

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
LIBRARY**

Library Membership Form for Staff Members

NAME : _____

DESIGNATION : _____ **DEPARTMENT:** _____

JOINING DATE : _____

PLEASE NOTE :

- Members can borrow upto _____ books and _____ journal issues.
- Reference books will not be issued.
- The books and journals (new issues) on display will not be issued.
- The books should be returned / renewed after a month.
- While borrowing the books from the library the members are requested to write the date, their full name and signature in the appropriate columns given on the book cards. After signing, these book cards should be dropped in the white box kept at the counter.
- For borrowing the journal issues / CDs please take help of the library staff.
- While returning the borrowed library books / journals please keep them in the wooden box kept at the counter. The CDs should be handed over to the library staff.
- The library catalogue (OPAC) can be accessed through terminals provided in the library. For accessing the library OPAC from your computers please follow the mapping instructions given below :-

- map : [\\libnt\winlib](http://libnt\winlib)
- send the OPAC shortcut file to your desktop

If you have any problem accessing the Library OPAC, please contact the library staff.

- At the time of annual stock checking the members are requested to return / renew all the library materials borrowed by them.