

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 : Valid Period of Member			:	
1.	Staff Category : (Pl. Check (X) the Administrative Academic		pport Cle	erical & Allied	Below Clerical & Allied	
2.	<u>. ' ' '</u>	nent (Prob)	Temporary	Contract	Visiting	
3.	If Temporary / Contract / Vision Period of Valid Service: From	ting Staff:		To/[
4.	Faculty: 5. Department / Section / Unit					
6.	Designation:					
7. Date of First Appointment : / / / / / / / / / / / / / / / / / /						
8.	Salutation: Revd. Seni	or Prof. Prof.	Dr.	Mr.	Mrs. Miss	
9.	9. Full Name : 10. Name with Initials :					
11. Personal Contact Address (Residence):						
<u> </u>						
12.	Contact No (Residence) :		13. Contact	No (Mobile) :		
14.	National Identity Card No :		15. Date of E	Birth:		
			/			
16. Primary e-mail address (It should be active) :						
17. Additional e-mail address (if any):						
You	You academic interested subjects which could be informed to you by the library					

Rules & Regulations

Membership

- On registration each member is activated as a library member and Library materials could be borrowed by using the University Identity Card.
- 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
Temporary Academic Staff
Non Academic Staff
- 10 Books (*L & *SR)
- 05 Books (*L & *SR)
- 02 Books (*L & *SR)

*L - Books from Lending * SR - Books from Scheduled Reference

Lending Hours - Monday to Friday – 8.30 am – 4.30 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 before 9.00 am.

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> Other Materials — Rs. 10/- per day

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 charge the late fee and the cost for that particular book (with other charges as decided by the authorities) from the borrower.

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.

<u>Loss</u>

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.

	For Official use only		
	I hereby apply for the membership of the Main Library,	Recommended for Library Membership	
	Eastern University, Sri Lanka. I have read all the rules & regulations and undertake to abide by the	Librarian	
Please affix Passport/ Stamp Size Colour Photograph	(Please place your signature within the cage shown above) Date:	Application received :	