

Rashtrakavi Maithilisharan Gupt Central Library

Banda University of Agriculture & Technology, Banda- 210 001, U.P.

buat.edu.in, e-mail: buatlibrary@gmail.com

Library Membership Application Form- 2024



Please affix
your latest
passport size
photograph

(Fill in capital letters)

1.	Name	First Name			Middle Name	Last Name
2.	University ID No.:				Mobile No.:	
3.	Father's/Husband's Name :				Alternate Mob. No.:	
4.	Date of Birth :	DD	MM	YYYY	E-mail ID:	
5.	Permanent Address :	House No. City/Village			District	State
6.	Nationality :	Indian <input type="checkbox"/>	Foreigner <input type="checkbox"/>	PIN-		
7.	Hostel Address:/Local Address :	Room no./ Name of Hostel /House no./ City				
8.	Degree Programme :	U.G. <input type="checkbox"/>	P.G. <input type="checkbox"/>	Ph.D. <input type="checkbox"/>	Write Department if PG/Ph.D. →	
9.	College/Office Department :	CoA <input type="checkbox"/>	CoH <input type="checkbox"/>	CoF <input type="checkbox"/>	CoCSc. <input type="checkbox"/>	CoVet. & Animal Sc. <input type="checkbox"/>
		CoAg. Engg. <input type="checkbox"/>	CoFood Tech. <input type="checkbox"/>	Admin. Block <input type="checkbox"/>		
10.	University Employee Designation :	Professor <input type="checkbox"/>	Associate Professor <input type="checkbox"/>	Assistant Professor <input type="checkbox"/>		
		Non-Teaching Staff <input type="checkbox"/>	J.R.F/S.R.F./Y.P-I/Y.P-II <input type="checkbox"/>	Special Member <input type="checkbox"/>		

NOTE: PASTE LATEST PHOTO AND BRING TWO ALONG WITH THIS FORM

I, undersigned would like to apply for Library membership as student/research Scholar/faculty/staff. I hereby undertake the responsibility to abide by rules of the library as mentioned on backside of this form. In case of late return/loss or damage of any information resource borrowed by me, I am willing to pay the required amount.

Date:

Place:

Signature of Applicant

Forwarded to University librarian for enrollment as library member.

Class In- charge
(UG Student)

Advisor
(Ph.D./PG Student)

Controlling officer
(Staff/ J.R.F/S.R.F./Y.P.I/Y.P. II)

For office use

Allowed as per library rules.

Signature of Library Official

General Rules

- 12.1 Library users are not allowed to take along them the personal books, printed reading material. Etc. inside the Library premises/Reading Hall. Similarly other personal belongings such Radio, Tape recorder, Bags, Hand bags, Rain coat and Umbrella etc. are strictly prohibited inside the Library and these should be deposited at proper counter. They are advised not to leave cell phones, purse, money, credit card and other valuables in the hand bag outside the library as University will not be responsible for their any loss.
- 12.2 **All members are required to bring their Library Membership Card and produce it whenever asked for identification.**
- 12.3 Borrowing and returning of the books, payment of fine or charges, application for membership cards, etc. must be done through Circulation Desk between 10 am to 05:00 pm on working days.
- 12.4 Library Membership may be withdrawn/cancelled if a member is found taking books out of Library without proper authorization, disfiguring and mutilating books in any way.
- 12.5 Books shall be recalled and their issuing will be suspended during the period of stock checking/verification.
- 12.6 No reading material should be issued to a borrower if he/she is drawing books for outsiders.
- 12.7 Any kind of edibles is not allowed inside the Library. Smoking/chewing of tobacco and other kind of intoxicants is strictly prohibited inside the Library premises.
- 12.8 Use of phone of any kind or playing music inside the Library is prohibited. Mobile phones should be switched off or kept in silent mode in the Library.
- 12.9 Any change of address and designation, phone/ mobile no.,etc. of Library member should be reported immediately to Library In charge.
- 12.10 Any change of address and designation, phone/mobile No., etc. of Library Member should be reported immediately to Library In charge.
- 12.11 Library users should maintain strict pin drop silence inside the Library premises.
- 12.12 The Library users must make sincere efforts to keep the Library clean. Chairs and tables and other Library materials, fittings, furniture etc. should not be marked, defaced or disarranged.
- 12.13 Absence/leave from the University will not be considered as an excuse for the delay in the return of the books.
- 12.14 Under special circumstances, the Library In charge may refuse to issue the books, and recall the books already issued to any member without assigning any reason thereof.
- 12.15 The new books, periodicals, received in the Library will be displayed for a week/fortnight only or till there is space vacant at the 'New Periodicals Desk'. As soon as new/current periodicals are received, old periodicals will be removed and placed in other racks meant for the purpose.
- 12.16 Members are welcome to recommend new books or journals or other documents for the Library and to suggest improvement in Library services. Suggestions and recommendations, duly signed may be submitted to Library In charge.
- 12.17 Reference books, news papers, magazines and journals should not be taken out of the Library.
- 12.18 The Library may accept donation of manuscripts, books, periodicals etc. from the donors. Such donations once accepted will become the sole property of the University. In lieu of donation, the acknowledgement will be made to the donors.
- 12.19 On transfer, retirement or while leaving the University job, the Library member must return all the Library books borrowed by him/her and clear all Library dues to obtain 'No Dues Certificate' from Library.
- 12.20 He/She must produce his/her identity card at the security counter and has to enter the name in the register.
- 12.21 **Library card have to be returned at the time of "No dues".**
- 12.22 Reserve books will be issued for overnight only.
- 12.23 Books shall not be reissued to the same borrower if some other user requested for the same book.
- 12.24 Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for damage of the book.
- 12.25 Visitors found talking loudly, shouting or quarreling with other visitors or staff or indulging in eve teasing or any other act of indiscipline shall be liable to punishment as per university rules.
- 12.26 Damage to Library property may lead to withdrawal of library facilities and disciplinary action will be taken.
- 12.27 Any member who is found guilty of taking book out of the library without authorization shall be liable for punishment by librarian.
- 12.28 University librarian is competent to impose any or more of the following penalties, if any student is found guilty of any act of indiscipline like-warning, fine, temporary or permanent withdrawal from library facilities and banning entry to the library.

Note: For detail rules & regulations related to library, see University Resident Instruction Bulletin.