



# ALLAMA IQBAL LIBRARY

University of Kashmir -190006

## TEMPORARY MEMBERSHIP FORM

Please paste your recent coloured attested photograph here and attach one additional photograph with the form.

Temporary Membership No. \_\_\_\_\_

### Qualification

Ph.D.

M.Phil.

P.G

Graduate

Undergraduate

### Purpose

UPSC/IAS

PSC/KAS

NET/SET

NEET

JEE/GATE

SSB

Others \_\_\_\_\_

### PERSONAL INFORMATION

SURNAME (IN BLOCK LETTERS) \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

Tick (Male  / Female  ) D.O.B (dd/mm/yyyy) \_\_\_\_\_

Father's/ Mother's/ Guardian's Name: \_\_\_\_\_

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

Landmark: \_\_\_\_\_

District: \_\_\_\_\_ Pin Code: \_\_\_\_\_ Contact No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

I request that I may be provided temporary membership of the library. I am not involved in any uncivil/criminal activity. I have studied the rules and regulations and promise to abide by them. I shall intimate changes, if any, in my address to the library. I shall be responsible for any sort of damage to the library property. I shall not object, in case, my membership is cancelled at any time by the library. The particulars given here are true and nothing has been concealed.

Signature of the Applicant

### ENDORSEMENT

Name of the Faculty Member/Officer of University: \_\_\_\_\_

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

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

E-mail id: \_\_\_\_\_ Contact No.: \_\_\_\_\_

The applicant is personally known to me and I recommend him/her for availing temporary membership of Allama Iqbal Library.

Dated: \_\_\_\_\_

Signature  
(with Official Seal)

Recommended that the applicant may be granted temporary membership for \_\_\_\_\_ months.

Officer Incharge Circulation

Approved temporary membership for \_\_\_\_\_ months on monthly basis w.e.f. \_\_\_\_\_

LIBRARIAN

**FOR OFFICE USE**

1. Certified that the form has been filled completely and identity proof in original is checked.
2. Certified that the applicant has deposited Library fee in the Library Chest.
3. Certified that the affidavit is sworn before the 1<sup>st</sup> class Magistrate.
4. Certified that the attestation is done by the Gazetted Officer/ Faculty Members of University/ College.
5. Certified that the details of the applicant have been entered in the database.

Incharge (Circulation)

**Fee Details (Non-Refundable)**

Receipt No. \_\_\_\_\_ Receipt Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Amount (in figures); \_\_\_\_\_, (in words); \_\_\_\_\_

Dealing Assistant

**Rules & Regulations**

1. Silence shall be strictly observed in the library.
2. Readers/ users are under CCTV surveillance and each reader/user shall behave in a civilized manner.
3. Library Identity Card/ Slip should be compulsorily shown while entering into the library premises.
4. On Saturdays/ Sundays/ Holidays, library shall remain open from 10:00 am to 04:00 pm.
5. Non-bonafide members shall be provided one-month temporary membership initially, which can be extended/renewed up to 6 months only, **subject to satisfactory conduct/behaviour during his/her active membership from the concerned section and authorization of library authorities.**
6. Temporary members need to attach **photocopy of Aadhaar Card/ Election Card/ Passport with the form** (Original to be shown at the time of submission of form) as an identity proof.
7. Temporary members shall utilize the services of 24x7 Library Reading Room from 07:00 am to 08:00 pm during summer and from 08:00 am to 06:00 pm during winter on normal working days. In no case, temporary members shall be allowed to stay in the library beyond aforementioned timings.
8. Temporary members shall try to vacate the seats well before the time provided to them.
9. The first preference to sit in the 24x7 Library Reading Room shall be given to the bonafide research scholars/ students.
10. Temporary members shall vacate the library as and when asked by the library staff, failing which temporary membership shall be cancelled.
11. It shall be the discretion of library to provide temporary membership to any person and temporary members shall be having no right, whatsoever, in questioning the decision of the library in any matter.
12. Temporary members shall keep in mind that they are using University Library meant for the University faculty members/ scholars/ students and, hence, no demand of any temporary member shall be entertained, whatsoever, in the library.
13. Temporary membership can be terminated at any time by the library without serving any notice or giving any reason thereof.
14. Readers/Users shall be responsible for any damage or injury done to any property belonging the library and shall be required to replace such property damaged or injured, or pay the value thereof.
15. Sticks, umbrellas, books, journals, bags, raincoats, helmets and such articles as are prohibited by Counter Staff shall be left in the belongings counter. However, temporary members shall bring their own reading material in 24x7 Library Facility Centre only.
16. Spitting and smoking are strictly prohibited and will lead to the cancellation of membership.
17. Cash, jewellery, mobile phone, laptop and other costly items should not be kept at the belonging's counter. Library shall not be responsible for any loss, whatsoever, that may happen due to this reason.
18. Mobile phones should be switched off or put on Silent mode in the library premises.
19. Pilferage of Library material is a crime and it may invoke penalty.
20. Readers/ Users shall not write upon, damage or make any mark upon any book, table or wall in the library.
21. No tracing or photocopy shall be made without seeking permission from the University Librarian.
22. The rules and regulations shall change from time to time and each user shall abide by them all.

**I have read the Rules & Regulations and I agree to abide by them, failing which I shall be liable to disciplinary action under rules.**

Signature of the Applicant  
(To be signed in presence of officials of Circulation Division)