



MAIN LIBRARY
EASTERN UNIVERSITY, SRI LANKA
STAFF MEMBERSHIP APPLICATION FORM

Please use only English BLOCK Letters.
 Applicant must attach a copy of the appointment letter and affix passport / stamp size photograph

OFFICIAL USE ONLY	Membership Code : UPF No : Valid Period of Membership : From To
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1. Staff Category : (Pl. Check (X) the appropriate box)
 Administrative Academic Academic Support Clerical & Allied Below Clerical & Allied

2. Nature of Appointment :
 Permanent Permanent (Prob) Temporary Contract Visiting

3. If Temporary / Contract / Visiting Staff :
 Period of Valid Service: From / / To / /

4. Faculty :

5. Department / Section / Unit

6. Designation:

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7. Date of First Appointment : / /

8. Salutation : Revd. Prof. Dr. Mr. Mrs. Miss

9. Full Name :

10. Name with Initials :

11. Personal Contact Address (Residence):

12. Contact No (Residence) :

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13. Contact No (Mobile) :

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14. National Identity Card No :

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15. Date of Birth :

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16. Primary e-mail address (It should be active) :

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17. Additional e-mail address (if any):

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You academic interested subjects which could be informed to you by the library

Rules & Regulations

Membership

- On registration each member is provided a Library Membership Card and Library materials could be borrowed by using this card. (In case, the Library Membership Card is lost, it should be reported to the Librarian in writing and the Duplicate Card may be issued upon a payment of Rs. 100/-.)
- Change of designations and addresses should be immediately informed to the librarian.

Borrowing Facilities

- With the exception of certain categories (eg. All materials from the Permanent Reference Section, Encyclopedias, Dictionaries, Atlases, Glossaries, Students' Project Reports, Research Thesis, Periodical materials and the Books from Ceylon Collection Section) all other materials may be borrowed.
- Lending Allocation :

Administrative Staff	– 03 Books (*L & *SR)
Permanent Academic Staff	– 10 Books (*L & *SR)
Temporary Academic Staff	- 05 Books (*L & *SR)
Non Academic Staff	- 02 Books (*L & *SR)

*L – Books from Lending *SR – Books from Scheduled Reference
- **Lending Hours** - Monday to Friday – 8.30 am – 6.00 pm
Saturday & Sunday – 8.30 am – 4.00 pm
- **Returns of Issued Books** – Lending Books – **01 Month**
Scheduled Reference. Books – **on the next day before 9.00 am** on week days. If it is a week-end, on the first working day falling after the particular week-end.

Fine System

- In the case of failing to return the borrowed materials on or before the due date, a fine will be imposed as follows :

Lending Books	– Rs. 10/- per day
Scheduled Books	– Rs. 5/- <u>per Hour</u>
- An initial reminder will be sent to the borrower after the 01st week following the due date, a second reminder will be sent after the 02nd week following the due date and a third and Final reminder will be sent in the 01st month following the due date. If the borrower does not respond within 02 days after the 03rd reminder has been issued, action will be taken to deduct the late fee and the cost for that particular book (with other charges as decided by the authorities) from the salary of the borrower, by the Bursar.

Damages

- The marking and defacing of books are strictly forbidden. The borrower should report any marks or damage of books, before he/she borrows them from the issuing counter.
- The borrower will be liable to pay the full cost of replacement of the book along with an additional 30% replacement charges if the book is damaged by the borrower.

Loss

- Loss of a borrowed material should be reported to the Librarian. If the book is not found within 02 weeks, the borrower must replace the same book; otherwise he/she must pay the charges for the loss. (*Replacement charges could be inquired from the Circulation Counter*)

No Claim Certificate

- All borrowed materials should be returned in order to obtain the No Claim Certificate.

<p>Please affix Passport/ Stamp Size Colour Photograph</p>	<h3 style="margin: 0;"><u>Declaration by Member</u></h3> <p>I hereby apply for the membership of the Main Library, Eastern University, Sri Lanka. I have read all the rules & regulations and undertake to abide by the same.</p> <div style="border: 1px solid black; height: 40px; margin: 10px auto; width: 80%;"></div> <p style="text-align: center;">(Please place your signature within the cage shown above)</p> <p style="text-align: right;">Date :</p>	<h3 style="margin: 0;"><u>For Official use only</u></h3> <p>Recommended for Library Membership</p> <p style="text-align: center;">..... <i>Librarian</i></p> <p>Application received :</p> <p>Card Printed :</p> <p>Member Code :</p> <p>Card Issued :</p> <p style="text-align: center;">..... <i>Signature of Member</i></p> <p>Date :</p>
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