

TEMPORARY STAFF ONLY

Date of Appointment*	Date			Month			Year			
Duration*										

Recommendation of the Head of the Department

Signature: Rubber Stamp:

CIRCULATION RULES OF THE LIBRARY

Mandatory Field

1. **Borrowers are responsible** for library materials lend out to them until they are returned to the library.
2. The library is automated with a computer based circulation system. Therefore:
 - I. The total responsibility of personal library accounts should be taken care of by the user and the library will no longer be responsible for any complaints made after activating the individual user accounts.
 - II. The responsibility of checking and updating library accounts are rest with the user.
 - III. 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.
 - IV. Kindly notify any problems related to your library account to the library within 07 days.
 - V. Users are responsible for the security of the passwords of your user account.
 - VI. Library privileges are not transferable. Library accounts can only be used by the person named in the account.
3. Library materials must be returned on due date or the users can self-renew library materials (lending) one time more, before the return date.
4. Users must return all borrowed library materials before you resign/ retire/ release or obtain long term leave from the Uva Wellassa University of Sri Lanka. (Academic/ Administrative/ Nonacademic/ Academic Support/ Student)
5. According to university rules and regulations, you will be charged for lost, damaged or unreturned materials.
6. Breaching of library rules and regulations may result in the loss of library privileges as a whole.
7. Users must abide by the library rules and regulations passed by the Library.



I hereby agree to abide by the terms and conditions of the Uva Wellassa University Library. I will be financially responsible for materials issued to me, which I agree to return or settle promptly in case of loss or damage. I also give my consent to charge any unsettled dues at the time of my release from the university.

Name:

Date: Signature:



Approval of the Authorized officer	User Data Entered to the System	Library User Account Activated
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<p>Application for library membership submitted by Rev. /Prof. /Dr. /Mr. /Ms..... is accepted and approved to grant the library membership. Authorized to enter the data to the system</p> <p>Signature of the Librarian/ Reader Service Senior Assistant Librarian</p>	<p>Signature of the Circulation Officer</p>	<p>Signature of the Senior Assistant Librarian/ Automation</p>
<p>Library Membership Number</p>		