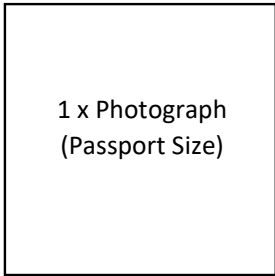




# Ayesha Abed Library

## Membership Activation Form

For Part-time / Visiting / Contract Faculty, Administrative Staff Members



Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_ PIN: \_\_\_\_\_

Employment Type: Part-time / Contractual / Visiting. Contact Period: \_\_\_\_\_

Present Address: \_\_\_\_\_

Mobile: (+88) \_\_\_\_\_ Email: \_\_\_\_\_

### Terms & Conditions

1. Submit one copy of *passport size photograph*.
2. Submit photocopy of your *Faculty / Staff ID*
3. **Borrower must present Student ID card to borrow library materials. Please note that Digital ID card is not accepted in Library.**
4. A faculty member can borrow **6 books** for **one semester**.  
An administrative staff member can borrow **3 books** for **2 weeks**.  
A contract staff Member can borrow **2 books** for **1 week**.
5. Item(s) on loan may be renewed if no one else has requested them. Renewals may be done in the following ways:
  - ✓ On the web (*library.bracu.ac.bd*).
  - ✓ By presenting the books at the circulation desk.
  - ✓ Via the telephone. (02) 9844051 EXT: 4052; IP-Phone: 09617445073.
6. Overdue fines:
  - Tk. 5.00 (five) only per calendar day for each book.
7. Borrower will not be able to borrow if he/she has overdue. Borrowing privileges will be suspended until the item/s is/are returned and the penalty for non-returned item/s is/are paid. Notices will be served through e-mail & SMS.
8. Borrowers are responsible for checking that e-mail & SMS.
9. Holds may be placed for materials that are currently checked out through the online catalogue system. Borrowers will be notified for pick-up when the item is returned.
10. Borrower can recall for currently loaned items in urgent need by contacting circulation desk. BRAC University library reserves the right to recall borrowed materials before the due date.
11. Lost items must be replaced by a new copy of the same item(s) or pay a replacement cost of two times current price of the item.
12. University Library may share your search history and contact details (name, email, & department) with publishers.  
Please check the detailed policy at *library.bracu.ac.bd*

Temporary Password\* (Min. 6 Chars): \_\_\_\_\_ Submission Date: \_\_\_ / \_\_\_ / \_\_\_

\*You are requested to change this password after first login

\_\_\_\_\_  
Signature of Member

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

\_\_\_\_\_  
University Librarian