

SHU Library and Information Center STUDENT MEMBERSHIP FORM

Membership No #: _____

Name: (In Block Letters): _____

Father's Name (In Block Letters): _____

Department: _____

Address: _____

Cell: _____

Email address: _____

REMARKS: _____

Paste your
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Instructions: All students have to apply for Library Membership at the Library Circulation Desk.
Student will be provided ID and Password within 48 hours.
Student must change their Password within 48hours to get access to the Library facility.

LIBRARY RULES & REGULATIONS

- SHU Library facilities are available to all SHU Students.
- Library membership card is non-transferable. If the card is lost, it should be report immediately to the library circulation desk.
- Library patrons are requested to abide by the library rules and regulations while using the library facilities. Any violation may instigate disciplinary action.
- If a Registered Patron accumulates fines exceeding Rs 1,000/- the system will automatically block them to all library privileges
- Fines will be 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.

Students with valid SHU ID are entitled to use all library facilities:

Reference Library

- Reference library contains reference material 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

- This facility is available to Library members only. Student 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 mark on book(s) or the book(s) are found damaged, then the student may be fined a minimum of Rs. 100/= or up to the cost of the book.
- Maximum 2 Books from the reading library can be issued for 7 days. However, the book/s may be reissued. A daily fine of Rs.20/ book will be imposed in case of failure to return the issued book/s on due date.

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 in some unavoidable circumstances.
- Registered Patron 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.

I have read the above rules and regulations. I will abide all SHU rules.

Student Signature: _____

Librarian's Signature: _____

Date: _____

Library Discipline

1. Display your SHU ID card while using the Library facility. Provide your SHU ID to library staff for inspection if requested.
2. Leave your personal belongings (Bags, Packs & Parcels) at library entrance racks and do not forget to pick it back on your departure from the library.
3. Library staff will not be responsible for any loss or damage of your personal belongings, during your stay or after leaving the library.
4. Usage of cell phones in library premises is strictly prohibited. Keep your cell phones on silent mode.
5. Eating is strictly prohibited. Only water is allowed for drinking. No soft drinks, sodas, juices or hot drinks are allowed.
6. Group Discussions are only allowed in dedicated areas, with the prior and special permission by the Librarian for limited time as allocated.
7. Watching movies, playing video games or any objectionable material is strictly prohibited and subject to penalization, as per the discretion of the management.
8. Library membership could be suspended or canceled along with a penalty in the following cases.
 - Harassing or threatening behavior with the library staff or fellow students
 - Using harsh or abusive language
 - Loitering or sleeping in the library premises
 - Misconduct with library staff
 - Breach of established library rules and norms

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LIBRARIAN