

Application for library membership and library cards for the  
University Academic Staff and Non- Academic Staff

Name in full .....  
.....  
Permanent address .....  
.....  
Post held .....  
Position (Permanent / Temporary / Visiting) .....  
Date attached to the service .....  
Expire date of service .....  
Faculty / Department / Office .....

The undersigned, I would be grateful if you could grant the library cards for lend the library books from the central library. Hence I assure that I obliged to use the library according to the library rules & regulation.

Date: - ..... signature: -.....

Recommendation Head of department:

I the undersigned, certify the above details are true and correct according to my knowledge and I assure He / she will use the library with in good condition and responsibility.

Date: -..... Signature:-.....

Position: -.....

**Statement of the Witness**

I the undersigned, if any lost, damages, caused to the publication belongs to the library or delayed to returned etc. by Prof. / Dr. / Mr. / Mrs. ....I obliged to replace or surcharge behalf of him/her.

- Name in full: .....
- Position: .....
- Faculty / Dept. / Office: .....

Date: .....

.....  
Signature of the applicant

**OFFICE USE ONLY**

Approval of the Librarian / Senior Asst: Librarian permission granted / not granted.

- Registration no:
- Lending cards issued:
- Reference cards issued:
- Date issued:
- Date expires:

.....  
Senior Assistant Librarian

Date: .....