



# **LIBRARY POLICY**

**July 2017**

**MILITARY INSTITUTE OF SCIENCE &  
TECHNOLOGY  
MIRPUR CANTONMENT, DHAKA-1216**



## PART-I

### GENERAL INSTRUCTIONS

#### **0101. Introduction**

Military Institute of Science and Technology (MIST) Central Library is a branch of the Research & Development (R&D) Wing. Librarian is responsible for day to day running of the library who works under the supervision and guidance of Director (R&D). His duties and those of the library staffs are mentioned in Part-II of this policy.

#### **0102. Aim**

The aim of the Military Institute of Science and Technology (MIST) Central Library is to provide relevant books and other reading materials to students of various courses, faculties and staff officers. General directions to the Central Library will be provided by the Library Committee.

#### **0103. Constitution of Library Committee**

Library committee is constituted with following officers.

- |    |   |            |
|----|---|------------|
| a. | Director (R&D)  | - Chairman |
| b. | GSO-I (Research)  | - Member   |
| c. | GSO-I (Academic)  | - Member   |
| d. | One representative from Civil Engineering Department                                    | - Member   |
| e. | One representative from Mechanical Engineering Department                               | - Member   |
| f. | One representative from Electrical, Electronic and Communication Engineering Department | - Member   |
| g. | One representative from Computer Science and Engineering Department                     | - Member   |
| h. | One representative from Aeronautical Engineering Department                             | - Member   |
| i. | One representative from Naval Architecture and Marine Engineering Department            | - Member   |



- j. One representative from Environmental, Water Resource and Coastal Engineering Department - Member
- k. One representative from Architecture Department - Member
- l. One representative from Industrial and Production Engineering Department -Member
- m. One representative from Nuclear Science and Engineering Department -Member
- n. One representative from Petroleum and Mining Engineering Department -Member
- o. One representative from Biomedical Engineering Department -Member
- p. One representative from Science and Humanities Department -Member
- q. One Representative from Dhaka University Library - Member
- r. One Representative from BUET Library - Member
- s. Assistant Librarian -Member
- t. Librarian - Member Secretary

#### **0104. Terms of Reference of the Library Committee**

- a. **Review of the Library Policy.** Library Committee will review the terms and reference of library policy and recommend addition/or subtraction if necessary.
- b. **Budget Formulation.** Library Committee will prepare annual library budget and give necessary direction/guideline for expenditure according to the aim and objectives of the library.
- c. **Budget Supervision.** Library Committee will supervise the expenditure of the previous year budget and make sure that their instruction /guideline has been followed properly.
- d. **Annual Collection.** Library Committee will give necessary guideline/direction for annual collection of MIST Central Library.



- e. **Formulation of Archive Policy.** Library Committee will formulate detail policy on the preservation and distribution of archives and other research documents/manuscripts.
- f. **Guidance About Library Co-operation.** Library Committee will give the guideline on library co-operation with other institutes.
- g. **Direction of Departmental Seminar Library.** Library Committee will extend co-operation and give necessary directions to run the departmental seminar library.

#### **0105. Membership**

Library membership is open to all students, faculty members including full-time /temporary faculty members, permanent staffs (first class only), members of the Academic Council, Governing Body and Council of MIST.

#### **0106. Organisation**

The library is organised in the following sections:

- a. Administration Section
- b. Acquisition Section
- c. Processing and Classification Section
- d. Circulation and Lending Section
- e. Reference Section
- f. Reproduction and Audio-Visual Section
- g. Text Book Section.
- h. Archive Section.
- i. Cyber Centre
- j. Classified Section
- k. ICT Section
- l. Family Corner Section
- m. Liberation War Corner
- n. Store Section



## **Functions of Different Sections**

**0107. Administration Section.** This section is responsible for general administration of the library. This section is also responsible for keeping liaison with Dhaka University Library, BUET library and any other prominent libraries in order to facilitate inter-library loan facilities; and to enable MIST students to use their library services.

**0108. Acquisition Section.** This section shall collect demand of books from faculties, assess requirement and availability of fund and arrange purchase.

**0109. Processing and Classification Section.** After a book, journal, report, etc is acquired, it shall be classified and decision to be taken as to where to place the item. The item will also be properly catalogued and included in the search list in this section.

**0110. Circulation and Lending Section.** This section is responsible for shelving, issuing and lending books. It will keep the record by the library management system of lending books. It will also arrange books according to the DDC classification system.

