



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