

SAITM LIBRARY REGISTRATION FORM FOR ACADEMIC STAFF MEMBERS



South Asian Institute of Technology and Medicine
 No. 60, Suhada Mawatha, Millennium Drive, Off Chandrika Kumaratunga Mawatha, Malabe, Sri Lanka.
 Telephone : +(94) 11 241 3351, +(94) 11 241 3331 | Ext. 219 or 243
 Fax : +(94) 11 241 3332 ; Email : library@saitm.edu.lk ; Web : www.lib.saitm.edu.lk

* Visiting lecturers and permanent non academic staff are permitted to use library reference facilities and not allowed to borrow books from the Library.

Office use only	
Membership No.	
Faculty	

Please supply the requested information. Information supplied is used exclusively for the purpose of library administration.

Title(Rev./Prof./Dr./Mr./Mrs./Ms.) : Sex : M F

Name with initials in block letters :

<input style="width: 100%; height: 100%;" type="text"/>

Full Name in block letters :

<input style="width: 100%; height: 100%;" type="text"/>

Official Address :

<input style="width: 100%; height: 100%;" type="text"/>

Home Address :

<input style="width: 100%; height: 100%;" type="text"/>

Date of birth :

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 NIC Number :

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Telephone Numbers :

Office

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Home

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Mobile

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Email Address :

Designation :

<input style="width: 100%; height: 100%;" type="text"/>

First Appointment Date:

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Faculty : Department/Section/Unit :

SAITM Library - Rules and Regulations

1. Borrowers are responsible for library materials checked out to them until they are returned to the library.
2. The total responsibility of personal library accounts should be taken by the user and the library will no longer be responsible for any complaints made after activating individual user accounts.
3. The library is automated with a computer-based circulation system.

Therefore:

- a. The responsibility of checking and updating library accounts rest with the user.
 - b. Users must report any abuse or anonymous issuing of library materials on their accounts within 7 days of such misuse. The library will not be responsible for such misuse if complaints are not made within this time period.
 - c. Users are responsible for the passwords of their user accounts.
4. Materials must be returned or the users can self-renew library materials (lending) one time more, before the return date.
 5. Users must return all borrowed library materials before they resign/retire/obtain long term leave from the SAITM.
 6. Library privileges are not transferable. Library accounts can only be used by the person named in the account.
 7. According to SAITM rules and regulations, you will be charged for lost, damaged or unreturned material.
 8. Users must abide by the library rules and regulations passed by the Senate and the Council of the SAITM.
 9. Abuse of library rules and regulations may result in the loss of library privileges as a whole.

I hereby undertake to abide all rules, regulations and procedures of the library. I will be financially responsible for materials issued to me, which I agree to settle promptly. I also give my consent to deduct any unsettled dues at the time of my retirement / resignation from the salary payable / gratuity.

Signature: Name.....

Date:

For office use only

Recommendation & Approval: Application for library registration submitted by
Rev./Professor/Dr./Mr./Ms.....
is forwarded herewith and I recommend the granting of the library membership.

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Signature of the librarian