****

**CENTRAL LIBRARY & ONLINE INFORMATION CENTRE**

**PHOTO ATTACHED HERE**

**STUDENT MEMBERSHIP FORM**

**Full Name (Mr./Miss./Mrs.):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Father's Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Roll Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program (Please tick):**

  BE BS BSM

 MS. Ph.D.

 **Shift (Please tick):**

**Morning Program** **Evening Program**

**Postal Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permanent Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**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.

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For office use only**

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

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

**LIBRARIAN, DUET**

**MEMBERSHIP AND GENERAL RULES FOR STUDENTS**

**CENTRAL LIBRARY,**

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

1. **Borrowing Limit:**
	* Students may issue up to **three (03)** books at a time.
	* Books will be issued for a maximum period of **seven (07) 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 student fails to return the book even after **07 days**, an additional fine of **Rs. 10/- per day** will be imposed.
3. **Reservation of Books:**
	* Students may reserve a book that is currently issued by another borrower by filling out a **reservation slip** available at the library’s circulation desk.
4. **Lost or Damaged Books:**
	* In case of loss or damage to a book, the borrower will be required to pay **double the cost** of the book.
	* For **rare books**, the penalty for loss or damage will be **three times the cost** of the book.
5. **Book Care:**
	* Students must not make any marks, underline, or write in library books.
	* Borrowers are responsible for returning books in the **same condition** as when issued.
6. **Penalties for Misuse:**
	* Students found disfiguring books, tearing pages, or possessing torn pages will have their library membership cancelled.
	* A fine equal to **double the cost** of the damaged book or magazine will also be imposed.
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:**
	* Students are required to use the library **only for reading or reference purposes**.
	* Non-members may access library materials **within the library premises** with prior permission from the In-Charge of the Central Library.
	* No library material may be taken outside the library without explicit permission from library staff or the In-Charge.
9. **Demand Regulation:**
	* In case of increased demand for specific books, the In-Charge of the Central Library may regulate their usage as deemed appropriate.