

## SHU Library and Information Center Faculty/Staff MEMBERSHIP FORM

Membership No #: \_\_\_\_\_

Regular Faculty    Visiting Faculty    Staff    Other \_\_\_\_\_

Name: (In Block Letters): \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ SHU Ext.: \_\_\_\_\_ Official email: \_\_\_\_\_

Cell: \_\_\_\_\_ Alternate email: \_\_\_\_\_

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

Paste your  
Recent  
Photograph

### Office verification:

Remarks: \_\_\_\_\_

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

Human Resource Department

### LIBRARY RULES & REGULATIONS

- SHU Library facilities are available to all SHU Faculty and Staff, only after verification of a valid SHU card and a library membership card.
- Library membership card is non-transferable. If card is lost, it should be immediately reported to the library circulation desk.
- Library patrons will be observed using the library facilities. Any violation may instigate disciplinary action.
- If a Registered Patron accumulates fine exceeding Rs 1,000/- the system will automatically block their membership account and no library privileges will be given to them.
- Faculty/Staff must check the condition of book/s before receiving them and all books must be returned in the same condition. Marking or highlighting is not allowed. If the library staff observes any marks on book(s) or the book(s) are found damaged, then the staff may be fined a minimum of Rs. 100/= or up to the cost of the book.
- Fines are payable at the Cash Counter located within the Finance Department office at SHU campus.

### Borrowing Policy

The Library facilities are divided into Reference Material, Textbooks, Reference Books, Journals and Magazines.

### Reference Library

- Reference library contains reference material, Journals and Magazines, which may only be consulted within the library premises. No reference material is issued or allowed to be taken out of the library.

### Lending Books

- Faculty member can issue maximum 3 books for 15 days; for other Staff the limit is 3 books for 7 days. However, book/s may be reissued, if not demanded by other member.

### Recall

- A recall notice/request will be sent after due date for the overdue book(s)/material
- A recall notice may also be sent, if the same is required URGENTLY by another patron or the library itself.
- Registered Patrons are required to acknowledge the recall notice/request and act immediately to return of the issued material BEFORE THE DUE DATE.
- Failing response to the recall notice may lead to a disciplinary action.

Note: In case of any violation of library rules & regulations, library facilities may be withdrawn, a fine of up to Rs.10, 000 or both may be imposed.

**LIBRARIAN**