



SDGI GLOBAL UNIVERSITY

(Established Under the Uttar Pradesh Private Universities Act, 2019)
NH-9, Dasna, Delhi Hapur Road, Ghaziabad (UP)

LIBRARY MEMBERSHIP FORM

Please Paste here a
Passport Size
Coloured
Photograph

Type of Membership: Director Dean Faculty

Visiting Faculty Staff Student

School Name:.....

Course Name:.....

I requested that I may be enrolled as a member of the library.

Full Name (in BLOCK letters).....

Father's Name.....

Permanent Address.....

Correspondence Address.....

Pin Code.....House Phone.....Mobile No.....

E- Mail.....Date of Birth.....Enrolment No.....

Class.....Batch.....Year.....

Date.....Signature.....

I, Undersigned Recommended that Mr./Ms.....Be enrolled as
a Member of the library for a Period of.....The Information Furnished by
him/her has been Verified be me.

Date.....Authorised Signatory.....

(FOR OFFICE USE ONLY)

Fee Deposit Receipt No.....Dt.....

Library Membership No.....

Issued Library Tickets.....Librarian Sign.....

Received Library Tickets by Student..... Faculty/Student's Sign.....

Duplicate Tickets Received..... Student Sign.....

Library Tickets Taken Back And Clearance Given On..... LIBRARIAN

LIBRARY RULES

- 1 Circulation of Library materials will be handled from the circulation Desk during its working hours.
- 2 Borrowers are requested to make sure that the books are properly issued or returned.
- 3 Library users are requested to bring their Library Card while coming to the Library
- 4 The borrowers are advised to check the books & other reading materials thoroughly. No book in Damaged conditions will be accepted from the borrower at the time of return. Mutilated or spoiled Books may have to be replaced by the borrower.
- 5 The borrowing facility can be restricted or suspended in case of misbehaviour or misuse of the Library Facility /materials.
- 6 Materials designated as news papers are not issued out.
- 7 Faculty and staff going on long leave, with or without salary study leave or extraordinary leave will have to return all borrowed materials before leaving the institute.
- 10 No material from the Library should be take out without proper issue recording. Any type of violation may lead to disciplinary action.
- 11 Print books are issued to a user for a specified time period for example B.TECH. students are entitle to have issue period for 14 days. Users has to returned the concerned book within 14 days otherwise fine @ Rs. 5/- per day.
- 12 If due date is a holiday, automatically next day will be considered as due date and no overdue charges Will be collected for that gap period. But if you miss the next day (very next after the holiday), Overdue Charges for the complete gap period will be charge.
- 13 The Members are responsible for Library borrower card issued to them. Loss of Library borrower Card should be reported to the circulation section immediately, Duplicate Library card will be issued on payment of Rs. 50/- after one week's time from the date of application.
- 14 Members shall be responsible for any loss which library may suffer through the loss or misuse of their Borrower card. Members found using the borrower card they have declared as lost will be charged Rs.50/-
- 15 In case of loss of book by the borrower he/she shall either replace the book or bear its cost. If the Replace is not done within 15 days, the defaulter will be charged double the cost of the book.
- 16 Book can be reissue to the borrower, if hold request is not put by any other user on the same.
- 17 The Library reserves the right to recall any book from any member at any time.

I have Read the Following Rules and Undertake to Abide by them.

(Signature of Candidate)