



1 PHOTOS  
Passport Size

**LIBRARY MEMBERSHIP FORM (STAFF)**

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

Name \_\_\_\_\_ Father/Husband's Name \_\_\_\_\_  
(Capital Letters)

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

Permanent  Contract  (Please tick the relevant)

Date of Joining \_\_\_\_\_ End of Contract Date \_\_\_\_\_

E-mail \_\_\_\_\_ CNIC No. \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ Mobile \_\_\_\_\_

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

\_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ Mobile \_\_\_\_\_

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

**TO BE CERTIFIED BY THE CHAIRPERSON OF THE DEPARTMENT**

Certified that Mr./Miss/Mrs. \_\_\_\_\_ is a faculty member of the Department.

I recommended that he/she may please be given library facilities.

Head of Department (Name): \_\_\_\_\_ Signature with Stamp: \_\_\_\_\_

**FOR OFFICE USE ONLY**

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

Barcoded ID Card Received \_\_\_\_\_  
(Applicant's Signature)

**LIBRARY MANAGEMENT SYSTEM**

Account Activated by \_\_\_\_\_ Dated: \_\_\_\_\_

**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 10:00 p.m.
Friday	8:30 a.m. to 4:40 p.m.
Saturday & Sunday	3:00 p.m. to 10:00 p.m.

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

### **Borrowing Privileges:**

Students	can borrow three books for 21 days
Staff Members	can borrow three books for 21 days
Teaching Assistant	can borrow five books for 21 days
Research Associate	can borrow five books for 21 days
Faculty	can borrow fifteen books for a semester or 90 days

Borrowing facility is not available to NTU Alumni and students referred from other institutions, however other library services are available accordingly.

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:**

Students incur fines as follows:

- i. Overdue books  
Rs. 5/- per book per day
- ii. Lost Books  
In case of loss or damage, a sum of three-time cost of the original price along with overdue fine (if applicable) will be charged.
- iii. Reserve Material  
This material is issued with the written permission from the Librarian for three hours, overnight, and three days (special cases) only. A fine Rs. 10 per each extra hour/ day will be charged.
- iv. Theft  
The willful damage or theft of library materials will result in an automatic referral to the university administration and may lead to suspension from the University.

*Note:* Users are required to pay fines and fees in the bank. NTU Library does not deal in any cash transaction.

### **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 Library HoD/ 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.**