BRAC UNIVERSITY

Inspiring Excellence

LIBRARY MEMBERSHIP FORM

(Only for Full-time Faculty, Administrative Staff Members)

Ayesha Abed Library, BRAC University

66 Mohakhali, Dhaka 1212

1 x Photograph
(Passport size)

Name_____ PIN_____

Designation_____ Dept. _____

Present address_____

_____

Permanent address_____

_____

Tel : _____ Mobile: _____ E-mail: _____

_____
Signature of member

_____
Signature of University Librarian
Ayesha Abed Library

Office use only:

Accno./ Call no.	Author	Title	Due date	Signature of borrower	Received by library staff	Remarks

Received by: Full Name Signature (with date)

Accno./ Call no.	Author	Title	Due date	Signature of borrower	Received by library staff	Remarks

Terms and conditions

1. Submit photocopy of Faculty/Staff ID card
2. Submit one photograph (passport size)
3. A **faculty member** can borrow 6 books for one semester and 2 audio visuals (AV) for 3 days. **Administrative Staff Member** can borrow 3 books for 2 weeks and 1 AV for 3 days and **Contract Staff Member** can borrow 2 books for 1 week and 1 AV for 3 days. Item(s) on loan may be renewed if no request is placed for those items. Renewals may be done in the following ways:
   - on the web
   - by presenting the books at the circulation desk
   - via the telephone
4. Overdue fines:
   - **Tk. 5.00** (five) only per calendar day for each book item.
   - **Tk. 10.00** (ten) only per calendar day for each audio visual item.