**0111. Reference Section.** This section consists of dictionaries, encyclopaedias, research papers, internship reports, thesis, seminar papers, and all journals. This section will also maintain all reference copies as well as rare publications. Normally these items are not issued. However, required the portion of reference materials may be photocopied from the reproduction section if required.

**0112. Reproduction and Audio-Visual Section.** This section is responsible for arranging photocopying facility demanded by Students /Staffs /Instructors.

**0113. Text Book Section.** This section is to maintain all text books and supplement text materials for all courses. This section shall also preserve lecture notes prepared by the concerned instructor.

**0114. Archive Section.** It is responsible for preserving and bound magazines and all publications. The user can make a photocopy from bound magazines on payment from reproduction section (if required).

**0115. Cyber Centre.** In this centre, users can browse the Internet and can take print related materials on payment.



**0116. Classified Section.** Military books and other related books which are not relevant to all users of the library and warrant security measures, will be kept here for the use of concerned personnel only.

**0117. ICT Section.** This section is responsible for all Information and Communication Technology (ICT) and Library Management System (LMS) related works.

**0118. Family Corner Section.** This section is to maintain all fiction related materials for officer's families.

**0119. Liberation War Corner.** This section is to maintain all liberation war-related books for library users.

**0120. Store Section.** Non-essential/obsolete books/journals/periodicals/pamphlets etc may be stored in this section.

### **Locating Books and Other Reading Materials**

**0121. Books.** All search for books and information materials are to be done by the processing section. However, search for a book or reading material will be done as follows:

- a. **Computer Search.** A computer terminal is installed in the library counter to help users to obtain details about any reading materials held in MIST library according to the classification of all procured materials.
- b. **OPAC Search.** Book search would be performed by the user through Online Public Access Catalog (OPAC).

**0122. Lecture/Seminar Papers.** Copies (both printed and digital form) of lectures given by guest speakers, and seminar papers are kept in the Reference Section and are arranged according to their serial number given in the appropriate register.

### **Library Stocks**

**0123.** The library obtains books and other reading materials from the following sources:



- a. Purchased from the library budget allotted by the Government.
- b. Books, pamphlets/précis published by the Ministry of Defence (MOD), services headquarters and inter-service organisations.
- c. Materials received on a complimentary basis from different organisations/institutions/individuals both from home and abroad.

**0124.** While maintaining the stock of reading materials the source should be specifically mentioned.

### **Borrowing Policy**

**0125.** Officers and other members (only pre-nominated ones) of their families may borrow books. Only English and Bengali fictions/books on hobbies and children books not more than 2 at a time will be issued to the readers for a maximum period of 7 (seven) days.

**0126.** All permanent staffs (first class officers only), instructors and students may borrow books by filling up the Online Membership Card shown at Annex A and B. However 2<sup>nd</sup> class officers involved with practical classes (Lab and Workshop) may be issued with maximum two (02) books on the recommendation of concerned department /wing.

**0127.** The library will maintain the Individual Borrowers Cards by the Library Management System (LMS) shown at Annex C for record of issue. Library Card shown at Annex D will be issued to every member, which will be used for issue/receipt of books/reading materials. This card will be considered as an identity card of the members of the library.

### **Loan Policy**

**0128.** Books are normally issued on loan from the library against the individual borrower's card. Following procedures will be followed in respect of issuing books/reading materials on loan:

- a. **Loan Issue of Text Books.** Text books/précis may be issued on loan to the students/instructors for the whole duration of each term. After completion of each term, books are to be returned. Minimum 1/2 copies of every title of books can be reserved in MIST Central Library.



**b. Loan Issue of Books other Than Text Books.**

- (1) New books will not be issued before those are classified/catalogued (LMS database).
- (2) Normally not more than 5 books are issued at a time. The normal loan period for books is 30 days. Reference books will be preserved unlimited as per as it is feasible. The students/teachers in any discipline may borrow any number of books as per their requirement for whole term/semesters.
- (3) Members are required to see for each book borrowed on the book issued by the library staff.
- (4) Books are liable to be withdrawn before the date if required for any special purpose.
- (5) When a student or permanent staffs leaves MIST permanently, he/she will be required to take clearance certificate from Assistant Librarian and Librarian.
- (6) All books will be issued through prescribed library management system (LMS) of MIST central library.
- (7) If authority feels the necessity of depositing books/publication in the library, an individual borrower has to deposit issued books/publications immediately.

