

Sl. No.



**UNIVERSITY OF CALICUT**  
**C.H. MOHAMMED KOYA LIBRARY**

CALICUT UNIVERSITY P.O., PIN-673 635, Phone: 0494 2407285, 0494 2407287

**APPLICATION FOR MEMBERSHIP/RENEWAL**

*(University Teachers, Students, Non-Teaching Staff/Affiliated College Teachers,  
Students/Research Scholars/Staff of Institutions in the Campus/Graduate  
Members)*

*Please fill in appropriate columns and get it recommended by the Head of the Dept./Branch Officer/Head of the  
Institution/Principal of Colleges/Gazetted Officer (as the case may be).*

Membership No.

NAME (in capital)	
Date of Birth	
Class, Subject, Department, College	
Designation, Office, Department (Office address)	
Name of Research Guide	
Ph.D. Registration Order Number (Enclose a copy of the order)	
State whether you were a member of the library at any time?	
Home Address (in Capitals; Specify Pincode)  Pin	Address to which communication be sent (Specify Pincode)  Pin
Phone No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Code <input type="text"/>	Phone No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Code <input type="text"/>
E-Mail ID:	

I desire to become a member of the CHMK Library and if admitted, I agree to abide by the Library rules in force from time to time and the decision of the University Librarian regarding them. I specially undertake to make good any loss or injury to books/periodicals caused to them while in my possession.

Signature

Place:

Date:

Name

## Recommendation by the Head of the University Department/Branch Officer/Head of the institution/Principal of College

Sri/Smt./Kum. .... is a student undergoing the course ...../Research Scholar/Teacher of this teaching Department or College/Employee of the Section. I undertake that Clearance Certificate from the University Librarian would be obtained before he/she is given Hall ticket/ Transfer Certificate/Permission to submit thesis/Relieving Order.

I also undertake that the qualifying certificate in respect of the Research Scholars will be kept in the Department and will be released only after obtaining the Clearance Certificate from the University Librarian.

The probable year and month of the Final University Examination (applicable to students only) is .....

Date of retirement from the service (for Teachers/Employees) : .....

	Signature :
	Name :
Place: (Office Seal)	Designation :
Date:	Name of the Institution/Branch :

### DECLARATION BY THE GAZETTED OFFICER

*(Applicable to Graduate membership only)*

Sri/Smt./Kum..... is personally known to me and I recommend him/her for membership in the CHMK Library. I am a Gazetted Officer in the Service of the ..... and I shall be personally responsible for and shall make good any loss that the Library may suffer on account of his/her membership. I also certify that he/she is a graduate in ..... subject of ..... University.

	Signature :
(Office Seal)	Name :
	Designation :
	Date of Retirement :

Office Address with Pincode:

Permanent Address with Pincode:

### (For Office use only)

Receipt No. date and amount of Caution Deposit :

Receipt No. date and amount of Annual Subscription :

Admitted on .....

