

**Dr AK Sharma**

Librarian

अणु कुमार शर्मा

पुतकालयाय



**Assam University**

অসম বিশ্ববিদ্যালয়

( A Central University)

**SILCHAR- 788 011 (Assam)**

সিলাচর-788 011

F. NO. 506/AUL/

Dated: 5<sup>th</sup> November, 2014

## Circular

Library is in process of updating its bibliographic database as well as Patron database. The circulation of the documents is being done through the LMS using bar code technology and will be done through Smart card very soon. For the above purpose, library will be sending two Data Entry Operator(s) to each Department for bar coding of the books as well as entry of bibliographic details of remaining books in the database. This will enable the Departmental Libraries to issue & return the books using Library Management Software without any installation at their departmental library. The above work will be started very soon. Therefore, it is requested that

1. All the Teaching Faculties & Non-Teaching staffs are requested to surrender their Readers Tickets to the library immediately.
2. The books/documents which are issued to Teaching Faculties & Non-Teaching staff long back and do not contain bar code, may please be returned to the library for bar coding and bibliographic data entry & got re-issued.
3. All the Departmental Libraries are requested to recall the issued documents by January 1<sup>st</sup>, 2015 so that the bar coding and data entry of left over items may be done.
4. All the library users are requested to furnish following details for preparation of Smart Card cum Identity Card. (Format Enclosed)
  - i. Photograph of the employee (Coloured) along with a copy in digital format through mail (**librarian@aus.ac.in**)
  - ii. Employee code/card number
  - iii. Name & Designation
  - iv. Department
  - v. Father's name
  - vi. Mother's name
  - vii. Issue date\*
  - viii. Valid upto\*
  - ix. Permanent address
  - x. Identification mark
  - xi. Blood group
  - xii. Date of birth
  - xiii. Contact no
  - xiv. Signature of card holder
  - xv. Date of Joining(\* not required)

This may please be treated as **URGENT**.

Sd/-

**(Dr AK Sharma)**

Librarian

**Rabindra Library**  
**Assam University, Silchar**  
**Application for Library cum Identity Smart Card**

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Employee ID: <small>(Available at Identity Card)</small>		Library ID: <small>(Available at Library Website)</small>	
Name. <small>(Block Letters)</small>	Surname		
	Forename		
Designation			
Department			
Date of birth		Date of Joining	
Father's name			
Mother's name			
Permanent address	House No		
	Street/Locality		
	Place		
	District		
	State		
	PIN		
Identification mark			
Blood group			
Contact number	Landline		
	Mobile		
E-mail id (working)			
Secondary E-mail id			
Signature			

Please send One scanned / digital copy of photo in *.jpeg* format through email to [librarian@aus.ac.in](mailto:librarian@aus.ac.in)  
For Library ID kindly visit AUS Website, Library Membership Section