



Dayananda Sagar University
School of Health Sciences
College of Pharmaceutical Sciences
Library and Information Center
K S Layout Bengaluru-560078

LIBRARY MEMBERSHIP APPLICATION FORM FOR STAFF

Name: _____

Biometric No.: _____

Designation: _____

Date of birth: _____ Blood group : _____

Date of Joining:

Pan No : _____ Aadhaar No.: _____



Permanent Address:

(Full address)

House No: _____ Street _____

City:- _____ State: _____

Country: _____ Contact no: _____

Zip/postal code: _____ Mobile no: _____

Fax No: _____ Email id: _____

Temporary Address:

House No: _____ Street _____

City:- _____ State: _____

Country: _____ Contact no: _____

Zip/postal code: _____ Mobile no: _____

Fax No: _____ Email id: _____

(To be use Library notifications, such as reserved &/or overdue items, Library Promotions)

Applicant Signature

Signature of Librarian

Note:

1. Users should bring the ID card compulsorily.
2. Leave your bags, handbags and personal belongings at the depository/property Counter. Do not keep valuable items inside the bags.
3. Users are prohibited to carry any notebook inside the reference section except loose sheets.
4. No person shall write on, damage or make any mark on any book; journal or other material belongs to the library. Library Documents should be handled with great care.
5. Strict silence should be maintained & Eatables are not allowed inside the Library.
6. Using cell/mobile phones are prohibited & College dress code applies to library also.
7. The library rules are introduced to regularize the use of the library resources and will be reviewed periodically to meet the changing needs.
8. Before borrowing the book, the member must make sure that the book lent is in good condition and the page numbers are intact.
9. The borrower shall be responsible for any damage or loss caused to the library documents borrowed by him/her. In case a book is lost the borrower will be asked to replace the same.
10. If the book/ resource forms a part of a series/ volume, the borrower will be charged for the replacement of the entire set. No appeal for any concession will be entertained.
11. The arrangements of chair and other furniture in the reading room should not be disturbed. All members are requested to produce their ID card to the Library staff if required.
12. The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
13. Damaged condition books will not be accepted from the reader. Mutilated or spoiled books will have to be replaced by the borrower.
14. Loss of book has to be reported immediately at the circulation section. The fine will be calculated till the date of its return.
15. Maintain 'Q' at circulation section for transaction

I have read all the above terms and conditions and agree to abide by it.

Applicant Signature

Office Use Only:

Registration No :

Card No :

ID No :

Semester & Department :

Date :

□

Essentials Documents for Library Membership:

- 01) Admission Receipt
- 02) One pass port size photo
- 03) Enclose the Xerox copy of caution deposit receipt

“When I got my Library card, that’s when my life began”