**c. Online Resources.** The Borrower can use all online resources (e-books, e-journals, e-thesis paper) etc. at the campus and residential area (MIST LAN).

**d. Newspapers/Magazines/Periodicals/Journals.** Current newspapers, magazines, periodicals and journals will not be issued.

**e. Return of Books.** Books, which are to be returned, will be handed over to the Library Attendant/Assistant of the library who will receive the book accordingly. It will be the responsibility of the borrower to ensure that the book returned by him/her is recorded on the Library Management System (LMS).





f. **Books Overdue.** If books are not returned in time, fine @ TK: 5.00 (five) per day per book (including holidays) will be charged from the individual concerned.

g. **Reservations.** If a member requires a book, which is already issued, he/she should have a reservation by Library Management System (LMS). He/She will be informed on receipt of the book in the library and given 5 days time to collect it, failing of which will mean that the book may be issued to the next borrower from the waiting list.

### **Loss of Books/Reading Materials/Official Publications**

**0129. Loss of Books/Reading Materials.** Borrowers are responsible for all books/reading materials issued to them and will be required to pay the double of the present original price of any book lost or damaged. In the case of new, important and rare books/reading materials the cost to be realised will be up to three times the present price of the book. If the book is a part of a set containing more than one volume, the borrower will be required to pay for the whole set. If pages, illustrations/pictures are missing at the time of return, the borrower will be required to pay the cost of the whole book.

### **0130. Loss of Official Publications.**

a. In case of loss of restricted documents, a Court of Inquiry is to be held. The replacement cost, if realised from the individual concerned as per the recommendations of the court, will be deposited in the Government Treasury. The Treasury Receipt (TR) along with the findings of the court duly approved by Commandant will be forwarded to the Chief Administrative Officer.

b. In private and public cases, the replacement cost will be realised from the Individual concerned and deposited to the Government Treasury. The Treasury Receipt (TR) will be forwarded to the Chief Administrative Officer at Dhaka Cantonment or MOD. In addition, a fine of 100% of the replacement cost will also be realised from the individual concerned, which will be utilised for purchasing reading materials for the library.



**0131. Taking Books or other Documents (Hard/Soft Copy) without Consent of the Authority.**

- a. If any person tries to take any books or other documents (Hard/Soft Copy) from the library without the proper consent of the authority or identified on the eve of taking, Librarian or Assistant Librarian will inform the matter to D (R&D) in writing.
- a. After necessary investigation, Director (R&D) will forward the case to the Disciplinary Committee.
- c. Disciplinary Committee will take necessary decisions considering the gravity of the Offence.
- b. If anybody cut or tear any page of any book, action will be taken according to Para 0129 of the library policy.

**Care of Library Materials**

**0132.** Proper care of library materials is to be ensured by the library staffs and the users. Following are the guidelines:

a. **Care and Maintenance by Library Staffs.**

- (1) All shelves are to be cleaned every day and books turned over fortnightly to ensure protection against damage by insects/fungus.
- (2) A weekly spray of insecticides and replacement of mothballs (naphthalene) must be done at least once in a month.
- (3) All worn out covers/spines of books and reading materials are to be regularly checked and repairs to be carried out as necessary.
- (4) While receiving, the counter personnel are to check the pages of borrowed reading materials for damage/defacing and report any such occurrence immediately to Librarian. A record of such damage is to be maintained in a separate register duly signed by Librarian and D (R&D).
- (5) All lights/fans, air conditioner and electrical appliances used in the library are to be switched off prior to closing the library.



b. **Care and Maintenance by Readers.**

(1) All reading materials are to be handled with utmost care to ensure long life.

(2) Defacing or writing notes/markings on books, pamphlets and periodicals are forbidden. If done, it will be considered, as wilful damage and the individual concerned will be charged the full replacement cost as fine. If pages, illustrations/pictures are found missing at the time of return, the borrower will be required to pay full cost of the book. These amounts will be deposited to government treasury/private fund of MIST. The damaged material will be retained in the library and marked as such.

**0133. Classification**

Books are to be arranged on the shelves according to the Dewey Decimal Classification (DDC) scheme.

**0134. Computer Facilities**

The library has integrated library management system for the library management, which contains all book data and member particulars. The readers can know the availability of any book by using the title of the book, name of author and subject. In addition, internet facilities are also available in the library.

