

**DOON UNIVERSITY, DEHRADUN**  
**CENTRAL LIBRARY**

***LIBRARY MEMBERSHIP FORM FOR TEACHING/ NON-TEACHING EMPLOYEES***

1. Name (in Block Letters) : \_\_\_\_\_  
2. Employee Code : \_\_\_\_\_  
3. Date of Joining : \_\_\_\_\_  
4. Designation : \_\_\_\_\_  
5. Department/School : \_\_\_\_\_  
6. Blood Group: \_\_\_\_\_ 7. Date of Birth: \_\_\_\_\_

Please paste  
recent passport  
size photographs

8. Nature of Employment:

Regular	Deputation	Adhoc	Contract Valid up to*

9. Residential Address : \_\_\_\_\_  
\_\_\_\_\_  
10. Phone: Office: \_\_\_\_\_ Residence: \_\_\_\_\_ Mobile: \_\_\_\_\_  
11. Email: \_\_\_\_\_  
12. Fill the online membership form, by scanning the following QR Code from your smart phone.



**Instructions Video to fill the form**

**Link to fill the online form**

13. Please send a passport size photograph with the file name of your ID to [userimagelibrary@gmail.com](mailto:userimagelibrary@gmail.com) (images should be in JPG and less than 10 MB in size)

I have read the Library Rules and agree to abide by them and shall obtain 'Clearance Certificate' from the library at the time of transfer/ leaving the University.

**Signature of the Applicant**

Date: \_\_\_\_\_

**Recommendation of the Head of the Department**

He /She may be enrolled as a member as Library services would benefit in the discharge of his/her duties. Undersigned vouches for compliance of rules by the applicant.

**Signature with stamp of HOD**

Date: \_\_\_\_\_

**For Library Use:**

Mr./Ms. \_\_\_\_\_ may be enrolled as a member of Library.

**Librarian**

Date:

# Library Rules

## General Rules

- Library is open to bonafide members only.
- All faculty members, non-teaching staff, and students shall complete the Library Membership Form and submit the same to the Librarian duly recommended/signed by HOD.
- The Member should produce his/her ID card for borrowing library documents.
- Borrowing rights of members are not transferable.
- Entry in Library premises is allowed only after verifying the Identity Card.
- A member must enter his / her name and time of entry and put his / her signatures legibly in the register kept at the entrance for the purpose as a token of his acceptance to abide by the library rules.
- Following articles that may cause undue inconvenience to other members are strictly prohibited inside the premises of the Library: Private books and printed matters other than belonging to the library, Mobile phones, computer stationery, compact discs, Umbrella, briefcases, boxes and such other articles. These may be kept outside in the pigeon-holes/ property counter by members at their own risk.
- Library shall not be responsible for any loss or damages of the personal belongings of the user.
- All users must maintain a peaceful environment of study within and around the Library.
- The Librarian reserve the right to suspend the membership of any member found misbehaving with the library staff or with any other member.

## Rules for the use of Library Materials

- Reading materials may be used within Library premises or borrowed for external use.
- Magazines, Journals, Newspapers, Reference Materials and rare books will be issued only for reading within the library.
- Borrowers are requested for safe & careful use of Library documents and must ensure that the Library documents borrowed by them are maintained in sound condition. The borrower will be held responsible for any damage of the document(s) and he / she may have to replace the same or pay the damage as per rules of the Library.
- In the case of loss / damage of a Library book, it has to be replaced by the latest edition of the same or double cost of the entire volume must be paid. In the case of loss of a single part of a multi-volume publication, entire set will be recovered /replaced from the borrower.
- No user shall write, or make any mark upon, fold or damage any document of the Library if found doing so necessary action shall be taken as per rule.
- The borrowed documents must be returned by the member on or before the due date or earlier if demanded by the Library.
- It is the sole right of the Library to issue or not issue or not re-issue any book. No document shall be returned on the day of issue.
- All issued books shall be returned on the 7<sup>th</sup> day by students and 181<sup>th</sup> day by faculty from the date of issue. For example, if the book is issued on 1st of the month, the same must be returned on 7th of the month. If 7th day happens to be a Holiday, the book shall be returned on the day the Library re-opens; failing which the fine shall be charged for the entire period of Holidays i.e. from 7th day onwards.
- Duplicate Library card will be issued @ Rs. 200/-. Member losing the card shall make a report to the librarian. Duplicate Card shall be issued after 7 days from the date of reporting of the loss.

Any violation of these Library Rules shall lead to forfeiture of the membership of the concerned member. Appropriate disciplinary action may also be imposed.

These rules are subject to revision/uptation from time to time without assigning any reason.

I have read the Library Rules and agree to abide by them and also agree with records maintained by the library in respect of issue & return of documents.

Signature