

## FCCU Alumni Library Membership Policy

a) **Membership:**

Graduates of The Forman Christian College are welcome to apply for alumni membership of the FCCU Library. Memberships are available in the following Categories:

<b>Membership Category</b>	<b>Registration Fee (Refundable)</b>	<b>Library Security</b>	<b>Annual Fee</b>	<b>Privileges</b>
<b>Silver</b>	---	Rs. 5,000 (Refundable)	Rs. 1,000	Building Use Only (No Borrowing, No access to computers)
<b>Gold</b>	Rs. 5,000	Rs.10,000 (Refundable)	Rs. 10,000	Borrowing rights, Computer Access, Reference and Research Help

b) **Registration:**

To sign up for an alumni membership, please bring your FAA card to the Borrowing Desk. Please bring two recent photographs size 2 X 2.5 cms. Complete the Alumni Membership Form available at Library Help Desk. You may also download this Form from URL: <http://library.fccollege.edu.pk/wp-content/uploads/2014/01/Alumni-mem-Form-Final.pdf>

Please submit the completed form on the Borrowing Desk. You will be informed about pick-up date and time by the staff.

c) **Alumni Cards:**

Alumni may enter the library building by presenting a valid Alumni Card at the Library Security Desk at the library's entrance. Alumni card is not transferable. Alumni are required to show their library card, for borrowing materials from the Library and for gaining access to the internet. There is a fee for Rs. 200 for a replacement card.

d) **Renewing Alumni Borrowing Privileges**

You can renew borrowing privileges in any of the following ways:

1. **By email:** Send renewal request to the [library@FCCUollege.edu.pk](mailto:library@FCCUollege.edu.pk), along with a proof for payment of renewal fee. Renewal fee may be paid by direct deposit to HBL Account No. 23617000023201 and HBL Account Title: FCCU Donations. This account will cover damages and losses due to misuse of Library books, etc. (Alumni office will manage account and communicate Directly to their members)

2. **By mail:** send a personal crossed check along with your full name, library barcode, email address, current mailing address (if changed), and the type and term of privileges being purchased to the Library Borrowing Office.
3. **In person:** Visit the FCCU Library Borrowing Office to submit your renewal payment receipt or crossed check, in person.

e) **Alumni Borrowing Rights:**

<b>Membership Categories</b>	<b>No. of Books</b>	<b>Days</b>	<b>Overdue Fine</b>	<b>Book Lost fine</b>	<b>Minor Damage fine</b>
<b>Bronze</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Silver</b>	<b>3</b>	<b>14</b>	<b>Rs. 50/day</b>	<b>Rs. 400</b> + Cost of Book Replacement)	<b>Rs. 100</b> (Badly Damaged items will be considered lost)
<b>Gold</b>	<b>3</b>	<b>14</b>	<b>Rs. 50/day</b>	<b>Rs. 400</b> + Cost of Book Replacement)	<b>Rs. 100</b> (Badly Damaged items will be considered lost)

f) **General Rules:**

- Alumni Membership award is subject to the Member's abiding by all the Library Rules, Use Policies and Code of Conduct. Any breach of any of these rules might result in discontinuation of Membership Rights.
- Alumni belonging to various fields of life might come with their own specific information needs. However, the FCCU Library Services for alumni will be based on available resources only with no demands regarding collection development decisions.
- We are extremely short of all types of space in all library units on campus. Also, the spaces are designed for students use. Any demand for special arrangements, etc. may not be entertained.