referral to the university administration and may lead to code of conduct.

### **Important**

1. The University reserves the right to modify or cancel, without notice, any statement or service in the rules and regulations.
2. Please contact the LIBRARIAN/ CIRCULATION DESK for further enquiries.
3. Your feedback is welcome that will enable the Library Administration to refine and enhance the information services.
4. Your cooperation urges us to serve you better.

**Thanks.**