**LIBRARY REGISTRATION FORM FOR POSTGRADUATE STUDENTS Faculty of Indigenous Medicine, University of Colombo**

**FORM A - POSTGRADUATES**



**Office use only**

**Reg. No.**

**Card No.**

**Category**

**Please supply the requested information. Information supplied is used solely for the purposes of library administration.**

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Student Registration Number:

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| M |  | F |  |

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

Last Name with initials in block letters:

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Full Name in block letters:



Home Address:



Temporary Address :



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| D |  |  | M |  |  | Y |  |  |  |  |

Date of Birth:

Telephone Numbers :

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 Home

 Mobile

Email Address:

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Name of the Course:

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**Rules of the Library of the Faculty of Indigenous Medicine**

Please sign if you agree to use the library according to the rules below:

1. Borrowers are responsible for library materials checked out to them until they are returned to the lending 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 fully computer-based circulation system. Therefore:
	1. The responsibility of checking and updating library accounts rest with the user.
	2. 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.
	3. Users are responsible for the passwords of their user accounts.
4. Materials must be returned or the user can self-renew library materials (lending) one time more, before the return date.
5. Fines will be automatically calculated by the library software at the end of the loan period. Borrowing privileges will be immediately suspended if there are outstanding fines or other such obligations to the library.
6. Materials that exceed 60 days after the returning date are considered lost items and the user must pay the prevailing market value of the material, relevant fines for that period and the binding and institutional charges; or can submit a copy of the same volume or a most recent edition of the lost item to the library.
7. Users must return all the borrowed library materials in completion of the study program of the Institute of Indigenous Medicine.
8. Library privileges are not transferable. Library accounts can only be used by the person named in the accounts.
9. Abuse of library rules and regulations may result in the loss of library privileges as a whole.
10. Users must abide by the rules and regulations passed by the Library Committee of the Institute of Indigenous Medicine.
11. Degree certificate will be issued only after producing the no claim certification of the library.

I have clearly understood and accepted the above rules and regulations of the library of the Faculty of Indigenous Medicine.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Recommendation & Approval:**

Application for library registration submitted by Rev./ Mr. /Ms. ………………………………………….

……………………………………………………………….. is forwarded herewith and I recommend to grant the

Library membership.

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Signature of the Librarian Date

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