

	<b>LIBRARY RESOURCE CENTER</b>	JIMI/LIBRARY/MEMBERSHIP	<b>PHOTO</b>
	<b>MEMBERSHIP FORM (BATCH 2024-26)</b>		
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**USE CAPITAL LETTERS ONLY**

I hereby apply for the membership and permission to borrow books and other Information materials from the Library.

Name (Mr/Ms) .....

Enrolment No. ....

Father's Name .....

Date of Birth .....(M/F) .....

Email (Personal) ..... Official .....

Phone/Mobile ..... Alternate No. ....

Complete Add. ....

City ..... State ..... Pin .....

**USER'S UNDERTAKING**

I agree to abide by the library rules and regulations enforced from time to time and to pay the replacement value of the books and other material lost, damaged or destroyed whilst in my possession, and will take proper clearance from the library, before leaving the campus.

Date: \_\_\_\_/\_\_\_\_/2024

Students Signature: .....

**(For library staff only)**

Library Cards ..... Membership No. ....

Date ..... Librarian .....

## LIBRARY RULES AND REGULATIONS

### **1. WORKING HOURS                    9:00 am – 08:00 pm**

Monday – Friday    9.00am – 8:00pm

Saturday – 9:00 am – 5:00 pm

Issue Return            9.30 am – 4.30 pm

### **2. RULES FOR ISSUE & RETURN OF BOOKS AND PUBLICATIONS**

- a. Books must be returned any time during the LRC working hours by the users/students at the circulation counter on or before the due date. Failure to return the book(s) in time shall entail a **fine @ Rs. 5/- day**.
- b. Book(s) lost by any user/student must be reported to LRC immediately and replace with the same within two days from the date of loss. If the book lost is not replaced, the defaulter will have to pay double the price of book/document.
- c. The Librarian can recall any book(s), issued to any one, at any time to meet urgent demand.
- d. Book(s) can be got reserved if required. However, the LRC will not keep the book reserved for more than one day, and thereafter, the same book will be issued to the next student in waiting.
- e. During mid-term examinations books will be issued only for over-night, and the fine will be charged on overdue books, from defaulters as indicated above.

### **3. RULES OF BORROWING:**

**A. BOOKS:** Borrowing facilities are given only to the members of the LRC against the Non-Transferable Library Membership card issued by the Institute to the member. Borrowing is permitted only through the Circulation Counter. The timings for the issue and return of books are 15minutes after and before the opening and closing time of the LRC.

Student 03 Books for 14 days

**B. JOURNALS/MAGAZINES:** Current Journals/Magazines are strictly for reference purposes and will not be issued to anyone. If there is an urgent need, then the back issues/volumes of a few Journals/Magazines can be issued for over-night against the Library Membership Card. In case a Journal/Magazine is lost, double the cost of the Journal/Magazine shall be payable.

**C. REFERENCE BOOKS:** Reference Books are strictly for reference in the LRC.

**D. NEWSPAPERS:** Newspapers are strictly for reference and study without removing any page.

**4. PHOTO-COPIES** Photocopies of articles and news, published in journals/magazines, newspapers, reference documents, etc., will be available on payment. In this case the document will be issued to the user for half an hour against the Library/Identity Card.

### **5. LOSS OF LIBRARY MEMBERSHIP CARD**

Loss of Library Membership Card must be reported immediately to LRC in writing. For issue of a **duplicate card a fine of Rs. 200/-** shall be payable. If the previous library card is traced out, the same should be returned to the LRC for cancellation. The member who has lost the Library Card shall be held responsible for all the books/ Journals issued on the lost card either to him/her or to any other person. **Library cards must be submit to Library at the time of No – Dues.**

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Signature of Student