



OFFICE OF THE CHIEF LIBRARIAN: ASSAM AGRICULTURAL UNIVERSITY: JORHAT-13
(For Rev.B.M.Pugh Library and the constituent college libraries)

TEMPORARY MEMBERSHIP FORM

Non members who are desirous of consulting books, journals, thesis etc. in the library may do so with the permission of the Librarian or in his absence by the senior most library staff on duty. They will have to pay necessary fee for consultation as decided by the university from time to time. They will be issued a Temporary Membership Card on payment of necessary fee.

Personal details

1. Name:
2. Address (official):
3. Address (residential):
Contact no.
4. Occupation:
5. Date of birth:
6. Reason for library membership:
7. Library membership availed (please tick the appropriate option):

Quarterly
Half-yearly
Annually
8. Valid from.....to.....



The information submitted above is true to my knowledge. Any discrepancy if found will be liable for cancellation of my membership and i agree to abide by the library rules and regulations.

Accepted/Rejected

Signature of the applicant in full

Librarian's signature and seal

Date:

FOR OFFICIAL USE ONLY



<u>TEMPORARY MEMBERSHIP ID</u>	
NAME:-.....	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">self attested photo</div>
ENROLMENT ID:-.....	
MEMBERSHIP AVAILED FOR:-.....	
VALID FROM:-.....to.....	
Librarian's signature and seal	



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Library Usage rules and regulations for Temporary Members:

Library usage rules to be strictly followed. Violation of any rule may lead to cancellation of the temporary membership and the member will have to refrain from further use of the library.

1. Every intending member shall be required to submit the duly filled form in all respects. The information provided must be accurate and specific.
2. Temporary membership fee (non-refundable) can be availed by paying **Rs 100 monthly for students and 500 quarterly for others.**
3. For address proof the member need to submit documents such as **electricity bill/voter ID/ aadhar card** and for ID proof documents such as **student ID card/official ID card/passport** and employer authorized letter (who do not produce official ID card) in case of serviceman
4. The temporary member will only use the library within stipulated time period for further use of the library they will have to renew their membership.
5. Membership card to be carried to library on every visit. ; Duplicate membership card will be issued on receipt of the report of the loss and on payment of Rs. 15/-to enable a member to continue his/her membership.
6. Temporary members can consult the library documents strictly within the library premises. No document (books, journals, thesis etc) forming part of the library collection shall be issued or allowed for photocopy without prior permission of librarian.
7. All the library documents must be used and handled carefully. Any damage caused to the documents may lead to replacement or payment of fine.
8. Personal document for use can be brought to library only after being recorded at the entrance. All personal belongings, except wallet/purse, mobile, notebooks, laptop will be kept at the property counter of the library. No food items or drinking items except the personal water bottle will be allowed inside the library.
9. Temporary Members can use the library during the library working hours.