**Reproduction Facilities**

**0135.** The reproduction facility from the PPC (Plain Paper Copier) machine placed in the Reproduction Room is available only for copying MIST library materials. Request for PPC facilities will be made on payment (rate will be decided by the Commandant MIST) when it is unavoidable i.e., the book cannot be taken out of the library. Only one copy of the reproduction will be made and the number of pages to be copied should not normally exceed 100 without prior authority from instructor concerned. Demands for making PPC are to be placed on the Library counter at least 12 hours in advance. Immediate reproduction cannot be carried out.

**0136.** Scanning facilities are also available in the Reproduction Section of the Library.



### **0137. The Internet and On-Line Printing Facilities**

Cyber Centre of the library provides internet browsing facilities to all members. Students and instructors may utilise on-line printing facilities on payment. Printing charge shall be determined by the Commandant MIST.

### **0138. Security of Library**

The individual reader is to enter his/her name in the library register before entering the library. After working hours, all doors and windows of the library will be securely closed and the keys will be deposited to duty clerk for keeping in the key box. However, electronic security arrangement for the library materials is also available in a limited scale.

### **0139. Carrying Bag, Briefcase, Books/Pamphlets into Library**

Briefcases, books/pamphlets, personal reading materials, etc are not to be carried into the library. However, in special circumstances, loose sheets or class notes may be carried and the item is to be shown to the counter personnel during entry and exit.

### **Use of the Library**

**0140. The Timing of Library.** The Library will remain open from Sunday-Thursday at 0800 hrs to 1500 hrs, 1700 hrs to 2200 hrs and Saturday 1700 hrs to 2200 hrs. During Preparatory Leave and Examination time library will remain open Saturday-Thursday 0800 hrs to 2200 hrs.

**0141. Smoking and Eating Inside the Library.** Smoking and eating of any food inside the library are prohibited.

**0142. Observance of Silence.** Strict silence is to be observed inside the library at all times.

### **Library Budget**

**0143.** A fixed amount is placed annually at the disposal of the Commandant MIST by Ministry of Defence (MOD) to meet the purchase of reading materials and other library expenditure. Account Officer maintains the account for this grant.



**0144.** Librarian will place the demand to Commandant through Director (R&D) for necessary sanction of any amount, required for any procurement of reading materials. Commandant is the approving authority in this regard.

**0145. Authorised Expenditure out of Library Budget**

Expenditure on the following heads is authorised out of library budget:

- a. Purchase of books and all other reading materials as deemed necessary by the MIST authority.
- b. Purchase of any material required in connection with the upkeep of the library.
- c. Any other purposes which will improve the standard of the library.

**0146. Procurement of New Books**

Besides regular purchases by MIST, services headquarters and civil institutions (e.g. Asia Foundation, BUET, Dhaka University etc) will be approached to provide relevant books consonant with MIST curriculum. Detail procurement policy is laid down in part-III.

**0147. Stock Taking of Library Materials**

A 100 % physical stock check of all the library materials will be carried out at least once in every calendar year and during the period of handing/taking over of the library.

**Depreciation and Condemnation of Library Materials**

**0148.** Depreciations including losses of library materials due to various reasons are usually not acceptable. Lost items will be replaced with the fine collected from the concerned users. However, if the lost materials cannot be found in the market, the same may be written off from the stock with due approval of the Commandant.

**0149.** Condemnation of old/obsolete/unusable books, journals, magazines, and other reading materials will be carried out once in a year, by a board of officers. The condemned articles will be sold or burnt in presence of the board. Amounts derived from the sale will be deposited to Government Treasury/private fund of MIST as applicable.



### **0150. Departmental Seminar Library**

Each certificate awarding departments shall have departmental/seminar library. Along with reference books (loan from the central library) thesis/term papers, project papers, technical journal etc will be kept available in the departmental for students and faculty members.

### **0151. Book Shop**

A Book Shop shall be run by MIST. All types of text and reference books and writing materials shall be kept available in the Book Shop for sale. Students and faculty members may purchase books and writing materials from the Book Shop. Librarian and Director (R&D) wing shall have close monitoring of the functioning of the Book Shops.



