



RUMI LIBRARY

ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY

1-University Avenue Awantipora, Pulwama J&K-192122

Please paste your recent coloured attested photograph here and attach one additional photograph with the form.

TEMPORARY MEMBERSHIP FORM

Temporary Membership No.

Qualification

Ph.D. ☐

M.Phil. ☐

P.G. ☐

Graduate ☐

Undergraduate ☐

Purpose

UPSC/IAS ☐

PSC/KAS ☐

NET/SET ☐

NEET ☐

JEE/GATE ☐

SSB ☐

Others _____

PERSONAL INFORMATION:

SURNAME (IN BLOCK LETTERS) _____ FIRST NAME _____ MIDDLE NAME _____

Tick (Male ☐ / Female ☐) D.O.B (dd/mm/yyyy) _____

Father's/ Mother's/ Guardian's Name: _____

Permanent Address: _____

Landmark: _____

District: _____ Pin Code: _____ Contact No.: _____

E-Mail: _____ @ _____

I request that I may be provided temporary membership of the Rumi library. I am not involved in any uncivil/criminal activity and I have studied the rules and regulations of the Rumi Library. I promise to abide by them all. I shall be responsible for any sort of damage to the library property. I shall not object, in case, my membership is cancelled at any time by the library. The particulars given here are true and nothing has been concealed. Further, I shall intimate changes, if any, in my address to the library.

Signature of the Applicant

ENDORSEMENT:

Name of the Faculty Member/Officer of University: _____

Department: _____ Designation: _____ Employee Code:- _____

Official Address: _____

E-mail id: _____ Contact No.: _____

The applicant is personally known to me and I recommend him/her for availing temporary membership of Rumi Library.

Dated: _____

Signature
(with Official Seal)

Recommended that the applicant may be granted temporary membership for _____ months.

Officer Incharge (24X7)

Approved Temporary Membership for _____ months on monthly basis w.e.f. _____

FOR OFFICE USE

1. Certified that the form has been filled completely and identity proof in original is checked.
2. Certified that the applicant has deposited Library fee in the Library Chest.
3. Certified that the affidavit is sworn before the 1st class Magistrate.
4. Certified that the attestation is done by the Gazetted Officer/ Faculty Members of University/ College.
5. Certified that the details of the applicant have been entered in the database.

Incharge (Circulation)

Fee Details (Non-Refundable)

Receipt No. _____ Receipt Date: ____/____/20____ Amount (in figures); _____, (in words); _____

Fee Details (Refundable)

Receipt No. _____ Receipt Date: ____/____/20____ Amount (in figures); _____, (in words); _____

Dealing Assistant

Rules & Regulations:

1. Silence shall be strictly observed in the library.
2. Readers/ users are under CCTV surveillance and each reader/user shall behave in a civilized manner.
3. Library Identity Card/ Slip should be compulsorily shown while entering into the library premises.
4. On all days, including Saturdays/ Sundays/ Holidays, 24/7 Section of the library remains open from 08:00 am to 08:00 pm, except during the holy month of Ramadhan.
5. Non-bonafide members shall be provided one-month temporary membership initially, which can be extended/renewed up to 6 months only, subject to satisfactory conduct/behaviour report during his/her active membership from the concerned section and authorization of library authority.
6. Temporary members need to attach photocopy of Aadhaar Card/ Election Card/ Passport with the form (Original to be shown at the time of submission of form) as an identity proof.
7. Temporary members shall utilize the services of 24/7 Library Reading Room from 09:30 am to 05:00 pm during summer and from 10:00 am to 04:00 pm during winter on normal working days. In no case, temporary members shall be allowed to stay in the library beyond aforementioned timings.
8. Temporary members shall try to vacate the seats well before the time provided to them.
9. The first preference to sit in the 24/7 Library Reading Room shall be given to the bonafide research scholars/ students.
10. Temporary members shall vacate the library as and when asked by the library staff, failing which temporary membership shall be cancelled.
11. It shall be the discretion of library to provide temporary membership to any person and temporary members shall be having no right, whatsoever, in questioning the decision of the library in any matter.
12. Temporary members shall keep in mind that they are using University Library meant for the University faculty members/ scholars/ students and, hence, no demand of any temporary member shall be entertained, whatsoever, in the library.
13. Temporary membership can be terminated at any time by the library without serving any notice or giving any reason thereof.
14. Readers/Users shall be responsible for any damage or injury done to any property belonging the library and shall be required to replace such property damaged or injured, or pay the value thereof.
15. Sticks, umbrellas, bags, raincoats, helmets and such articles as are prohibited by Counter Staff shall be left in the belongings counter. However, temporary members shall bring their own reading material in 24/7 Library Facility Centre only.
16. Spitting and smoking are strictly prohibited and will lead to the cancellation of membership.
17. Cash, jewellery, mobile phone, laptop and other costly items should not be kept at the belonging's counter. Library shall not be responsible for any loss, whatsoever, that may happen due to this reason.
18. Mobile phones should be switched off or put on Silent mode in the library premises.
19. Pilferage of Library material is a crime and it may invoke penalty.
20. Readers/ Users shall not write upon, damage or make any mark upon any book, table or wall in the library.
21. No tracing or photocopy shall be made without seeking permission from the University Librarian.
22. The rules and regulations shall change from time to time and each user shall abide by them all.

