**CENTRAL LIBRARY & ONLINE INFORMATION CENTRE**

**PHOTO ATTACHED HERE**

**MEMBERSHIP FORM**

**For Teaching and Non-Teaching Staff**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Father’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expiry Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CNIC:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Status (Please tick):**

* Regular
* Contract
* Daily Wages / Visiting

**Contact Number/WhatsApp:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Faculty:**

* **Number of Courses Allotted:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Non-Teaching Staff:**

* Additional Details (if required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Librarian’s Signature (DUET):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNDERTRAKING**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agree to abide by the rules and regulations of the Central Library, DUET, as enforced from time to time. I also undertake to pay the replacement value of any books or other library materials lost, damaged, or destroyed while in my possession. Furthermore, I commit to obtaining proper clearance from the Central Library, DUET, before leaving the University.

Signature of Applicant Head of Department

 (Signature) (Signature)

**For office use only**

Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LIBRARIAN, DUET**

**MEMBERSHIP AND GENERAL RULES**

**CENTRAL LIBRARY,**

 **DAWOOD UNIVERSITY OF ENGINEERING & TECHNOLOGY (DUET)**

1. **Borrowing Limit:**
	* A borrower/member can issue up to **three (03)** books at a time.
	* Books will be issued for a maximum period of **fourteen (14) days**.
2. **Fines and Penalties:**
	* A fine of **Rs. 10/- per day** (including Saturdays, Sundays, and holidays) will be charged if a book is not returned by the due date.
	* If a book is not returned even after **14 days**, an additional fine of **Rs. 10/- per day** will continue to accrue.
3. **Reservation of Books:**
	* Library members may reserve a particular book if it is currently borrowed by another member by filling out a **reservation slip** available at the library.
4. **Lost or Damaged Books:**
	* If a book is damaged or lost, the borrower will be required to pay **double the cost** of the book.
	* For **rare books**, the fine for damage or loss will be **three times the cost** of the book.
5. **Book Care:**
	* Borrowers should not make marks, underline, or write anywhere in library books.
	* Books must be returned in the **same condition** as they were issued.
6. **Penalties for Misuse:**
	* Members found disfiguring books, tearing pages, or possessing torn pages will have their library membership cancelled and will be fined an amount equal to **double the cost** of the damaged book or magazine.
7. **Reissuance and Recall:**
	* Books can only be **reissued once**.
	* The librarian reserves the right to **recall any issued book** at any time in case of emergency.
8. **Usage Guidelines:**
	* Library members are required to use the library **only for reading or reference purposes**.
	* Non-members may use library materials **within the library premises** with prior permission from the In-Charge, Central Library.
	* No library material may be taken outside the library without the **explicit permission** of the library staff or In-Charge.
9. **Demand Regulation:**
	* In case of increased demand for a particular book, the In-Charge of the Central Library reserves the right to regulate the use of such books as deemed appropriate.