



LIBRARY FORM

Name of Student:

Roll No:

I agree to the following rules and will abide by the same:

1. Every member of the library must be prepared to make himself/herself available for identification whenever required.
2. Library membership is not transferable.
3. Readers should not mark, underline, write or tear pages or otherwise damage the library documents. Members will be responsible for loss/damage of books.
4. Change of address, phone no, email id and loss of card must be reported immediately to the Librarian.
5. All books and journals must be returned on / before the due date. Late fee of Rs. 5/- per book for first week and Rs. 10/- per book after first week would be charged from all the borrowers who retain book/s beyond the due date.
6. Silence must be observed in the library. Anyone who violates the rules and regulations of the library will be debarred from using the Library facilities.
7. Bags and other belongings should be kept in respective locker before entering the library.
8. Use of mobile phones in the library is strictly prohibited.
9. Eating and sleeping are strictly prohibited in the library.
10. Group discussion only allowed in Library Annex (Basement Area).
11. No library material can be taken out of the library without the permission of the Librarian.
12. Internet facilities provided on the Reference Computers in the library can only be used for consultation of course of study; activities such as playing games, use of Facebook, and Chatting are strictly prohibited on these. However, students can access these through their laptops if needed.
13. Library working hours are from 8:00 am to 8:00 p.m - Monday to Saturday except for gazetted holidays.

Accept

_____ Signature of Student

Approved By (Librarian) _____

CONFIDENTIAL