

To

The University Librarian
Mohinder Singh Randhawa Library
PAU, Ludhiana

Sub: Allotment of Research Carrel for First/ Second Semester

Madam,

Kindly allot me a research carrel for semester ----- for study purposes. I have read the rules and regulations (given overleaf) thoroughly and undertake to abide by the same. My particulars are as under:

- 1. Name (Capital Letters)
- 2. Designation/Admn. No.
- 3. Department
- 4. Library Membership No
- 5. Contact No.
- 6. E-Mail

Thanking you,

Yours faithfully

Date

(Signature of applicant)

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Certified that the above applicant is engaged in active library research. His/Her application is recommended for allotment of a research carrel in the Library.

Advisor

Certified that the applicant is **faculty/student** of this department and above mentioned details are correct.

Head of the Department
(Seal)

Despatch No.
Date

Allowed

University Librarian

------(FOR OFFICE USE ONLY)-----

Allotted Carrel No.atFloor

Incharge, Circulation Division

Received key of the allotted research carrel.

(Signature of applicant)

RULES AND REGULATIONS

- The research carrel will be allotted on *First Cum First Serve Basis* for one semester only. The decision of University Librarian will be final for allotment/cancellation of Research Carrel.
 - The allotment will be non-transferable.
 - While leaving the carrel all the reading material should be kept out of the carrel. In case the reader wants to retain the reading material, he/she should submit a list of such material to the Incharge, Reference Division. However the library staff has every right to open the carrel at any time to take away the library material.
 - The allottee will be held responsible for any misuse of the carrel.
 - The library will not be responsible for the loss of personal belongings/valuables kept in the carrel.
 - The research carrel is meant for academic use and not for any other purpose. If anybody is found indulging in nonacademic activities, stern action will be taken against him/her.
 - Switch off all electric points before leaving the carrel to avoid wastage and fire hazard.
 - The allottee will be responsible for all furniture/fixtures lying in the carrel.
 - Eatables are not allowed inside the carrel.
 - At the time of vacating the carrel, the key is to be returned to the JLA (Circulation Office). In case of the loss of key, cost of the replacement of lock will be born by the allottee.
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