



Inspiring Excellence

Only for Full-time Faculty,
Administrative Staff Members

LIBRARY MEMBERSHIP FORM

Ayesha Abed Library

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

Terms and conditions:

- Submit photocopy of Faculty/Staff ID card
- Submit one photograph (passport size)
- 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 (**library.bracu.ac.bd/opac**)
 - By presenting the books at the circulation desk
 - Via the telephone. EXT: **4052**; Phone: **09617445073**
- 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.

Signature of Library Staff