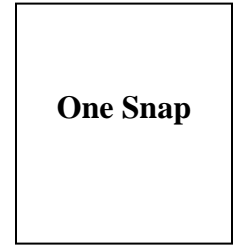




Bahria University Islamabad Library



Application for library membership

Student's Name: _____

Gender

Father's Name: _____

M

F

Department Name: _____

Class: _____ Semester / Year _____

Enrollment ID _____ Expiry Date: _____

Home Address: _____

Home Contact: _____ Cell No: _____

E-Mail Address: _____

UNDERTAKING

I agree to abide by the library rules and regulations as amended from time to time and will pay for the replacement value of the books and other material lost, damaged or destroyed whilst in my library membership, and will take proper clearance from the library before leaving the University.

Signature of Student

For office use only

Membership ID _____

Approved/Not approved

Library In-Charge

Rules and Regulation for Bahria University Library

1. Silence should be observed in the library.
2. Mobiles /iPods /Laptops should be kept on silent mode. Sleeping, Listening/ watching drama, Head phones and music etc. while staying at the library is prohibited.
3. Eating, drinking and smoking etc are not permitted within library premises.
4. Do not write, underline or mark any book (s). Library Book (s) is carefully examined on return and the borrower will be held responsible for the damage.
5. Any student/library member caught mutilating or stealing library materials will be referred to the disciplinary committee and membership will be suspended till decision. If a student/library member continues this act his / her membership will be permanently canceled.
6. Library staff can ask anyone causing disturbance or not properly dressed e.g. wearing sleeveless T-shirts, singlet, shorts etc. to leave the library.
7. All Students and staff of Bahria University are eligible to borrow materials from the library. Borrowing privileges may differ depending on the membership category. The borrowing privileges are as under.

Membership Category	Borrowing Limit	Duration	Fine Per day
Student	03	15	10/-
M.Phill	05	15	10/-
PhD.	10	15	10/-

8. Book (s) returned after the due date, a fine of Rs. 10/- per day will be charged.
9. A Valid Library Card is a Must for borrowing the book (s) and other material.
10. Reference material, CD-ROMs, (original) periodicals, and newspapers will not be issued. They can only be consulted within the library premises.
11. In case of loss or damage, the student/library member will be charged the double price of book (s) or other material.
12. In case of a book is urgently required, the librarian may recall it at a short notice any time and such a book shall be returned immediately by borrowers.
13. Library Timing (i) Monday to Thursday 8:00 am to 09:00pm (ii) Circulation Timing 8:30am to 08:30pm (iii) Lunch Break 1:00pm to 1:45pm (iv) Friday Prayer Break 12:30pm to 2:30pm
14. Member of the library shall deposit their bags, umbrella, combustible material and other article in the other room provided for the purpose in the entrance hall. All books issued to them shall be shown in the counter at the entrance before leaving.
15. If the book returns date is on weekend / off day then returned it one day earlier.
16. Book(s) will be reissued if it is not required by any other member on the next day but not reissued on the same day. Book (s) will have to be presented at the time of reissue.
17. All **textbooks** should be **returned** to the library, **15 days prior to semester end**.

Note: Textbooks will issue for 07 working days only and will be reissued next day.

Student's Signature