

LIBRARY REGISTRATION FORM FOR STAFF MEMBERS

University of Sri Jayewardenepura, Sri Lanka

Office use only	
Reg. no.	
Card no.	
Category	

Please fill in the requested information. Information provided will be used solely for the purposes of library administration.

Library membership no. (If already a member) NIC number :

Title (Rev./Prof./Dr./Mr./Mrs./Miss.) Sex : M F

Name with initials in block letters :

Full name in block letters :

Official address :

Home address :

Date of birth : D M Y Employee no:

Telephone numbers :

Office

Home

Mobile

Email address :

Designation :

First appointment date: D M Y

Faculty : Department/Section/Unit :

Rules of the Library of the University of Sri Jayewardenepura

Please sign if you agree to use the library according to the rules below:

1. Borrowers are responsible for library materials checked out to them until they are returned to the library.
2. The total responsibility of personal library accounts should be taken by the user, and the library will no longer be responsible for any complaints made after activating individual user accounts.
3. The library is automated with a computer-based circulation system. Therefore:
 - a. The responsibility of checking and updating library accounts rest with the user.
 - b. Users must report any abuse or anonymous issuing of library materials on their accounts within 7 days of such misuse. The Library will not be responsible for such misuse if complaints are not made within this time period.
 - c. Users are responsible for the passwords of their user accounts.
4. Materials must be returned, or the users can self-renew library materials (lending) one more time, before the return date.
5. Users must return all borrowed library materials before they resign/retire/obtain long term leave from the University of Sri Jayewardenepura.
6. Library privileges are not transferable. A library account can only be used by the person holding the respective account.
7. As per the university rules and regulations, you will be charged for lost, damaged or unreturned materials.
8. Users must abide by the library rules and regulations passed by the Senate and the Council of the University of Sri Jayewardenepura.
9. Abuse of library rules and regulations may result in the loss of library privileges as a whole.

I hereby undertake to abide by all rules, regulations and procedures of the library. I will be financially responsible for materials issued to me, which I agree to settle promptly. I also give my consent to deduct any unsettled dues at the time of my retirement/resignation from my University Provident Fund.

Signature:

Name:

Date :

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Recommendation & Approval:

Application for library registration submitted by Rev./Prof./Dr./Mr./Miss.....
.....is forwarded herewith, and I recommend granting the library membership.

.....

Signature of the Librarian