



**LIBRARY REGISTRATION FORM (STAFF)
BHIKSU UNIVERSITY OF SRI LANKA**

Photograph
(Passport size)

Office use only	
Card No	
Category	

Please fill in the requested information. Information filled is used duly for the purposes of library administration.

Library Membership No/UPF No (If already a member) NIC Number:

Title (Rev./Prof./Dr./Mr./Mrs./Ms.) Sex: M F

Full Name in BLOCK LETTERS:

Official Address:

Home Address:

Date of birth: D M Y

Telephone Numbers:

Office

Home

Mobile

Email Address:

Designation:

[Permanent/Temporary]

First Appointment Date D M Y

Faculty: Department/Section/Unit:

Temporary Staff Only-----

Date of D M Y Extension

Recommendation of Head of the Department

Name: -

.....
Signature

Rubber Stamp

RULES FOR USERS OF THE LIBRARY – BHIKSU UNIVERSITY OF SRI LANKA

01. Borrowers are responsible for library materials checked out to them until they are returned to the library.
02. The library is automated with a computer-based circulation system. Therefore:
 - a. The user should take total responsibility for personal library accounts and the library will no longer be responsible for any complaints made after activating individual user accounts.
 - b. The responsibility of checking and updating library accounts rests with the user.
 - c. Users must report any abuse or anonymous issuing of library materials on their accounts within 7 days of such misuse. The library will not be responsible for such misuse if complaints are not made within this time period.
 - d. If there is any error in your library account, you should inform the library within 07 days.
 - e. Users are responsible for the passwords of their user accounts.
 - f. Library privileges are not transferable. Library accounts can only be used by the person named in the account.
03. Materials must be returned or the users can self-renew library materials (lending) one time more, before the return date.
04. Users must return all borrowed library materials before they resign/retire/release or obtain long-term leave from the Bhiksu University of Sri Lanka. (Academic/Executive/nonacademic/Student)
05. According to university rules and regulations, you will be charged for lost, damaged or unreturned material.
06. Abuse of library rules and regulations may result in the loss of library privileges as a whole.
07. Users must abide by the library rules and regulations passed by the Library committee, Senate, and the Council of the Bhiksu University of Sri Lanka.

I hereby undertake to abide by all rules, regulations, and procedures of the library. I will be financially responsible for materials issued to me, which I agree to settle promptly. I also give my consent to charge any unsettled dues at the time of my release/retirement/resignation from myself/ my University Provident Fund.

Name:

Signature:

Date:,.....

For office use only

Recommendation & Approval

Application for library registration submitted Rev./ Prof./ Dr./ Mrs./ Ms.

..... is forwarded herewith and I recommend the granting of the library membership.

.....
Signature of the librarian

Date:,.....