



**Title: Library Membership Form**

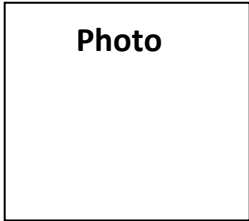
**FF No. : Lib/02**

**Membership No:** \_\_\_\_\_

**Date of Membership:** \_\_\_\_\_

**Membership end date:** \_\_\_\_\_

**PRN:** \_\_\_\_\_



**Name:** \_\_\_\_\_

*Surname*

*First Name*

*Middle Name*

**Department:** \_\_\_\_\_ **Course:** \_\_\_\_\_

**Membership Category:** Faculty/student/Staff / Other (Tick any one)

**Mode:** Regular / External

**Residential Address with Pin Code (Current):** \_\_\_\_\_

**Residential Address with Pin Code (Permanent):** \_\_\_\_\_

**Tel.Phone No.** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

**Email-Id:** \_\_\_\_\_

**Library Rules**

- The member must present the library card at the counter for issue of book.
- No student will be issued book on other user's card.
- Members should collect the library deposit within one year from the date of end their academic course/membership end date or else it will lapse and no refund queries will be entertained.
- At the time of refund of deposit the members must produce their original deposit receipt along with library cards or else the deposit will not be refunded.
- The student has to collect the deposit on the same day after the submission of original receipt and library cards to the library.
- Books can be renewed only once on telephone.

I have read the above rules and abide to follow the same.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Receipt No:** \_\_\_\_\_ **Receipt Date:** \_\_\_\_\_

**Date of Entry :** \_\_\_\_\_

**Software Entry:** Yes / No

**Library Card:** Yes / No

**Signature & Name of Library Staff:** \_\_\_\_\_