I have read the Rules & Regulations and I agree to abide by them, failing which I shall be liable to disciplinary action under rules and my temporary membership may be cancelled.

Signature of the Applicant

(To be signed in presence of officials of Circulation Division)



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TEMPORARY MEMBERSHIP RULES AND REGULATIONS

1. Temporary membership shall be granted for a period of one month on first-cum-first Serve basis, subject to availability of space.
2. Temporary membership can be extended to a maximum period of six months subject to satisfactory behavior of member, feedback from staff and availability of space.
3. The timings of Temporary membership shall be from 09:30 AM to 05:00 PM during summer and from 10:00 AM to 04:00 PM during winter, which is subject to change.
4. It shall be responsibility of temporary members of the library to carry their Identity cards issued to them, while visiting the library. No person shall be allowed to enter the Library premises without Identity card irrespective of any urgency.
5. Person seeking Temporary Membership shall satisfy themselves beforehand about the facilities available in Library for them and there shall be no binding upon library to enhance or upgrade any facility on the request to Temporary Members.
6. Temporary Members shall **NOT BE ALLOWED** access to higher floors of Library without proper authorization.
7. Temporary Members shall not enter unauthorized areas of the Library or remain in the Library beyond allocated time or refuse to leave the Library when requested to leave by the staff.
8. No books/resources shall be issued to the Temporary Members.
9. Temporary Members shall not bring any casual visitors/friends or outsiders for using the library facilities.
10. Temporary members are expected not to act in any way which disturbs the reading or study of other users or which also interferes with the proper functioning of the Library.
11. While in the library, all Temporary Members shall observe basic and elementary principles of library ethics, obey the rules and procedures of the library, and submit to discipline enforced by the Librarian.
12. Temporary Members shall comply with the direction of officials/staff of the Rumi Library acting within the scope of their authority.



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13. Books and other materials shall not be allowed to be stacked in 24/7 Library Facilities Centre. Any material found in the said hall shall be taken in custody and shall be given back to the member on payment of fine of Rs. 200/-.
14. Temporary Members must treat Library staff and other members with respect. Violence, threatening and use of abusive, discriminatory or harassing language or misconduct of any kind will not be tolerated and shall result in cancellation of membership.
15. Temporary Members are responsible for the security of their private property, for which the Library shall not bear any responsibility.
16. Stern action will be initiated against temporary members found vandalizing or defacing the Library building, furniture or equipment.
17. Temporary Members should treat Library materials and equipment with care and not deface or damage them. Members will be required to meet the cost of replacing or repairing items, which they have damaged.
18. Upon any infringement of the library rules, temporary members shall be forfeited of all the privileges of membership of the library.
19. **The Library is primarily for the use of students, faculty, officers, non-teaching employees and technical staff of the Islamic University of Science and Technology and in case of need, the Temporary Membership can be cancelled or revoked at any point of time and there shall be no claim on part of such member for any refund or extension of membership.**
20. The Librarian or his designated officer reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or disrupting the peaceful Library atmosphere.

Sd/-
University Librarian

The undersigned has read and understood all the regulations of Temporary Membership and shall abide by all the regulations in letter and spirit.

Name of Member: _____

Address: _____

Signature of the temporary member

UNDERTAKING (on Affidavit)

I S/O, D/O:-.....
R/O:- am requesting the Rumi Library, Islamic University
of Science and Technology to provide temporary membership to me and for the same I solemnly declare
and affirm that: -

1. I am a citizen of India and domicile of J&K UT
2. I Have completedDegree from
.....Institute and am
preparing forExamination.
3. I am not involved in any anti national activity.
4. I shall follow the library timing for temporary members which may change from time to time.
5. I shall not stay beyond library timing and follow all the rules and regulations of the university.
6. I shall not damage the property of the University/library. In case of any loss or damage of property
by me, I shall pay for the same.
7. I shall provide space to the bonafide students as and when asked by the Library staff.
8. I shall not claim any particular space within the library and shall sit as per the directions of the
Librarian /Library staff.
9. I shall not create hurdles in the functioning of the library.
10. I shall not approach any quarter, in case I am not provided membership or my membership is
cancelled.
11. I shall not ask for any reason of cancellation of my membership. The library shall have whole
discretion of membership.
12. I shall not ask for extension of my membership, in case I am denied extension by the library.
13. In the event of any damage caused to the library book(s) issued to me for reading, during the
period, I undertake to pay off the Book(s) to the Library as per the library rules.
14. I shall not provide the access card / slip to any other person to enter into the library.
15. I shall maintain silence in the library and shall not ask for additional services from the library
including extension of timing etc., since I am requesting a University Library to provide temporary
membership which is not a mandatory service on their part.
16. The information and brief given above are true & correct to the best of my knowledge.
17. I have read all Rules & Regulations of the library and I agree to abide by them, failing which I shall
be liable to disciplinary action under rules and my temporary membership be cancelled.

Deponent

Date: -

Place: -

Witness 1: -

Signature: - _____

Name: - _____

Address: - _____

Contact No: _____

Witness 2: -

Signature: - _____

Name: - _____

Address: - _____

Contact No: _____