



LIBRARY MEMBERSHIP FORM FOR FACULTY

Title :(please tick box) Dr. [] Mr. [] Miss [] Mrs. []

Name:..... Biometric No.:

Date of Birth: Designation:

Date of Joining:

Specialization & Subject Handled:.....

Postal Address:
(Full address)

.....

City:-..... State:-.....

Country: Zip/postal code:

Phone No:

Email ID (University allotted):

Residential Address:.....

.....

City: -..... State: -.....

Country: Zip/postal code:

Phone No:

Email ID (Personal):

Applicant Signature

Signature of the Principal

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 loose sheets.
4. The borrowed books should be returned on or before the due date. Otherwise, a fine will be calculated as per the tariff below: 1-15 days = Rs. 1/- per day, 16-30 days = Rs. 2/- per day, 31st day onwards = Rs. 3/- per day.
5. No person shall write on, damage, or make any mark on any book, journal, or other material 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 staff/faculty/students must return the books as and when they are called back by the Principal.
12. Before borrowing the book, the member must make sure that the book lent is in good condition and the page numbers are intact.
13. 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 for replacement of the 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.
14. The arrangements of chairs and other furniture in the reading room should not be disturbed.
15. All members are requested to produce their ID card to the Library staff if required.
16. The librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff, or behaving in an indecent manner.
17. Damaged condition books will not be accepted from the user. Mutilated or spoiled books will have to be replaced by the borrower.
18. Loss of the book or borrower's card has to be reported immediately to the librarian.
20. Maintain 'Q' at the circulation section for transactions.
21. 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. Identity of the faculty member.
2. One passport-size photo

Office Use Only:

Registration No:

Card No:

ID No :

Department:

Date:

"When I got my Library card, that's when my life began."