



# YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 15, 2017  
Gazette Notification No. 505, Dated 17th July 2017  
As per Section 2(f) of UGC Act. 1956

## Library Card Application

Employee/ Roll no.: \_\_\_\_\_

Faculty / Non-Teaching / Research

Name: \_\_\_\_\_ (Upper Case Only)

Scholar/Students

Father's Name: \_\_\_\_\_ (Upper Case Only)

Date of Birth:        /        / 20

D.O.B: \_\_\_\_\_

Designation/Degree \_\_\_\_\_ Department: \_\_\_\_\_

Affix  
Passport  
Size Photo

**Permanent Address: (Upper Case Only)**

**Communication Address: (Upper Case Only)**

Pin Code: \_\_\_\_\_, State : \_\_\_\_\_

Pin Code : \_\_\_\_\_, State : \_\_\_\_\_

Mobile No: \_\_\_\_\_

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

Blood Group: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

### Declaration

I hereby apply for ID/ library Card of YBN University and I undertake to follow the rules and regulations including ICT access policies of the library.

**Date:**

**Signature of  
Director/HOD/Section Head**

For Office Use Only

Membership No: \_\_\_\_\_

User ID: \_\_\_\_\_

Date of Issue:

Valid Upto:

**Asst. Librarian**

**University Chief Librarian**

## Rules and Regulation

- ❖ Users should scan their ID card at the library entrance to register IN and OUT time.
- ❖ Books will be issued to the users only on production of the valid ID Card.
- ❖ Renewal of book is allowed if not reserved by others.
- ❖ Before borrowing the book, users must ensure that the book is in good condition and the pagenumbers are intact.
- ❖ The library follows open access system, hence the users shall not replace the books back in the respective racks after the use.
- ❖ Journals, Back volumes, theses and dissertation will not be issued.
- ❖ Strict **SILENCE** should be maintained inside the library.
- ❖ Loss of user ID Cards should be reported to the librarian immediately in the prescribed form, the duplicate card will be issued as per YBN University norms.
- ❖ Personal books and files should be left at the personal belonging counter located at the library entrance, only plain sheets shall be taken inside.
- ❖ Users are advised not to keep their valuable things in the personal belonging counter.

University and Library authorities are not responsible for any loss of such items.

- ❖ Use of **MOBILE PHONES** inside the library is strictly prohibited.
- ❖ Group discussions are not allowed inside the library.

**University Chief Librarian**