## PART-II

### CHARTER OF DUTIES-LIBRARY STAFFS

**0201. Librarian.** Librarian is responsible to Commandant through Director (R&D) for the following:

- a. To run day-to-day functioning of the library.
- b. To prepare long term and short-term plan for procurement of books/reading materials.
- c. To utilise the library fund properly before the end of the financial year.
- d. To make necessary correspondence at home and abroad on behalf of MIST on library matters.
- e. To ensure the security of men and materials of the library.
- f. To control, supervise and detail the duties of the library staffs.
- g. To act as Member Secretary to the Library Committee.

**0202. Assistant Librarian.** Assistant Librarian is responsible to the Librarian for the followings:

- a. To provide reference service to library users.
- b. To check and scrutinise the received books and bills for payment.
- c. To carry out the technical supervision (Cataloguing and book shelving) to the library.
- d. To provide first-time enquiry services for users of MIST.
- e. To assist the Librarian and deputise for him/her in his/her absence.

**0203. Classifier.** Classifier is responsible for the following:

- a. To select the subject heading.
- b. To do classification and numbering of books (under the supervision of the Librarian).



- c. To check book/catalogue cards.
- d. To write on spines.
- e. To ensure Call Number on book spines.
- f. The rendering assistance of shelving books.
- g. Checking duplicates.
- g. Any other tasks assigned by the Librarian.

**0204. Cataloguer.** Cataloguer is responsible for the following:

- a. Cataloguing of books and other reading materials.
- b. Filling of various library cards/forms.
- c. Accessioning of books/pamphlets/bound journals etc.
- d. Cross checking duplicates.
- e. To assist the library counter.
- f. Maintenance of paper clipping files.
- g. Issuing of reading materials through circulation section.
- h. Any other tasks assigned by the Librarian.

**0205. Binder.** Binder is responsible for the following:

- a. Binding of magazines, journals, newspaper damaged books, etc.
- b. Sorting out damaged books from shelves.
- c. Pasting of:
  - (1) Call no of book spines.
  - (2) Barcode pasting of the book cover.
  - (3) Bound Journal and Magazine.
- d. Numbering and stamping new books.
- e. Any other tasks assigned by the Librarian.





**0206. PPC Operator.** PPC Operator is responsible for the following:

- a. Operate the PPC machine.
- b. To ensure that all demands in respect of reproduction are fulfilled.
- c. Maintenance and cleaning of the machine.
- d. To keep machine serviceable.
- e. Any other tasks assigned by the Librarian

**0207. Office Shohayok.** Peon is responsible for:

- a. Cleaning:
  - (1) All furniture including book shelves.
  - (2) Doors/windows including vanishing blind, ceiling etc.
  - (3) Store room.
  - (4) Books, magazines and pamphlets.
- b. Carrying files, mails and all reading materials within MIST.
- c. Any other tasks assigned by Librarian.



## PART-III

### PROCUREMENT POLICY OF BOOKS/JOURNALS / NEWSPAPERS

#### General

**0301.** Selection and procurement of various kinds of books and reading materials will be done as explained in the following paragraphs.

#### Books

**0302. Selection of Books.** For purchasing by MIST, Librarian will collect and circulate the list of books among the members of Library Committee. The Library Committee will prepare an annual procurement list for submission to the Commandant for approval. Instructors, staffs and students will be asked to make purchase proposal through circular once a year. At other times, they may also make purchase proposals in the “Suggestion Book” placed in the library counter. Detail procedures are as follows.

a. After making a preliminary selection (and after having checked that the books are not already in the library) librarian will forward the catalogues/book lists/stock lists to Director (R&D) for his selection. List of books (if any) suggested by instructors, students and other officers would also be forwarded to him. A consolidated list will be prepared and circulated to the members of the Library Committee.

b. Once the list has been finalised it will be put up to Commandant for final approval and financial sanction. Locally available books will be procured by a Purchase Committee, which will be headed by the GSO-I (Research) along with three members of the library committee. Local leading book sellers will be asked to procure/import the non-available books from abroad and supply to the library ASAP. Books, which are locally unavailable, may be purchased from abroad through the local suppliers.

c. From time to time, Librarian will visit the leading book sellers/shops, to inquire about books of our area of interest and display those for selection by the members of the Library Committee. Other instructors/officers may also be requested, through a circular, to make their choice/selection.



