



UNIVERSITY LIBRARY
MAHATMA GANDHI UNIVERSITY, NALGONDA
universitylibrarymgu@gmail.com



Library Membership Form

Fill in Capitals with his/her own writing

1. The principal/HoD concerned should introduce the member for Library membership

1. Name of the Member with Surname :
2. Father's Name :
3. Designation : (Student/Faculty)
4. Course with specialization :
5. DOB :
6. Category (useful for Book bank) :
7. Address for correspondence :

8. Permanent Address :

9. Contact mobile no. :

10. E-mail ID :

11. Admission No. :

Signature of the Principal/Hod

Member Signature

Section In charge:

LIBRARIAN

Date:

Guidelines overleaf

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MAHATMA GANDHI UNIVERSITY, NALGONDA

S.No.	Category	Books allowed	Duration	Penalty		
				16 th -30 th day Rs.	31 st -45 th day Rs.	After 45th day
1	Under graduates	4	15	1	2	Penalty+ Replacement with same Title &Edition/Double the cost of the book
2	Post graduates	4	15	1	2	
3	Integrated PG	4	15	1	2	
4	Research Scholars	5	15	1	2	
5	Faculty	10	30	1	2	
6	Admin officers	3	30	1	2	
7	Non-Teaching	2	15	1	2	

GUIDELINES

1. Duration of the membership for the category of Admin Officers, Faculty and Non-Teaching is as long as their service in the University
2. Principal has to introduce the members in their respective colleges.
3. The Member has to show their Identity Card for issue and return of the books.
4. All the members have to produce No –Dues certificate at the time of leaving the institution by clearing pending dues.
5. No service charge is collected from Academic consultant and Guest faculty members.
6. Mobile number and E-mail ID are mandatory for all members.

Signature of the Member

Application form overleaf