**Prof. Asst.**

**Asst. Librarian**

**University Librarian**

**UNIVERSITY OF CALICUT**  
**C.H. MOHAMMED KOYA LIBRARY**  
**GENERAL INFORMATION FOR MEMBERS**

1. **The CHMK Library will be kept open from 8.00 am to 8.00 pm on all working days . On Second Saturdays** the Library will function from **8.00 am to 2.00 pm** and on **Sundays 8.30 am to 2.00 pm**. The Library will remain closed on all Public Holidays.
2. Application for membership can be submitted at the circulation counter from 8 a.m to 8 p.m. on normal working days. Loan counter will start functioning after half an hour from the opening of the library and will be closed before half an hour of the closing of the library.
3. Affiliated college students, teachers, research scholars and graduate members, University pensioners, members of Senate, Syndicate, Academic Council, Faculties and Boards of Studies have to pay an amount of **Rs.1000/-** as caution deposit for membership. **Remittances at the Library Counter alone will be entertained**. Research Scholars will have to produce a copy of their Ph.D Registration Order and Pensioners have to produce copy of their Pension ID along with filled up application.
4. **A recent Stamp size photograph** is to be produced along with the filled up application form to be affixed on the Identity Card. The members must bring their identity cards while visiting the Library.
5. a) For Graduate membership **Rs.50/-** has to be paid every year as annual subscription. Fresh application form is to be submitted while renewing the membership.  
b) A copy of the Graduation Certificate (attested by a Gazetted Officer) is to be enclosed with the first application.  
c) The application form should be submitted within one month from the date of recommendation of the Gazetted Officer.  
d) **The Gazetted Officer who recommends graduate membership should have at least 2 years of service for retirement while recommending the membership.**  
e) Students of Unaided Affiliated Colleges and SDE should furnish the recommendations by the Principal of the institution and by a Gazetted Officer as in the case of the Graduate members.  
f) Library offers temporary membership also. Fee of Rs.10/- for one day and Rs.100/- for two weeks has to be remitted at the library counter.
6. **All unclaimed caution deposits after 2 years of the expiry of the membership will be forfeited and credited to Calicut University fund.**
7. For research scholars a declaration by the HOD must be submitted with the application form in the prescribed form. The qualifying certificate of the research students should be obtained and kept in the department at the time of recommending their membership and be returned only after producing Clearance Certificate from the University Librarian as in the case of other students. They shall also be required to produce Clearance Certificate from the University Librarian before they are permitted to submit their theses.
8. Books are issued for a period of one month and an overdue charge of 50 paise per volume per day shall be levied for a book not returned on or before the due date. Textbook issued from the reference section for overnight use shall be returned before 10 a.m. on the next day. Otherwise an overdue charge of Rs.5/- shall be levied. Failure to clear all outstanding dues within six months may entail the forfeiture of membership.
9. Renewal of books: Loan may be renewed at the discretion of the University Librarian for a further period of one month provided that the request for renewal either written or by e-mail should reach the University Librarian before the due date and that no other member has reserved the book in the meantime. Renewal for a further period of one month will also be allowed on the same conditions. But not more than two consecutive renewals are permitted. Members should specify their name, membership number and accession number of the books to be renewed. For renewal use the **e-mail ID: book\_renew@yahoo.com**
10. Before leaving the counter, the member shall satisfy himself as to whether the book lent to him is in sound condition and if not, shall immediately bring the matter to the notice of the staff on duty. Otherwise the member will be held responsible for any damage found afterwards.
11. In case a book is damaged or lost, the borrower is required to replace the book by a latest or same edition, or he/she will be required to pay four times the published price of the book plus 20% of the published price as procurement charges and also overdue charges, if any.
12. The retention of a book beyond a period of six months from the due date without any satisfactory explanation may lead to the cancellation of the membership. Such membership shall be renewed only at the discretion of the University Librarian.
13. Heads of University Departments, Principals of the Affiliated Colleges and the Heads of other Offices in the University Campus like State Bank of Travancore, Post Office etc. should insist that their students/Staff/ Teachers etc. who are members of the Library, to produce a Clearance Certificate from the University Librarian to the effect that they have returned all books and cleared all the dues before they are admitted to the final University exams/issue of Transfer Certificate/ Relieving Order which ever is earlier.
14. **The identity card and borrower's tickets issued from the Library are to be returned for obtaining Clearance Certificate.** If these are lost, an amount of Rs.25/- (Rupees Twenty five only) for identity card and Rs.20/- (Rupees Twenty only) for each borrower's ticket have to be remitted for issuing Clearance Certificate.
15. If the metal token used at the property counter for the safe deposit and return of the personal belongings of library users is lost, the materials deposited against such token will be returned after verification only at the time of closing the Library. An amount of Rs.50/- (Rupees Fifty only) has to be remitted by the defaulter as cost of the lost token, for releasing the deposited items.