



LIBRARY MEMBERSHIP FORM – FACULTY / STAFF

Office Use	
Code No.	

1. Name :
2. Designation :
3. Department :
4. Qualification :
5. Date of joining :
6. E-mail id :
7. Phone No. :
8. Address for communication :

Photo

LIBRARY RULES:

1. **Strict silence** should be maintained in the Library
2. Staff shall leave **all their belongings** including books on the rack provided and sign the Library Gate Register. Only writing sheets will be permitted inside the Library
3. Teaching staff can borrow 6 books and non teaching staff 3 books upon the ID cards issued to them in the college.
4. Books on loan should be returned on or before the due date. If the book is not returned as specified, late fee will be collected as given below:
IF BOOK LOST OR DAMAGED : TWICE THE COST OF THE BOOK
5. If the book is not in a good condition, it must be brought to the notice of the Librarian immediately.
6. Book meant for "Reference "will not be issued.
7. Staff should sign in the staff issue register at the time of book transaction.

Signature of the Applicant

Prepared by
Name:
Date:

Approved by
Name:
Date: