



## **CENTRAL LIBRARY- DAYANAND VEDIC COLLEGE, ORAI**

### **Library Membership Registration Form For Staff**

**A Photostat copy of following papers to be Enclosed:-**

1. APPOINTMENT LETTER: (Y/N) 2. PRINCIPAL ORDER LETTER: (Y/N) 3. Identity Card: (Y/N)
4. Aadhar Card/Address Proof Copy must be enclosed

**Photo**

**Session:**

**(Note- All Entry in Capital Letters)**

**1. Name:** First Name ..... Middle Name ..... Surname .....

**2. DOB:** DD ..... MM ..... YYYY ..... **Category:** GEN/OBC/SC/ST/MINO

**3. Date Of Joining:** ..... **Designation:** ..... **Subjects:** .....

**4. Father's Name & Mobile No:** .....

**5. Permanent Address:** .....

**6. Local Address:** .....

**7. Qualification:** .....

**8. Fee Receipt No:** ..... **Date:** ..... **Amount:** .....

**9. Email Address:** .....

**10. Candidates Mob No:** .....

(Date)

(Candidates Sign)

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### ***Office use only***

**Library Card No:** ..... **Member Code:** .....

**1. Appointment Letter:** Yes/No ..... **2. Principal Order Letter:** Yes/No ..... **3. Identity Card:** Yes/No .....

**4. Aadhar Card/Address Proof Copy**

**Valid Till** ..... **To** .....

**Sign & Date**

**Sign & Date**

**Library Clerk Counter**

**Sign Authority**

**Data Entry in Software**

## Library Rules

- The Library remains open on all working days from 10.00 A.M. to 5.00 P.M. unless specified by the college.
- Books are for consultation only; no user is allowed to make use of library books in any other manner.
- Books shall be issued and taken back on all working days from 10.30 A.M. to 2.00 P.M.
- The library card will be issued to each student after proper verification of admission documents alongwith the College Identity Card.
- The library card is not transferrable. Damage to or loss of card should be immediately reported to the Library Counter. New card can be issued only after proper verification and on payment of penalty fee.
- A maximum of two books can be issued at a time to each student for a period not exceeding one month from the date of issue.
- A late fee shall be charged on 31 January as fine if the user retains the book beyond the specified period of return.
- Silence is to be maintained as far as possible in the premises of the Library buildings except in the areas specifically set aside for discussion. Any violation of this will result in penalization/expulsion.
- Students are required to produce Membership/ Identity Card at the counter whenever demanded.
- Every user shall enter his/ her name and membership number in the Entrance Register every time while entering the Central Library.
- All personal items including books are prohibited from being taken inside the Central Library and the same will be left at the property counter at owner's risk at the entrance gate.
- The marking, defacing, mutilating or altering of books / services provided by the Library are strictly forbidden. Students will be penalized if found responsible for any Kind of damages to Library fittings, furniture and equipments.
- Arrangements for controlling access to the Library by visitors shall be determined by the Librarian.
- Smoking, eating, drinking and the use of mobile phones are not permitted in premises of the library.
- The Librarian can suspend issuing of books any time without assigning any reason thereto.
- The Librarian can recall issued books any time if it is deemed fit.

(User Signature)

Name.....