

# **Library Membership Form**

## **RKDF University-Ranchi**

Session : 202 -20.....

Student's Name: \_\_\_\_\_

Enrollment No: \_\_\_\_\_

Contact No. (Mob.) \_\_\_\_\_ (Res.) \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Paste your recent  
passport size  
photograph  
4 cm x 4 cm  
do not pin or  
staple the  
photograph.

(Note: Please read the **Library Rules** carefully on the back side of this form)

Please, enclose your two stamp size and one passport size photographs with this membership form for issuing of the library tickets.

Librarian's Signature

Student's Signature

**I HAVE READ CAREFULLY THE LIBRARY RULES & RECEIVED TWO  
LIBRARY CARD FOR MEMBERSHIP OF LIBRARY**

Student signature: \_\_\_\_\_

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

OFFICE SR.NO : \_\_\_\_\_

SECTION : \_\_\_\_\_

**P.T.O**

## **LIBRARY RULES**

### **➤ USE OF THE LIBRARY & LIBRARY MATERIALS**

- ❖ Every student of RKDF is entitled to get one library tickets for borrowing books from the library.
- ❖ Library tickets and books will be issued to the students only on the produced of individual identity card/ library ticket.
- ❖ Books will be issued for 7 days at a time.
- ❖ If the book is not returned on the due date then a fine of Rs 5/- per day (Including *Saturday, Sunday & holidays*) will be charged for 7 days of delay. If the student fails to return the book even after 7 days , he /she will imposed a further fine of Rs 5/- per day for the next 7 days and after that his /her library membership will be cancelled and double the cost of the book will be recovered from him / her.
- ❖ Student may reserve a particular book, if the same is borrowed by someone else, by filling in the reservation book slip available in the library.
- ❖ In case the book is damaged or lost , then the student will be required to pay double the original cost .In the case of rare books , three times the cost will be charged.
- ❖ Student should not make any mark or underline anywhere in the book.
- ❖ Student is require to use the library only for the purpose of reading / Reference work.
- ❖ Strict silence, decorum and discipline must be maintained in the library. Any type of personal discussion inside the library is strictly prohibited.
- ❖ Student found disfiguring the books and tearing pages from the books/Magazines or who are found in possession of torn pages will penalized by cancellation of their membership of the library and by imposing a fine to cover double the cost of the book/ magazine.
- ❖ The borrower will be responsible for the safe custody and return of the books on loan from the library.
- ❖ Whenever there is any increase in demand for a particular book(s), the library incharge of RKDF will regulate the use of such books in such manner, as he/she considers proper.
- ❖ The book will be reissued only once.
- ❖ In case of emergency the librarian may recall a book at any time.
- ❖ Briefcases, bags , umbrella ,lunch boxes and other personal belongings must be deposited at the entrance to library staff
- ❖ A Non member can use the library material on the premises with the permission the Librarian/VC/Registrar.
- ❖ Eating, sleeping and talking loudly are strictly prohibited in the library.
- ❖ No library material can be taken out of the library without permission of library in.

**Any one who violates the rules and regulations of the library, would be liable to lose the privilege of library membership.**