

CARD NO:

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS
CIVIL SERVICE LIBRARY & DOCUMENTATION UNIT**

REGISTRATION/AGREEMENT FORM

I Mr/Miss/Mrs..... NIC No:.....

(Name in Full with Surname in Block Letters)

Paysite Code:.....

Validity:.....

residing at..... Tel No:.....,

and working at Ministry Tel No:.....

Department

Posting

Email:.....

having been authorized to borrow books from the Civil Service Library & Documentation Unit, hereby undertake to return them in good condition and to abide by all rules of the library.

Are you at present following any courses, if yes give details:

YES

NO

Course enrolled for:.....

Part Time/Full Time:.....

Duration:.....

Institution:.....

Should I fail to return in time any book issued to me, I hereby authorize the Secretary for Public Service, Ministry of Public Service, Administrative & Institutional Reforms to take any appropriate administrative measures such as suspension to borrow books from the library after the final reminder, and also to deduct the value of the books plus **50% departmental charge**, with prior notice, from my salary and other benefits/pensions accruing to me.

Date:.....

Signature:.....

Designation:.....

Approved

Date:.....

.....
for Secretary for Public Service

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS
CIVIL SERVICE LIBRARY & DOCUMENTATION UNIT**

Terms and Conditions

The Civil Service Library and Documentation Unit (CSL & DU) is opened to:

- a) All serving Public Officers for lending and reference purposes
- b) Retired Public Officers for reference purpose only

How to become a member

Public Officers who wish to register as member at the CSL & DU should produce the following documents:

- (a) Application form duly filled in;
- (b) The Original and a Photostat copy of National Identity Card and the Last Payslip;
- (c) 1 recent Passport Sized photograph

A membership card will be issued to the member after 5 days of registration at the counter of the library.

Validity period for membership is four years and can be renewed upon request.

Services

- a) Lending of library materials:** Two books may be borrowed by a library member for a period of not exceeding one month and one magazine for two weeks.
- b) Reference service:** A wide collection of publications such as circulars, reports, books, newspapers and magazines are available for referencing.
- c) Reprographic Service:** Photocopy service is restricted to library materials only. Photocopying of extracts of up to ten pages can be made on request, subject to the provisions of Copyright Act 1997.

Renewal

Books may be renewed only **once**, on condition that: the book is not overdue and it is not in great demand.

Reminders

- a) First overdue notice will be issued immediately after expiry date.
- b) The final notice will be issued to borrowers who, after ten days of the first overdue notice, have still not yet returned their books. Upon the issue of the final overdue notice, the member will forgo his borrowing rights for a period of two weeks as from the date the book is returned by the borrower.