



Shri Mata Vaishno Devi University Central Library

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No.:SMVDU/LIB/2021/ 231-34

Date 01/04/2021

Notification

As approved in the 25th Library Committee Meeting hereby notified library membership services & fee structure for external users. Moreover, rules and regulations will remain the same as for the regular member of SMVDU.

Membership services offerings for external users:-

- (i) Institutions/Organizations having MOU with SMVD University
 - a) Security (refundable) fee Rs.5000/-
 - b) Annual membership fee Rs.1000/-
- (ii) Institutions/Organizations having no MOU with SMVD University
 - a) Security (refundable) fee Rs.10,000/-
 - b) Annual membership fee Rs.1000/-

Suhmy
1.4.2021

Faculty Incharge, Central Library

Copy to:

- (1) PS to VC for the kind information of the Hon'ble Vice Chancellor
- (2) Registrar, for information
- (3) All Deans & Heads of the Departments for information
- (4) Concerned File

*Prepared by
Yash Lr*



SMVDU LIBRARY
SHRI MATA VAISHNO DEVI UNIVERSITY, KATRA, (J&K)
LIBRARY MEMBERSHIP FORM
(For external Library members)

Space for
Latest
photograph

Name*: _____
Father's/Husband's Name*: _____
D.O.B*: _____
Name of Organization* _____
Designation* _____
Present Address* _____

Permanent Address* _____

Telephone No* _____
Mob. No*: _____
E-mail*: _____
(Note * Mandatory)

LIBRARY RULES

General Library Rules

Library Hours:

- Central Library-9:00 am to 8:00 pm
- Reference Library-9:00 am to 8:00 pm & 9:00 pm to 12:00 Midnight.

Library Rules

- Strict silence, decorum and discipline must be maintained in the library.
- Use of mobile phones is strictly prohibited in the library premises.
- Every member must sign the register available at the entrance.
- Library users have to bear the Identity Card for entering the Library.
- Books will be issued to only individuals and not to groups or areas.
- Books once issued, should not be brought inside, unless it is to be returned.
- Users should not deface, cut, mutilate or damage Library Materials (including documents) in any form. If found guilty, User will be charged double the cost of that particular material.
- Newspapers and Magazines must be read only in the library on specific tables/ stand and should not be taken to any other reading areas.
- Eatables/bags/personal books or journals in the library will not be allowed.
- For un priced gratis publications misplaced, rate as approved by Library Committee will be applicable.
- The library card is not transferable and their loss must immediately be reported to the library. User will be held responsible for misuse of his/her library card.
- Any change of address may please be intimated to the Library in written.

*Approved by
Mans Ra*

- Journals/Reference Books/ Reports will not be issued from the library.
- No circulation will take place from the reference Libraries.
- External Library members are requested to attach the copy of I - Card and Aadhaar card.
- Membership Services for External Users:
- (1) Institutions/ Organizations having MOU with SMVD University
 - Security refundable fee Rs. 5000/-
 - Annual Membership fee Rs. 1000/-
- (II) Institutions/ Organizations having no MOU with SMVD University
 - Security refundable fee Rs. 10,000/-
 - Annual Membership fee Rs. 1000/-
- A maximum of **06 (Six) books** will be issued to a member for a period of one Month from the date of issue.
- A fine of Re 1/- per day/ per book will be charged for overdue books.
- In case of loss/damage/disfiguring/tearing of page of Library books, users will be charged twice the prevailing cost of the book. So, ensure you are not receiving any such book else report it to the library staff.
- In case of loss/damage of **Library Membership ID Card**, a fine of **Rs.50/- per card** will be charged and duplicate card will be issued.
- On discontinuity / cessation of services, must inform C.L. SMVDU once obtain '**No Dues Certificate**' from the Central Library.
- In case of University licensing agreements, we will be unable to permit access to electronic database or computer facilities
- The Faculty I/c Central Library is empowered to recall any book at any time if necessity arises.
- In case of change of contact details immediate inform to Central Library is must.
- Anyone who violates the rules and regulations of the library would be liable to lose the privilege of Library Membership. The Librarian, with the approval of the Hon'ble Vice Chancellor reserves the right to add, delete or change any of the above rules as and when required for.

I hereby undertake that I shall abide by the rules and regulations of SMVDU LIBRARY handed over to me.

Date: _____

Signature of the applicant with Name: _____

Recommendation by the Head of the Organization/ Institution:

I certify that the applicant is a member of the Organization/ Institution:

Name and Designation in the Organization/ Institution: _____

Signature with Stamp: _____

Organization/ Institution Name: _____

Address: _____

Contact Person Phone No. _____

Date: _____

_____ To be filled by the Library Staff only _____

Library Membership ID

Date: _____

Faculty I/c Central Library

Prepared by
Vijay. (CA)