



DAV UNIVERSITY

Jalandhar



(KNOWLEDGE RESOURCE CENTRE)

Vill.Sarmastpur, Jalandhar-Pathankot National Highway(NH-44), Jalandhar, Punjab-144012

SPECIAL MEMBERSHIP FORM

Ref. No. _____	Application No: _____	
Information of the Applicant (Fill form in Block Letters)		
Sr.No.	Particulars	Details
1.	Name	
2.	Father's/Husband' Name	
3.	Permanent Address	<p>.....</p> <p>.....</p> <p>.....</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> Please paste Your latest Passport size photograph here (self attested) </div>
4.	Tel.& Mob.No.	Tel.. Mob.....
5.	E-mail
6.	Membership Category
7.	Identity Proof (attach copy)
8.	Membership Fee (annual) Details: (DD/Cheque/NFET, in favour of DAV University)
9.	Security Fee (Refundable) Details: (DD/Cheque/NFET, in favour of DAV University)
Date: _____		Signature of Applicant
<u>Membership Issuing Authority</u>		
Membership No. _____ Validity _____		
<u>Incharge KRC</u>	<u>Chairman, Lib.Adv.Comm.</u>	<u>Registrar</u>
		<u>Vice Chancellor</u>

Library Rules

The members will have to abide by the rules and regulations of the Library framed from time to time.

Membership Details: The members registered under special membership will be provided borrowing facility from library as below:

Member Category	Membership Fee (annual) in Rs.	Security Amt (Refundable)	No. of Books	Period	Overdue Charges on books	For Registration Fee:
Retired Faculty/Staff	1500	5000	3	1 month	Rs. 20/-per day	A/c Name : Registrar, DAV University
Alumni	1000	4000	2	15 days		A/c No. : 50100724142738
Outsiders	2000	5000	2	15 days		IFSC Code: HDFC0001339 Bank: HDFC, PAP Branch, Jalandhar

Rules Related to Library Resources :

- **LOSS/DAMAGE OF BOOKS:** Members are responsible for the damage/loss of books issued to them. Marking and underlining the text, tearing off pages, spoiling books by water, dust, oil etc., are treated as damage. Loss of library book must be brought to the attention of the circulation section immediately on occurrence. Loss/Damage of library books /resources should be compensated in the following ways:

Replacement : In case of replacement, same edition or latest edition will be replaced .

Payment: In this case current price of book/resource + 10 % service charges will be charged

If it is notified after the book is overdue, the borrower will have to pay the overdue charges also.

- **LOSS OF Membership CARD:** Loss of Membership card should be reported to the Circulation Section immediately. New Card will be issued on payment of Rs.200/-.
- **CLEARANCE CERTIFICATE NO DUES :** The members can obtain clearance certificate after surrendering all the library properties like membership card; books etc.

General Rules

- The Library user shall not engage in audible conversation in any part of the Library. Do not write upon, damage or mark any book belonging to the Library.
- A person responsible for any damage caused by him / her to the books or any other property belonging to the Library, shall be required to pay the penalty imposed upon him/her.
- The Security Guard/Staff at the Library gate will check all personal belongings including library books issued to a member.
- Use of mobile phone in the Library is strictly prohibited. Keep your mobile at silent mode.
- The reader should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books.
- Photography is not allowed without prior permission from the competent authority.
- Membership privileges of a user can be suspended for misbehavior with the library staff or for indecent manners.
- Members are free to seek the assistance of library staff in selecting reading material, checking of references, searching of misplaced reading material etc.
- Wearing of Identity card is mandatory for the library users. Without id card they are not allowed to sit or avail of library services.
- Users found taking books out of the library without authorization will be punished with a heavy fine and disciplinary action will be taken.
- Maintain **SILENCE** in and around Library premises

I have read all the terms and condition for the Library Membership and undertake to abide by them.

Date:

Signature of the Applicant