



LIBRARY MEMBERSHIP FORM FOR STAFF

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

Recent passport
Size photo

Name:

Biometric No.: Designation:

Date of Birth: Aadhaar No.:

Date of Joining: Father's/ Spouse.....

Postal Address:

(Full address)

.....
City: - State: -

Country: Zip/postal code:

Phone No:

Email ID:

Residential Address:

.....
City: - State: -

Country: Zip/postal code:

Phone No:

Email ID:

Applicant Signature

Signature of the Librarian

Note:

1. Users should bring the ID card compulsorily.
2. It is mandatory to deposit all bags, handbags, and personal belongings at the designated property counter. Please refrain from keeping valuable items within your bags.
3. The carrying of notebooks or personal textbooks within the library is strictly prohibited, except for loose sheets of paper.
4. Borrowed books must be returned by the specified due date. Failure to do so will incur fines as follows: 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 on, damage, or make any mark on any book, journal, other material and library properties that belongs to the library.
6. Library documents should be handled with great care.
7. Strict silence is to be maintained within the library, and the consumption of food and drink is prohibited.
8. Using mobile phones is prohibited, and the college dress code applies within the library.
9. These regulations are established to facilitate the effective use of library resources and will be reviewed periodically to adapt to evolving 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 of same book, he or she pays the amount of rupees three times by 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 card to the Library staff if required.
15. The librarian reserves the right to suspend the membership of any individual who engages in misbehavior, abuses library staff, or displays inappropriate conduct.
16. Damaged books will not be accepted from users. Borrowers are responsible for replacing any mutilated or spoiled books.
17. The loss of book must be reported to the librarian immediately.
18. Members are requested to maintain a queue at the circulation section for all transactions.
19. The librarian, with the approval of the Library Advisory Committee, retains full authority to add, amend, or modify any of the aforementioned policies as necessary.

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

Applicant Signature

Enclosures:

1. One Passport-sized photos

Office Use Only:

ID No:

Department:

Date:

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