



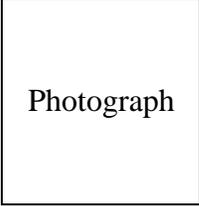
CENTRAL LIBRARY
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR
BHUBANESWAR-751019

Name in Full (IN CAPS):

Date of Birth: Dept/ Sec/ Centre:

Designation: Contact No:

Email:



(Attach Photocopy of ID Proof (Aadhar card / Voter ID / Driving License / Passport)) (2 Stamp Size Photographs) **Blood Group: -**

Permanent Address:

House No.: Lane: Vill. / Town:

P.O.: P.S.: Dist.:

State: PIN: Other Contact No.

- By submitting this form, I agree to observe the Central Library policies, rules, and regulations.
- I agree to return borrowed materials by the due date or recall date.
- I will notify the Central Library of any change in my address.

Date:

Applicant's Signature

Recommendation from HOD/DOS/HOC:

Dr/Mr/Mrs has Joined AIIMS as
..... in the Dept./Sec/Centre: on/...../.....

Recommended for Membership for

Date:

Signature of HOD/HOS/HOC

For Library Use Only

Borrower No:-



Date:

*Signature & Seal
Circulation Section*

CENTRAL LIBRARY AIIMS, BHUBANESWAR

RULES & REGULATIONS

CO-OPERATION IS SOLICITED IN THE FOLLOWING MATTERS:

- Smoking, eating and drinking beverages is prohibited inside the reading area and E-Library.
- Users are requested to avoid talking or discussion that will disturb other readers.
- Chairs and tables should not be displaced, defaced or damaged.
- Readers are requested to switch off/keep on silence mode of their Mobile phones.
- Users should avoid resting their feet on tables, chairs, shelves, window sills.
- If anyone found violating above rules, he/she will be fined Rs100/- for a single time
- Books should be handled with great care.
- Mutilation and disfiguring of pages of library materials by ink or pencil marks are prohibited.
- Defects found in the books taken out for reading or borrowing should be brought immediately to the notice of the staff on duty.
- Books loaned should be protected from RAIN, DUST, INSECTS, etc.

Loan Privileges

- Two books are issued to **Under Graduate Students / SR (Non-Academic)/JR (Non-Academic)/ Staffs** for 15 Days and they must be returned on or before the due date.
- **Faculty Members, JS/SR (Academic)/ MSc (Nursing)** are issued 2 books for 1 Month (30 Days).
- Any document issued may be recalled by the Library before the due date of return without assigning any reason and the borrower has to abide by the decision.
- Late fee of Rs 5/day/book would be charged from the borrowers who retain book(s) beyond the due date.
- Borrowers can get the book(s) renewed on or before the due date. **Overdue books will not be renewed.**
- Book may be renewed if the same is not in demand or reserve by other readers. It will be done only 2 times.
- Documents, belonging to 'Reference' category, are not issued they are only meant for consult inside the library.
- A borrower is responsible for the safe custody and return of the books borrowed from the Library.
- On violation of Library Rules or misconduct of any reader, the library authorities can withdraw the library facilities to that particular individual.

Please do:

- Sign the register kept at the Check point, while entering and departing the library.
- Keep personal belongings/Bags at Property Counter at your own risk.
- Show the documents which are being taken out of the library to the staff at the check point.
- Keep the library premises tidy and clean.

Please do not:

- Waste time for locating the required material; please contact the Library Staff/ Librarian.
- Write in a book/journal unless it is your own book.
- Give library cards to others for utilizing library materials.

(Signature of the User)