

Price : Rs. 10/-



# GUJARAT UNIVERSITY LIBRARY

## Membership Form

Please affix  
stamp size  
photograph

### 1. Membership Details:

Membership Category	
<input type="checkbox"/> UG Under Graduate Student	<input type="checkbox"/> FU Faculty (Guj. Uni.)
<input type="checkbox"/> PG Post Graduate Student	<input type="checkbox"/> FC Faculty (Affiliated Colleges)
<input type="checkbox"/> PU Ph.D./M.Phil Student (Guj. Uni.)	<input type="checkbox"/> FP Faculty (P.G. Centre)
<input type="checkbox"/> PO Ph.D.Student(Other University)	<input type="checkbox"/> NT Non Teaching Staff (Guj.Uni.)
<input type="checkbox"/> VF Visiting Faculty	<input type="checkbox"/> SM Senate Member
<input type="checkbox"/> RF Retired Faculty	<input type="checkbox"/> TM Temporary Membership

New Membership

Renewal

Institution's First Term Fee Receipt No.&  
Date:

Library Deposit's Receipt No. & Date :


### 2. Personal Details:

Member's Name:     
(Write in Block Letters) (Surname) (Name) (Father/Husband's name)

Date of Birth :  /  /  (DD/MM/YYYY)

Degree:  Year  Designation:   
(For student members) (FY/SY/TY/PG-I/II/M.Phil./Ph.D./DIP...) (For non student members)

Department:	<input type="text"/>	Subject	<input type="text"/>
Institute/College	<input type="text"/>		
Address:	<input type="text"/>		
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

Present Address:	Permanent Address:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
PIN	PIN
Phone ( )	Phone ( )
E-mail	

### 3. For Office Use Only :

Date of Entry :	Card Printed :	Date & Sign.of Member :
Member Code :	Card Issued :	

## Rules for Membership

### General:

- Complete silence and discipline must be maintained in the library.
- Change in address should be immediately intimated to the library.
- In case of damage/loss of library documents, user has to replace same documents with the latest available edition or pay the amount decided by the authority.
- Member should obtain "no due certificate" from Gujarat University Library before leaving his own institute.
- **Membership is to be renewed in first term of every academic year; no library documents will be issued without valid membership.**
- Two similar colour stamp size recent photographs are required along with filled in membership form.
- **Member should not be allow any one else to use his/her membership card. In such case, membership is liable to be cancelled.**
- For new membership/renewal, member has to get recommendation from concerned authority.
- A member can renew a document continuously for two times, if there is no reservation for that particular document. Member wants to renew the same document more than two times than the document will be issued only after one week.

### Student:

- Filled membership form should be submitted **along with original first term fee receipt** in person only.
- **New membership/renewal can be availed in first term only.**

### Teaching and Non Teaching Staff:

- Faculty Members of PG Centre should get their certificate signed by Director of the Centre.
- Proof of appointment is required in case of first time membership.
- Before going on long leave / official duty for more than 15 days; member should return all documents borrowed by him/her.

### Library Timings:

Description	Timings (Mon to Sun)
Library Hours	08:00 – 20:00
Book Issue /Return	08:00 – 19:00
Student Registration (Except 2 <sup>nd</sup> and 4 <sup>th</sup> Sat, All Sunday and Public Holidays)	11:15 – 14:00
Faculties/Non Teaching Staff and Others Registration (Except 2 <sup>nd</sup> and 4 <sup>th</sup> Sat, All Sunday and Public Holidays)	15:00 – 17:00

### Declaration by Member

I \_\_\_\_\_ hereby apply for the membership of Gujarat University Library.

- I have never applied for Gujarat University Library membership before.
- Earlier I have been a member of the library and I request you to extend my membership for a period of \_\_\_\_\_ months.

I will be responsible for all the library items borrowed by me.  
I have read all the rules and undertake to abide by the same.

Date:

Signature of Member

### Certificate

I certify that the above signed Prof./Dr./Shri/Smt./Kum. \_\_\_\_\_

- is a Faculty/Staff member of this Institute/College. I will immediately inform to the Library in case of his/her retirement or change of institution.
- is a student of \_\_\_\_\_ (year/semester) of \_\_\_\_\_ Course. He/She has signed in presence of me.
- has not applied earlier for the membership of the Gujarat University Library.
- I will issue "**No Due Certificate**" only after obtaining clearance certificate from Gujarat University Library.
- I recommend him/her as a Member of the Library.

Date:

Signature with Stamp  
(Principal/HOD/Head of Office)