



**JUNAID ZAIDI LIBRARY**  
**COMSATS UNIVERSITY ISLAMABAD**  
**Request Form for Accessing Digital Library from Remote Areas**

<b>Name</b>		<b>Department</b>	
<b>Email</b> (official in case of faculty member)		<b>Registration No./ Designation</b>	
<b>Residential Address (Present)</b>		<b>Phone No (office/home)</b>	
<b>Connection Type</b>	Dial up <input type="checkbox"/> Wireless <input type="checkbox"/> Cable net <input type="checkbox"/> DSL <input type="checkbox"/>	<b>Phone No (Mobile)</b>	
		<b>MAC Address</b>	

**Policy for COMSATS University Islamabad VPN Users**

- a) Registered Users can avail the facility through proper procedure.
- b) Users with VPN privileges (VPN Users) should not exchange/share the resources with an unauthorized users.
- c) VPN users are responsible for their password security. The password should be alpha-numeric and not less than eight (8) characters.
- d) VPN users will be automatically disconnected from VPN after sixty minutes of inactivity. The user must logon again to reconnect to the network. Artificial network processes are not to be used to keep the connection open.
- e) The users should ensure that his/her system is healthy and secure before connecting VPN. If the system is found having viruses, worms, spammers, or any network scanner; the infected system will be disconnected from the COMSATS VPN.
- f) The objective of this service is to provide digital library access to the researcher of COMSATS Islamabad campus. Any kind of misuse, redirection, use of network discovery tools and penetration testing is not permitted in COMSATS network.

*I understand the terms and conditions stated above and agree to accept the responsibility.*

<b>Date</b>		<b>User signature</b>		<b>HOD/ Incharge signature</b>	
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For office user only:

<b>Section Incharge</b>		<b>Request forwarded</b>		<b>Login received</b>		<b>Disseminate login</b>		<b>Pending reason</b>	
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**Note:**

1. **Copy of university card, CNIC/Office ID Card is mandatory to be attached along with the form**
2. **Form should be submitted to the Library**
3. For any inquiry, please contact at [tmahmood@comsats.edu.pk](mailto:tmahmood@comsats.edu.pk) or call us at Ext. 5566