

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

Learning Resource Center (LRC)

Waknaghat, Solan – 173 234, Himachal Pradesh, India

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Application for Allotment/Renewal of lockers in Library

(For Research Scholars only)

For Applicant:

Name (Capital Letter): _____

Fathers'/Husband's Name: _____

Registration/Enrollment No.: _____

Date of Registration: _____

Department: _____

Subject/Topic: _____

E-mail ID: _____

Phone No./Cell No.: _____

Address: _____

Date:

Signature of the Applicant

For Head of the Department/the Director Academics:

I recommend Mr./Ms. _____ of Department for allotment of a locker in the JUIT Library.

Date:

Signature of HoD/Director

For Library Use:

Date of request received (with time)	Locker Allotted on Date	Locker No.	Duration of allotment	Signature of the In-charge

Undertaking by the applicant:

I have read and understand locker facility rules* of the JUIT Library and will make sure to abide by them. Received the key of Locker No. _____ Date _____

Signature of applicant

Signature of the Librarian

*(Please see back page for 'locker facility' rules)

Rules & Guidelines (Locker Facility):

- Locker facility is being offered 'free of charge', by the University Library.
- Lockers are available for Ph.D scholars only.
- Lockers will be allotted, preferably on seniority basis, however seniority of research scholars, who place their requests on or before the last date of the notification, shall only be considered.
- The lockers are assigned for one academic year.
- Personal items should not be kept in lockers and the library assumes no liability for any item lost or stolen from the lockers.
- Research scholars are advised not to keep library books/journals (loose or bound) inside their lockers without getting them properly issued at Library circulation counter.
- Library reserves the right to check any locker/s, whenever necessary.
- On finding of library materials without properly checked-out (issued) shall lead to immediate withdrawn of the locker facility.
- Locker facility is not transferable.
- If key is lost, the library should be informed in writing and replacement charges would be Rs.200.00.
- Research scholars must take the responsibility for having their keys when needed. Library staff will not open lockers by request in the event of a forgotten key.
- Research scholars are advised not to store, non-circulating materials such as reserve books, thesis, project reports, bound volume of journals etc, in the locker.
- Research scholars need to surrender the keys after the expiry of allotment period.