

**BHAIKAKA LIBRARY
SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR**

Post-graduate Department of

For Office Use Only

ID No. _____

Code: _____

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

Name in full (Surname First in BLOCK LETTERS)

(Surname) (First Name) (Father's Name)

Designation : _____

Employee No. : _____ Date of Joining : _____

Date of Birth: _____ Date of Retirement : _____

Blood Group : _____

Present (Local) Address:

Pin Code No. _____

Contact No. _____

E-mail ID: _____

Permanent (Residence) Address:

Pin Code No. _____

Contact No. _____

Member's Signature

Date: _____

**Sign of the Head
Post-graduate Department**

(Seal of the Department)

Date:

University Librarian

General Rules for the Issue-Return of the Books / Reading materials
(For Uni. Deptt. 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 **Ten (10) Books for 60 days**. **Non-Teaching staff will get Two (02) Books for 14 Days**.
- (3) Books 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**, intimation must be given to University Library and necessary actions will be taken as per the rules of Bhaikaka Library.

I am abide by above mentioned rules and regulations of the Bhaikaka Library.

Reader's Signature