



# Allama Iqbal Library

University of Kashmir-190006, Kashmir

## LIBRARY MEMBERSHIP FORM

Price Rs. 10/-

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

2353

**MEMBERSHIP ID**

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**CATEGORY**

Faculty  Official  Scholar  Student  Temporary   
 Special Abled: Physically Disabled  Visually Disabled

**PERSONAL INFORMATION**

SURNAME (In Block Letters) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Tick (Male/Female) D.O.B. (Yyyy/mm/dd)

**CONTACT INFORMATION**

Permanent Address (In Block Letters) \_\_\_\_\_ District \_\_\_\_\_

Pin Code: \_\_\_\_\_ Contact No. (Mandatory) \_\_\_\_\_

E-mail (Mandatory) \_\_\_\_\_ @ \_\_\_\_\_

Course \_\_\_\_\_ Course Duration \_\_\_\_\_

**Semester** Ist Sem.  3rd Sem.  5th Sem.  7th Sem.  9th Sem.

Department \_\_\_\_\_ Designation (for officials/Faculty) \_\_\_\_\_

**Fee Details**

Receipt No./ADU No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Year of Registration (Batch)

**Applicable for Students/Scholars**

Certified that \_\_\_\_\_ is studying in the Department of \_\_\_\_\_ and is recommended for the membership of Allama Iqbal Library

Head of Department (with Seal)

Signature of Applicant

**B) Applicable for Faculty/Employee**

Certified that \_\_\_\_\_ is working in Department of \_\_\_\_\_ and is recommended for membership of Allama Iqbal Library.

Head of Department/Officer Incharge (with Seal)

**FOR OFFICE USE**

Certified that the student/scholar/member has Deposited Library fee in the Library Chest/J&K bank Account No.268  
 Checked By: Incharge Accounts

**FOR OFFICE USE**

Membership may be provided  
 Officer Incharge (Circulation)

Membership Granted:

Forwarded to Card Section for printing of Membership Card

University Librarian

# Rules and Regulations

1. **Access to the Allama Iqbal Library is restricted to teaching and non teaching staff students and scholars of the University who are in possession of a current valid identification card issued by the Allama Iqbal Library. This card must be used only by the member to whom it is issued.**
2. **For reasons of security, smoking and using fire are not permitted in the Library. Combustibles, explosives, and corrosive chemicals are not allowed in to the Library.**
3. **Bags etc. Should be kept at belonging counter of Library. For reasons of security cash and other valuable personal possession should not be left in bags/belongings. The Library has no responsibility in case of damage or theft of personal property.**
4. **The consumption of food and other items are not permitted in the Library.**
5. **Users should keep the Library neat and clean. Spitting and littering are not permitted in the Library.**
6. **Users should take care of the Library resources and facilities. Vandalism is strictly prohibited. Advertising and distributing leaflets are not permitted.**
7. **In the reading rooms, a user should not leave personal articles on the desk to indicate that the seat is occupied by him/her. The Library has no responsibility in case of damage or theft of personal property.**
8. **Silence is mandatory in Library. The use of mobile phones in the Library is prohibited. Phones and pagers should be either switched off, or set on silent mode.**
9. **When Books are issued, reader should check the pages of the issued books and if pages are found missing, they should report the same to the Section In-Charge before leaving the Library. On returning the books, if pages are found missing, then the borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.**
10. **Readers are required to handle books/reading material/ other electronic gadgets carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously.**
11. **Show the books and other materials which are being taken out of the Library to the staff at the entrance counter.**
12. **The users should check their library membership account and Logout before they leave library to ensure the book/s are returned/issued, properly.**
13. **A user who finds his/her library card missing should contact Assistant Librarian (Circulation) as soon as possible to report the loss. She/He will be responsible for materials borrowed against his/her lost card.**