



SMVDU LIBRARY

SHRI MATA VAISHNO DEVI UNIVERSITY, KATRA,(J&K)

LIBRARY MEMBERSHIP FORM

(Faculty/Research Associate/Research Scholar/Staff)

Space for
Latest
photograph

Name: _____

Father's/Husband's Name: _____

D.O.B. _____

Category: _____

Designation: _____

(For Faculty and Staff)

College/School/Section: _____

Permanent Address: _____

Telephone No: _____

Mob. No. : _____

E-mail ; (Mandatory) _____

LIBRARY RULES

General Library Rules

- **Library Hours:**
- **Central Library-9:00 am to 5:00 pm**
- **Reference Library-9:00 am to 8:00 pm & 9:00 pm to 10:00 pm.**
- Strict silence, decorum and discipline must be maintained in the library.
- Use of mobile phones is strictly prohibited in the library premises.
- Every member must sign the register available at the entrance.
- Students have to bear the Identity Card for entering the Library.
- Books will be issued to only individuals and not to groups or areas.
- Books once issued, should not be brought inside, unless it is to be returned.
- Users should not deface, cut, mutilate or damage Library Materials (including documents) in any form. If found guilty, User will be charged double the cost of that particular material.
- Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.
- Eatables/bags/personal books or journals in the library will not be allowed.
- For un priced gratis publications misplaced, rate as approved by Library Committee will be applicable.

- The library card is not transferable and their loss must immediately be reported to the library. User will be held responsible for misuse of his/her library card.
- Any change of address may please be intimated to the Library in written.
- **Journals (unbound issues)/Reference Books/ Reports will not be issued from the library.**
- **No circulation will take place from the reference Libraries.**

FACULTY/RESEARCH ASSOCIATE/RESEARCH SCHOLARS /STAFF

- A maximum of **10 (Ten) books** will be issued to a Faculty member for a period of six month from the date of issue.
- A maximum of **06 (Six) books** will be issued to a research associate/ research Scholar for a period of three Month from the date of issue.
- A maximum of **03 (Three) books** will be issued to a Staff member for a period of one month from the date of issue.
- A fine of Re 1/- per day/ per book will be charged for overdue books.
- In case of loss/damage/disfiguring/tearing of page of Library books, faculty will be charged twice the prevailing cost of the book. So, ensure you are not receiving any such book else report it to the library staff.
- In case of loss/damage of **Library Membership ID Card**, a fine of **Rs.50/- per card** will be charged and duplicate card will be issued on recommendation of Dean of College / Director of School concerned.
- On discontinuity / cessation of services, obtain **'No Dues Certificate'** from the Central Library.

***The Librarian is empowered to recall any book at any time if necessity arises.**

***Anyone who violates the rules and regulations of the library would be liable to lose the privilege of Library Membership. The Librarian, with the approval of the Hon'ble Vice Chancellor reserves the right to add, delete or change any of the above rules as and when required for.**

I here by undertake that I shall abide by the rules and regulations of SMVDU LIBRARY handed over to me.

Date: _____

Signature of the applicant:

Recommendation by the Head of the College/School/Section

I certify that the applicant is a member of the Faculty/Staff/Research Fellow/Student of the University.

Name: _____

Signature: _____

Date: _____

_____ **To be filled by the Library Staff only** _____

Library Membership ID

Date: _____

LIBRARIAN