



LIBRARY MEMBERSHIP FORM FOR STUDENTS

Title: (Please tick the box.) Mr. [] Miss [] Mrs. []

Name: USN No.:

Date of Birth: Gender: Course: UG [] PG []

Date of Joining: Father's Name:

Postal Address:
(Full address)

Recent passport
Size photo

City: - State: -

Country: Zip/postal code:

Phone No:

Email ID:

Residential Address:

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City: - State: -

Country: Zip/postal code:

Phone No:

Email ID:

Caution: Deposit Receipt No. /Date:

Applicant Signature

Signature of the Librarian

Note:

1. Users should bring the ID card compulsorily.
2. Leave your bags, handbags, and personal belongings at the depository/property counter & do not keep valuable items inside the bags.
3. Users are prohibited from carrying any notebook/personal textbooks inside the reference section except loosheets.
4. The borrowed books should be returned on or before the due date. Otherwise, a fine will be calculated as per the below tariff: 1-15 days = Rs. 1/- per day, 16-30 days = Rs. 2/- per day, 31st day onwards = Rs. 3/- per day.
5. Library users shall not write, damage, or make any mark on any book, journal, or other material or library property that belongs to the library.
6. Library Documents should be handled with great care.
7. Strict silence should be maintained, & Eatables are not allowed inside the library.
8. Using cell/mobile phones is prohibited & College dress code also applies to the library.
9. The library rules are introduced to regularize the use of the library resources and will be reviewed periodically to meet the changing needs.
10. The students must return the books as and when they are called back by the librarian.
11. Before borrowing the book, the member must make sure that the book lent is in good condition and that page numbers are intact.
12. The borrower shall be responsible for any damage or loss caused to the library documents borrowed by him/her. In case a book is lost, the borrower will be replaced with the same book. If he or she is not ready to replace the same book, he or she pays the amount of rupees three times the price of the book, and the fine will be calculated till the date of its return.
13. The arrangements of chairs and other furniture should not be disturbed.
14. All members are requested to produce their ID cards to the library staff if required.
15. The librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff, or behaving in an indecent manner.
16. Damaged condition books will not be accepted from the user. Mutilated or spoiled books will have to be replaced by the borrower.
17. Loss of the book has to be reported immediately to the librarian.
18. Maintain 'Q' at the circulation section for transactions.
19. The Librarian, with the approval of the Library Advisory Committee, reserves the right to add, delete, alter, or modify any of the above rules as and when required.

I have read all the above terms and conditions and agree to abide by them.

Applicant Signature

Enclosures:

1. Enclose the Xerox copy of the caution deposit receipt

Office Use Only:

Borrower number:

ID No:

Department:

Date:

“When I got my Library card, that’s when my life began.”
