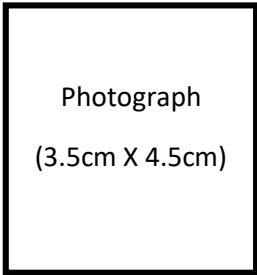


LIBRARY REGISTRATION FORM FOR STUDENTS

Gampaha Wickramarachchi Ayurveda Institute

University of Kelaniya - Sri Lanka.



Office use only	
Reg. No.	
Card No.	
Category.	

Please supply as much information as possible. Information supplied is used solely for the purposes of library administration

Student Registration Number:

NIC Number:

Title (Rev. /Prof. /Mr. /Mr. /Mrs. /Ms.):

Sex: M F

Name with initials in block letters:

Full Name in block letters:

Home Address:

Temporary Address:

Date of Birth: Y M D

Telephone Number: Home:
Mobile:

Email Address:

Designation:

Year of Study: 1st Year / 2nd Year / 3rd Year / 4th Year / 5th Year

Library User of Conduct

Please sign below if you agree to use the library according to the conditions set out in the accompanying library service information leaflet, and in addition, you are expected to observe the following.

1. borrowers are responsible for library materials checked out to them until they are returned to the lending library
2. The total responsibility of personal library accounts should be taken by the user and the library will no longer responsible for any complaints made after allowing the library space for users.
3. Library is automated with a fully computer - based circulation system;
 - a. Users are bound with computer-based rules and regulations of the university library
 - b. The responsibility of checking and updating of library accounts are bound with the users
 - c. User must report for any abuse or anonymous issuing of library materials within 7 days and the library will no longer responsible for such complaints.
 - d. User must take the responsibility of the passwords of their user accounts.
 - e. Users are bound not to misuse the common passwords or commit any other library abuse.
4. Book must be returned or the user can self-renew library materials (Lending) for once, before of the end of loan period.
5. User must return all the borrowed library materials before they resign/return the Gampaha wickramarachchi Ayurveda Institute.
6. Library privileges are not transferable. Library cards (accounts) can only be used by the person named on the card (account).
7. Abuse of library rules and regulations may results in loss of library privileges as a whole.
8. Failure to return library Materials, lost or damaged books may result in disciplinary action being taken according to University rules & regulations.
9. Users must abide by the rules and regulations passed by the Gampaha wickramarachchi Ayurveda Institute management board & Council & Senate University of Kelaniya.
10. I agreed to deduct all my fines for library materials which I have borrowed from my salary or UPF account.

I certify that the above particular are true and accurate and i have clearly understood all the rules and regulations of the Institute library and am bound to accept and obey all the above rules and regulations of the library of Gamapaha Wickramarachchi Ayurveda iNstitute.

Signature:

Date:

Recommendation & Approval

Application for library registration submitted by Mr. / Ms. Professor/ Dr.....
.....is forwarded herewith and recommend to grant the library membership

.....
Signature of the Senior Assistant Librarian/
Assistant Librarian.