**Ayesha Abed Library**

Membership Activation Form

**For Part‐time/Visiting/Contract Faculty, Administrative Staff Members**

1 x Photograph (Passport Size)

Name:

Designation: Department: \_\_PIN: Employment Type: Part-time / Contractual / Visiting. Contact Period: Present Address: Mobile: (+88) Email:

# Terms & Conditions

1. Submit one copy of ***a passport size photograph***.
2. Submit photocopy of your ***Faculty/Staff ID***

# 3. Borrower must present ID card to borrow library materials. Please note that Digital ID cards are not accepted in the library.

1. 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**.

1. 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. +880-2-222264051- 4 EXT: 4052; IP-Phone: 09617445073.

1. Overdue fines:

o Tk. 5.00 (five) only per calendar day for each book.

1. 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 sent by e-mail & SMS.
2. Borrowers are responsible for checking that e-mail & SMS.
3. 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.
4. Borrowers can recall currently loaned items in urgent need by contacting the circulation desk. BRAC University library reserves the right to recall borrowed materials before the due date.
5. 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.

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 of Dept./Prog. Head

University Librarian