VIGNAN'S

FOUNDATION FOR SCIENCE, TECHNOLOGY & RESEARCH

(Deemed to be University) - Estd. u/s 3 of UGC Act 1956

(Application for Registration as Borrower –STAFF)

Date : ………………..

Employee Code	:
Member Type: ✓	: Teaching / Non- Teaching
Name (Block Letters)	:
Designation & Dept.	:
Present Address	:

Paste Your Recent Photo

State: Pin Code:
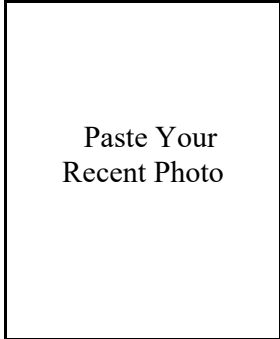
Permanent Address   :

State: Pin Code:

Email ID (Vignan ID)   :

Vidwan ID   (optional)   :

Contact No   :

Declaration:
I accept that any borrowed Books, Journals/Magazines, etc. will be returned or reissued on or before the due date.
I have read all the rules and regulations of the library. I will strictly follow all the rules of the library.

Signature of the Applicant

Recommended:

Head of the Department Signature

(Library Use)

Library Ticket No.   :

Register Number / Branch   :

Details updated in software   : Yes / No

Remote Access Account   : Yes / No

Librarian

Rules and Regulations

CARE OF BOOKS:

Books and bound volumes should be handled with great care. Mutilation and disfiguring of pages, books and bound volumes by ink or pencil marks are strictly prohibited. Books taken out for reading or borrowing should be checked by the borrower for defects / mutilations at the time of drawing. The cost of mutilations observed will be charged to the last borrower.

LOSS OF BOOKS:

The concerned staff member has to pay double the amount of the original price of the book or replace it with a brand new book within 7 days of reporting the loss. Whenever a borrower loses a book, he / she should report and submit an application at the counter within the period of due date. if he / she submits the application after the due date, he / she must replace the book together with the overdue charges from the due date to the date of application.

GENERAL RULES:

- Attending calls are strictly prohibited inside the library

- Staff shall leave all their belongings including books on the rack provided and Login the Library Gatekeeper Software.

- Teaching staff can borrow **10 books** and non-teaching staff **4 books** upon their account.

- Staff should sign in the staff issue register at the time of book transaction.

Library Resources:

E-Journals Packages	E-books	Research Support Tools
1.IEEE- IEL	1. Pearson E-books	1. Delnet
2.Springer Link	2. EBSCO E-books	2. Turnitin (Plagiarism)
3.ASME	3. World E-Books Library	3.Mendeley (Ref.Manag)
4.ASCE	4. EBC E-Books (LAW)	
5.EBSCO		
6.JSTOR		

For Remote Access Registration: Please scan the below QR Code.