



CENTRAL LIBRARY
Maulana Azad University
Staff Membership Form

Name (In Block Letters)

Father Name (In Block Letters)

Male

Female

Faculty: Faculty Appointment No:

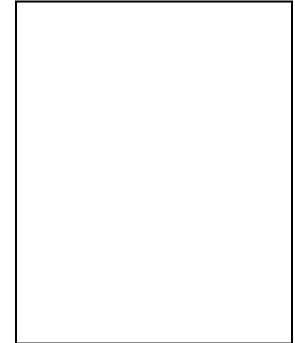
Department/College:

Permanent Address:

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Mobile No:

Email ID:



General Library Rules

Some of the important rules for the library:

- A person desirous of using the Library shall enter his/her name, address and time of entry legibly and put signature in the register kept at the entrance for the purpose.
- Strict decorum and discipline must be maintained in the Library. Users must ensure that rights of other users of the Library are not breached in anyway by their own acts of commission or demission.
- Readers must not bring sticks, umbrellas, briefcases, boxes and other such articles into the Library. They may be put these things in pigeon hall outside of the library.
- **Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library**
- Use of Cell phones is not allowed. If readers wish to keep them while using the Library, they must be switched off.
- Readers should not mark, underline, write, or tear pages or otherwise damage the library documents.
- Readers are requested to handle all Library property carefully to avoid damage to it and also not to disturb other readers/users.
- No Library material can be taken out of the Library without permission of the Librarian.
- Anyone who violates the rules and regulations of the Library may be debarred from using the Library facilities or other punishments due for breach of law or forms of public order and decency.
- The Librarian, with the approval of the V.C. reserves the right to add, delete, or modify any of these general rules as and when required.

Loan Privilege

- Two books are issued for (i.e. text book for one week and general book for two week) and they must be returned on or before the last date stamped on the date-slip of each document. Sending reminders to defaulters is not obligatory on the part of the Library.
- The borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the person at the Circulation Counter who will put necessary remarks on the document before issuing. The borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Librarian.
- Late fee of Rs 1/-/day/book would be charged from all the borrowers who retain book(s) beyond the due date. Librarian may exempt the late fee depending upon the circumstances of delay, any human error in issuing a book by the library circulation staff, etc.
- Where books are not returned by the due date, then after the 3rd reminder the borrower will be charged cost of the book plus the fine and 10 per cent of cost of the book as processing charges.
- Reference books, journals / periodicals, magazines/newspapers, CD-DVD databases and other documents declared "For Reference" by the Librarian will not be issued.
- Documents, belonging to 'Reference' category, are not issued.
- A borrower is responsible for the safe custody and return of the documents borrowed from the Library.
- The Library membership may be suspended / cancelled by Librarian for any inordinate / unwarranted / unscrupulous act or illegal behavior of a member.
- The Librarian reserves the right to recall any books from any member at any time.
- Suggestions on all aspects of library services are welcome.

Digital Resource Center

Digital Resource Centre is to be used for academic purpose only.

- Browsing of dating, chatting and social networking is strictly prohibited in DRS. Strict disciplinary action will be taken against defaulters.
- Members must carry of their college ID cards while using DRS. They must show their ID on demand.
- Members must take care of Pen Drives CDs DVDs and Cell phones
- Playing games on computer is strictly prohibited.

Signature of the Registrar
(Seal)

Signature
Date.....