**0303. Selection from Catalogues/Book Lists/Suggestion Book Register.**

- a. A register will be maintained in the library for readers to recommend details of books, which may be purchased.
- b. Catalogues/book lists of new arrivals and vital interest will be procured by Librarian and put on display in the library for selection by readers.
- c. Assistant Librarian will ensure that there is no duplication in the list of purchase. More than one copy of important books may be procured for the students.
- d. The consolidated list is to be approved by Director (R&D) and then submitted to the Library Committee for endorsement.
- e. Prior to placing a purchase order, Commandant's approval will be obtained.

**0304. Non-Professional Books.** Books of the following nature may be purchased for the library:

- a. Books on religion and biography wrote in Bangla and English.
- b. Bangla fiction/poetry.
- c. English fiction/poetry.
- d. Recreational (sports, cooking, sewing, gardening, etc).
- e. Books on education, both military and civil.

**Journals / Newspapers**

**0305. Selection / Renewal Procedure.**

- a. The Library Committee is to keep under review the list of periodicals/journals, which are being subscribed. The Committee is to periodically review the relevance of these periodicals/journals.
- b. The committee is also to carry out an annual review by October each year and put up to Commandant for his approval of subscription to the journals/periodicals for the next financial year (July to June).



**0306. Procurement / Subscription of Journals.** Approved journals will be procured through the local suppliers in local currency.

**0307. Newspapers/Magazines (Purchased from Hawker).** At least five Bangla and two English newspapers are to be kept in the library. These newspapers will be stored very carefully. After every year, these will be sold off. Sale proceeds will be deposited to government Treasury.

**0308. Journals of General and Technical Interest.** One copy of the foreign journals of general interest (e.g. Newsweek, Time, Economist, and Reader's Digest, etc) is to be kept in a binding form and termed as a reference item. The duplicate/triplicate copies of these journals may be sold off after 1 years of the publication by a duly constituted board of officers after obtaining necessary approval of the Commandant. The technical journals are to be sent to the respective departmental/seminar library after one year.



## **PART-IV**

### **REVIEW OF THE LIBRARY POLICY**

**0401.** Library policy is a guide line of the library by which library activities will be governed. It is not a fixed policy. This library policy may be reviewed, revised or upgraded by the Library Committee with the consent of the Commandant MIST as and when felt necessary. But the same shall have to be approved by the Academic Council of MIST before its implementation.

### **AUTHORITY FOR PUBLICATION OF LIBRARY POLICY**

1. This Library policy was approved in the 14<sup>th</sup> meeting of Governing Body MIST held on 17 July 2008. (Reference: Minutes of conference issued via MIST Letter no: 1013/HQ Governing Body-14)
2. The policy was amended (Article 0122-Issue of Book to 2<sup>nd</sup> Class Officers and Article 124-Loan Issue of Text Books) as proposed by the library committee in the 32<sup>nd</sup> meeting of Academic Council held on 19 Nov 20 09. ( [Reference : Minutes of conference issued via MIST Letter no: 2065/HQ/ACA/G Date 25 Nov 2009)
3. The policy was further amended (Article 0104-Term of Reference of the library Committee and Article 0127 – Taking Books or other Documents (Hard/Soft Copy) without Consent of the Authority) as proposed by the library Committee in the 33<sup>rd</sup> meeting of Academic Council held on 06 May 2010. (Reference: Minutes of conference issued via MIST Letter no: 2065/HQ/ACA/G Date 18 May 2010)
4. The policy was amended (Article 0103-Constitution of the Library Committee, Article 0106-Organization, Article 0117 (B) Locating Books and other Reading Materials, Article 0124 (e) Book Overdue and Article 0136-Timing of Library as proposed by the library policy review committee in the 54<sup>th</sup> meeting of Academic Council held on 27 July 2017. (Reference: Minutes of conference issued via MIST Letter no: 23.12.0902.002.01.015.17, Date: 10 Aug 2017)

Director R&D  
Member (Governing body)



**PHOTO**  
1 X Stamp  
(22mm X 27mm)  
1 X PP  
(38mm X 48mm)

**MILITARY INSTITUTE OF SCIENCE AND TECHNOLOGY  
CENTRAL LIBRARY**

**ONLINE LIBRARY MEMBERSHIP FORM**

**(ONLY FOR FACULTY AND STAFF OFFICERS)**

Name : .....

Personal No : .....

Rank & Appointment : .....

Wing/Department : .....

Present Address : .....

Permanent Address : .....

Telephone : .....

Mobile : .....

E-mail : .....

