



**LIBRARY MEMBERSHIP APPLICATION FORM FOR STUDENTS**

RECENT PASS PORT  
SIZE PHOTO

(DO NOT USE THE  
STAPPLER PINS)

Title :( please tick box) Mr. [ ] Miss [ ] Mrs. [ ] Gender: M [ ] F [ ]

Name: ..... Father/Spouse.....

Branch: ..... US No. .... Course: UG [ ] PG [ ]

Semester/year: ..... Date of Joining: ..... Date of Birth: .....

PAN No: ..... Aadhaar No: .....

Postal Address: .....

(Full address)

City: ..... State: ..... Country: .....

Zip/postal code: ..... Phone No: .....

Fax No: ..... Email id: .....

Residential Address: .....

City: ..... State: ..... Country: .....

House No: ..... Parents Contact No: .....

Zip/postal code: ..... E-mail: .....

Caution Deposit Receipt No. /Date: .....

Applicant Signature

Signature of Chief Librarian

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**Library Policies:**

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1. Users should bring the Smart card compulsorily & Swipe the Smart card to open access control door.
2. Leave your bags, handbags and personal belongings at the depository/property counter & do not keep valuable items inside the bags.
3. Students are prohibited to carry 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 fine will be calculated as per below tariff: 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 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 are prohibited & College dress code applies to library also.
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. This library follows Open Access System hence books taken out of the racks shall not be replaced. They should be left only on the table.
11. The staff/faculty/students are must to return the books as and when they are called back by the Chief Librarian.
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 replace the same. If he or she not ready to replacement of same book him or her pay 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 chair 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 Chief 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 book or borrower's card has to be reported immediately at the circulation section.
19. Loss of Smart Card has to be reported immediately at circulation section to block the transaction.
20. Duplicate card will issued on payment of Rs. 100/-.
21. Maintain 'Q' at circulation section for transaction.
22. The Chief 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 it.**

\_\_\_\_\_  
Applicant Signature

**Enclosures:**

- 01) One pass port size photo.
- 02) Enclose the Xerox copy of caution deposit receipt.
- 03) Identity & address proof of the applicant.

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**Office Use Only:**

Registration No : .....  
Card No : .....  
ID No : .....  
Semester& Department : .....  
Date : .....

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