

**BHAIKAKA LIBRARY
SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR**

Name of the College / Institution

For Office Use Only

ID No. _____

Code: _____

I am a permanent member of the Teaching / Office Staff of _____ and hereby apply to enroll me as a member of the Bhaikaka Library.

Name in full (Surname First in BLOCK LETTERS) _____

Designation with the name of the College / Institution: _____

Employee No. : _____

Date of Birth: _____

Present (Local) Address:

Pin Code No. _____

Phone No. _____

E-mail ID: _____

Permanent (Residence) Address:

Pin Code No. _____

Phone No. _____

Member's Signature

I certify that Shri _____
is a permanent member of the Teaching / Office Staff of _____
_____ College / Instti., and that a
Clearance Certificate will invariably be obtained from the Bhaikaka Library on his
leaving the College / Institution.

Date: _____

**Principal / Head Sign.
College / Institution**

(Seal of the College / Institution)

General Rules for the Issue-Return of the Books / Reading materials
(For Teaching/Office Staff)

- (1) User should keep his/her Bar-coded I-Card with him/her before entering into the Bhaikaka Library. I-Card issued to user is **purely for personal use only**, which is **not transferable**.
- (2) Teaching Staff will get **Two (02) Books for 30 days**. **Overdue Charges** will be **Rs.10/per day**.
- (3) Books are to be kept for **30 days**. It will be renewed for once. Books will not be renewed **on or after** Return Date. For Renewal of book, it should be return **before** Return Date.
- (4) Books will not to be issued, which comes into **Reference Category (Encyclopedias, Dictionaries, Periodicals' Bound Volumes, Dissertations, Thesis, Books in Volumes/Parts etc.)**. It will be referred into stack area only. User will get **Xerox facility** (under certain rules) from the Library.
- (5) If the Book is **lost by the user**, he/she shall have to **Replace the Book or pay double price** of the book and inform to University Librarian.
- (6) In case of **loss or torn of I-Card**, **Duplicate I-Card** will be provided by paying **Rs.100/-**.

Reader's Signature