\_\_\_\_\_  
Signature by Faculty/Staff

Recommended/Not Recommended

\_\_\_\_\_  
Signature  
Head of the Wing/Dept

Approved/Not Approved

\_\_\_\_\_  
Signature by Librarian

**Official Use Only**

No:.....

Card No:.....

Received by : .....

Membership Code : .....



B-1



**ANNEX B**

**PHOTO**  
1 X Stamp  
(22mm X 27mm)  
1 X PP  
(38mm X 48mm)

**MILITARY INSTITUTE OF SCIENCE AND TECHNOLOGY  
CENTRAL LIBRARY**

**ONLINE LIBRARY MEMBERSHIP FORM**

**(ONLY FOR STUDENTS)**

Name : .....  
Student No & Rank : .....  
Department : .....  
Prog/Level : .....  
Present Address : .....  
Permanent Address : .....  
Telephone : .....  
Mobile : .....  
E-mail : .....

\_\_\_\_\_  
Signature by Student

Recommended/Not Recommended

\_\_\_\_\_  
Signature  
Head of the Wing/Dept

Approved/Not Approved

\_\_\_\_\_  
Signature by Librarian

**Official Use Only**

No:.....

Card No:.....

Received by : .....

Membership Code : .....

B-1



C-1

ANNEX C

**INDIVIDUAL BORROWER'S CARDS**

**Maj Gen Md. Abul Khair, ndc (BA-2497)**

Commandant  
MIST  
No city stored.  
01769023800  
commd@mist.ac.bd  
Category: Staff Officers (SO)  
Home library: Military Institute of Science and Technology Central Library

**Checking out to Maj Gen Md. Abul Khair, ndc (BA-2497)**  
Enter item barcode:  
   
 Automatic renewal  
Specify due date (MM/DD/YYYY):

**Attention:**  
**Messages:**  
[Add a new message](#)

**4 Checkout(s)**   0 Holds   Restrictions

Due date	Title	Item type	Checked out on	Checked out from	Call no	Charge	Price	Renew select all   none	Check in select all   none
<b>Previous checkouts</b>									
12/31/2018	Thermodynamics : by Cengel, Yunus A. 3010035030	Text Book	12/24/2016 21:26	Military Institute of Science and Technology Central Library	621.402/1 CEN	0.00	0.00	0 <input type="checkbox"/> (40 of 40 renewals remaining)	<input type="checkbox"/>
01/17/2018	Treasure of R. C. C. designs : by Kumar, Sushil . 3010034586	Reference Book	01/17/2017 19:41	Military Institute of Science and Technology Central Library	624.183 KUM	0.00	0.00	0 <input type="checkbox"/> (40 of 40 renewals remaining)	<input type="checkbox"/>
01/17/2018	Advanced Reinforced Concrete Design / by Varghese, P. C. 3010037626	Reference Book	01/17/2017 19:41	Military Institute of Science and Technology Central Library	693.54 VAR	0.00	0.00	0 <input type="checkbox"/> (40 of 40 renewals remaining)	<input type="checkbox"/>
01/17/2018	Robinson Crusoe / by Defoe, Daniel, 3010037483	Reference Book	01/17/2017 19:41	Military Institute of Science and Technology Central Library	823/.5 DEF	0.00	0.00	0 <input type="checkbox"/> (40 of 40 renewals remaining)	<input type="checkbox"/>

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ANNEX D

**BOOK BORROW REQUEST CARD**

(For all except permanent staff, instructor and student)

SL NO	TITLE	AUTHOR	DURATION		REMARKS
			FROM	TO	

(Total Items -----)

**BORROWER**

Signature :  
 Personal/BA No :  
 Name :  
 Faculty/ Rank/ Appointment :  
 Institution :  
 Contact Address :  
 Tel No/E-mail address :  
 Date :

**APPROVED BY**

Signature :  
 Name :  
 Rank :  
 Appointment :  
 Date :


**Note: This form must be returned along with the book.**

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**LIBRARY CARD**

**For Students**

		<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;">Photo</div>
<b>Library Card, MIST Central Library</b>		
Name	:	
Program	:	
Validity	:	
Student No	:	
Contact No	:	
Barcode		
_____		_____
Librarian's Signature		Holder's Signature

**For Staffs**

		<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;">Photo</div>
<b>Library Card, MIST Central Library</b>		
Name	:	
Rank	:	
Per No	:	
Dept	:	
Contact No	:	
Barcode		
_____		_____
Librarian's Signature		Holder's Signature



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