



# KALINGA UNIVERSITY

Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005

Kotni, Near Mantralaya, Naya Raipur, Chhattisgarh, INDIA – 492101

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## CENTRAL LIBRARY

### MEMBERSHIP FORM

(Kindly read the library instructions carefully before filling this form)

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Designation \_\_\_\_\_

Faculty/Dept. \_\_\_\_\_

Branch \_\_\_\_\_

DOJ \_\_\_\_\_

Email ID \_\_\_\_\_

DOB \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

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## Library Rules & Regulations

1. Library Visiting Hours:  
Monday to Saturday- 9:00 AM to 6:00 PM
2. All the Faculties while entering the library should keep their personal belongings at the property counter of the library.
3. Id Card is compulsory for entering into the library.
4. Enter your name and sign in the register kept at entrance counter before entering library.
5. Enter your personal book details while entering the library.
6. Borrowed Books should be protected from DAMAGE.
7. After reading, the newspaper should be carefully folded and returned to its allocated location.
8. All faculty are permitted to borrow 5 books from the General Shelf at a time for a duration of 90 days.
9. Faculty is going on long leaves like deputation, study leave, Maternity leave also after closing the semester will have to return all borrowed material before leaving campus.
10. Library borrower cards are non-transferable. The borrower is responsible for the books borrowed on his/her card.
11. If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book according to library rules.
12. Discussions and conversations break the calm atmosphere of the library. Therefore, request to everyone to maintain respectful silence.
13. All users are requested to keep their mobiles in silent mode.
14. Food and beverages are not permitted within the library.
15. Loss of borrower card should be reported to the librarian immediately. While issuing new card again is charge fine Rs. 50.
16. Users are requested not to reshelve the book on the bookshelf; instead, they should place it on the table after reading.
17. While using e-library don't misuse the computer systems.

**University Librarian**