



**LIBRARY INFORMATION SERVICES**  
**CIIT-ISLAMABAD**  
**Request Form for Accessing Digital Library from Remote Areas**

Name		Department	
Email		Designation	
Residential Address (Present)		Phone No (office)	
ISP Name		Phone No (Home)	
Connection Type	Dial UP <input type="checkbox"/> Wireless <input type="checkbox"/> Cable-net <input type="checkbox"/> DSL <input type="checkbox"/>	Connection Speed	
Domain User Name		MAC Address	

**Policy for CIIT 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.*

Date		Employee Signature		HOD/In-charge/ Recommendations	YES <input type="checkbox"/> NO <input type="checkbox"/>	HOD/In-charge Signature	
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*For Official Use Only*

Library Staff		Technical Person		Service Activated	YES <input type="checkbox"/> NO <input type="checkbox"/>	Technical Person	
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**Note:**

1. Details COMSATS Policy for availing VPN facility is available on [www.ciit-isb.edu.pk](http://www.ciit-isb.edu.pk) please read it before signing this request.
2. **Copy of CNIC/Office ID Card is mandatory to be attached alongwith the form 3-Form should be submitted to the Library**