

16. Telephone Numbers:

O	F	F	I	C	E					M	O	B	I	L	E					H	O	M	E						
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17. Email contacts:

KDU Email:

Personal Email:

I hereby undertake to abide by all rules, regulations and procedures of the library and will be financially responsible for material issued to me, which I agree to settle promptly.

Signature: Date:

Recommended by (Applicable only for Military Staff)
(Adjutant / Director Admin-UHKDU)

Signature: Date: Name:

For Library use only

Approved / Not Approved: Signature of the Librarian: Date:

Description	User ID	Password	Date	E-mail sent		Remarks
				Yes	No	
Activated the member in KOHA LMS						
Shibboleth account created						

Deactivate the member in KOHA LMS	Yes	No	Signature		Date	
Deactivate shibboleth	Yes	No	Signature		Date	

LIBRARY CLEARANCE

Description		Signature	Date
Checked the KOHA LMS for any outstanding	Name		
	Designation		
Clearance letter certified by	Name		
	Designation		
Clearance letter received by user	Name		
	Designation		