



Inspiring Excellence

Only for Part-time, Visiting & Contract Faculty, Administrative Staff Members

LIBRARY MEMBERSHIP FORM
Ayesha Abed Library

1 x Photograph (Passport size)

Name _____ PIN _____

Designation _____ (Part-time/Contractual/Visiting) _____ Validity _____

Dept. _____ Present address _____

Permanent address _____

Tel : _____ Mobile: _____ E-mail: _____

Signature of member

Signature of Dept./Prog. Head & Seal of Dept./Prog.

Signature of University Librarian Ayesha Abed Library

Office use only:

Table with 7 columns: 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 (library.bracu.ac.bd/opac)
- By presenting the books at the circulation desk
- Via the telephone. EXT: 4052; Phone: 09617445073
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.

Signature of Library Staff