



# ALLAMA IQBAL LIBRARY UNIVERSITY OF KASHMIR

*Hazratbal Srinagar, Kashmir, J & K-190006.*

## TEMPORARY MEMBERSHIP RULES AND REGULATIONS

1. Temporary membership shall be granted for a period of one month on first-cum-first Serve basis, subject to availability of space.
2. Temporary membership can be extended to a maximum period of three months subject to satisfactory behavior of member, feedback from staff and availability of space.
3. The timings of Temporary membership shall be from 9:00 AM to 6:00 PM, which is subject to change.
4. It shall be responsibility of members of the library to carry their Identity Cards, issued to them, while visiting the library. No person shall be allowed to enter the Library Premises without Identity card irrespective of any urgency.
5. Person seeking Temporary Membership shall satisfy themselves beforehand about the facilities available in Library for them and there shall be no binding upon library to enhance or upgrade any facility on the request to Temporary Members.
6. Temporary Members shall **NOT BE ALLOWED** access to stacks, International Students Cell, Browsing center 1<sup>st</sup> Floor, E-resources Centre and higher floors of Library.
7. Temporary Members shall not enter unauthorized areas of the Library or remain in the Library after closing or refuse to leave the Library when requested to leave by the staff.
8. No books shall be issued to Temporary Members.
9. Temporary Members shall not bring any casual visitors/friends or outsiders for using the library facilities without the prior permission of the Librarian.
10. Temporary members are expected not to act in any way which disturbs the reading or study of other users or which also interferes with the proper functioning of the Library.
11. While in the library, all Temporary members shall observe basic and elementary principles of library ethics, obey the rules and procedures of the library, and submit to discipline enforced by the Librarian.
12. Temporary Members shall comply with the direction of officials/staff of the Allama Iqbal Library acting within the scope of their authority.



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13. Books and other materials shall not be allowed to be stacked in 24x7 Library Facilities Centre. Any material found in the said hall shall be taken in custody and shall be given back to the member on payment of fine of Rs. 500/-.
14. Temporary Members must treat Library staff and other members with respect. Violence, threatening and use of abusive, discriminatory or harassing language or misconduct of any kind will not be tolerated and shall result in cancellation of membership.
15. Temporary Members are responsible for the security of their private property, for which the Library does not accept any responsibility.
16. Stern action will be initiated against temporary members found vandalizing or defacing the Library building, furniture or equipment.
17. Temporary Members should treat Library materials and equipment with care and not deface or damage them. Members will be required to meet the cost of replacing or repairing items, which they have damaged.
18. Upon any infringement of the library rules, temporary members shall be forfeited of all the privileges of membership of the library.
- 19. The Library is primarily for the use of students, faculty, officers, non-teaching employees and technical staff of the University of Kashmir and in case of need, the Temporary Membership can be cancelled or revoked at any point of time and there shall be no claim on part of such member for any refund or extension of membership.**
20. The Librarian or his designated Officer reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or disrupting the peaceful Library atmosphere.

Sd/-  
University Librarian.

The undersigned has read and understood all the regulations of Temporary membership and shall abide by all the regulations in letter and spirit.

Name of Member  
Address