

### **Terms & Conditions for Group Membership**

Group membership facility is created in addition to individual membership based on departmental request to provide students with additional books on sharing basis. In order to server the requirement an additional membership is created and same will be called as “**Group Membership**” from 01-12-2013. The terms and condition of same are elaborated below:

- É All students studying in Tezpur University are eligible for Group Membership.
- É Concerned department will send request to The Librarian, Central Library, Tezpur University to provide Group Membership to particular students.
- É Each defined group will have maximum of 5 and minimum of 2 members. As per list sent by concerned department.
- É Each group has to elect group leader to act on behalf of group by signing undertaking in Annexure A, and group leader has to sign undertaking in Annexure B.
- É A group library ID will be issued by competent library authority against each group, based on departmental list.
- É Maximum of 5 books based on prorated basis will be issued to the group, for 15 days only under group membership. Renewal, Return, Reservation and Late Fine Charges Policy will be same as of individual membership.
- É The librarian may recall any book from any member at any time and the member shall return the same immediately.
- É Library borrower card is transferable within group members. The group leader is responsible for the books borrowed on particular card.
- Books will be issued on presentation of the library card by the group leader. Group leader is instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- If the books are lost, then the group leader shall replace the books of the same edition or latest edition or pay as per library policy after getting permission from the Librarian.
- Take special care to maintain the library borrower cards. Do not fold, alter entries made on the cards, group leader is responsible for the library borrower card issued to them.
- Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs.100/- per card.
- Library group ID cards are valid for the respective academic semester only and fresh cards will be issued for each semester. At the end of the academic semester borrower cards shall be returned to the library.
- Group leader shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower cards and after paying outstanding dues, if any.
- Students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case group shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
- Any conflicts arising out of above terms and condition, The Librarian's decision will be final.

Annexure A

**DECLARATION OF GROUP LEADER**

Dated-----

We the undersigned students of \_\_\_\_\_ .. semester in the department of \_\_\_\_\_ Tezpur University do here by elect Mr. \_\_\_\_\_ .S/O \_\_\_\_\_

Roll No \_\_\_\_\_ .. as group leader on behalf of the group members, to act in accordance with the terms and conditions for Central Library Group Membership facility and will abide by same, issued from time to time by the Central Library, Tezpur University.

**Signature of Group Members**

Member 1: \_\_\_\_\_ (Name) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Roll No)  
Mobile: \_\_\_\_\_  
Email \_\_\_\_\_

Member 2: \_\_\_\_\_ (Name) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Roll No)  
Mobile: \_\_\_\_\_  
Email \_\_\_\_\_

Member 3: \_\_\_\_\_ (Name) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Roll No)  
Mobile: \_\_\_\_\_  
Email \_\_\_\_\_

Member 4: \_\_\_\_\_ (Name) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Roll No)  
Mobile: \_\_\_\_\_  
Email \_\_\_\_\_

Member 5: \_\_\_\_\_ (Name) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Roll No)  
Mobile: \_\_\_\_\_  
Email \_\_\_\_\_

**Annexure B**

**LETTER OF UNDERTAKING**

Dated-----

I í í í í í í í í í í í í í í ..(name)í í í í í í í í í í í í í í í í í ..  
S/O í í í í í í í í í í í í student of í í í í í í í í .. semester in the department  
of í í í í í í í í í í í .., Tezpur University do here by agree for and on behalf of  
the Group Members, that I have read and understood the terms and conditions for Central  
Library Group Membership and will abide by same, issued from time to time by the Central  
Library, Tezpur University.

My contact details are as below:

Email1:

Email2:

Mobile1:

Mobile2:

For and on behalf of the Group

Date:

Place: