



GOVT.ARTS AND SCIENCE COLLEGE, KONDOTTY **APPLICATION FORM FOR LIBRARY MEMBERSHIP**

Name of the Member (in Block letters) :

Program/ Department

Class / Designation (if faculty) :

Admission Number / PEN :

Address for Communication:

Mobile No :

E-mail ID :

GENERAL LIBRARY RULES AND REGULATIONS

Working Hours:

- Monday to Saturday from 9.30 am to 4.30 pm

General Rules

- Produce Identity Card before entering the library.
- Sign in and sign out in the entry register kept at the entrance counter.
- Personal belongings are not allowed inside the library.
- Maintain strict silence within library and its premises.
- No discussion is permitted inside the library.
- Feel free to seek help of the library staff, if you need any.

Issue System Norms

- Books will be issued on producing your ID card. Please do check the books you borrow before leaving the library because you will be accountable for any type of damage or mutilation noticed at the time of return.
- UG students can borrow 3 books at a time and PG students can borrow 6 books.
- Library books are issued to the students for a period of fourteen days.
- A fine of rupees 1/- will be charged for each day after return due date.
- In order to avoid overdue fine, there is a provision of online renewal of library books by using WhatsApp No:**8129941416**.
- If any borrowed book(s) is irretrievably lost, the borrower will have to replace the book of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.
- Pure reference books, Periodicals, Magazines, and News papers will not be allowed out of the library or for home lending.
- Return the book(s) you borrowed even before the due date, if the librarian recalls it for some official purpose.

Obtaining No-due Certificate for TC

- No due certificate from the library will be issued only after returning all the books being borrowed and clearing overdue fines.

Sign:
Place & Date: