

# Ansar College Library

## MEMBERSHIP FORM

1. Name : \_\_\_\_\_ M/F
2. Class : \_\_\_\_\_
3. Year : \_\_\_\_\_
4. Name of Father/Guardian : \_\_\_\_\_
5. Address (Permanent)/Tel : \_\_\_\_\_
6. Address for Communication/Tel : \_\_\_\_\_
7. Designation (in the case of Staff) : \_\_\_\_\_
8. Caution Deposit Paid/Not : \_\_\_\_\_

Signature of applicant

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### FOR OFFICE USE ONLY

1. Caution deposit payment details : Rt.no. \_\_\_\_\_ Date: \_\_\_\_\_ Rs. \_\_\_\_\_

Administrative officer

LIBRARIAN

PRINCIPAL

## RULES & REGULATIONS:

1. Students can keep books issued from Library for 14 days only. If they want to keep books for a further period, renewal is to be made before expiry date noted in the date label affixed in the book.
2. Renewal of book is done only if there is no demand for the copy by other members. Those who have not returned/renewed the books will be levied a fine of Re. 1/- per day per book.
3. Books meant for reference and periodicals will not be lent to members.
4. Care should be taken to see that no damage is done to the books issued from the Library.
5. Mutilation/disfiguration/scribbling/drawing on the books will be viewed seriously and depending upon the damage done to the books, fine will be levied.
6. Loss of books: Those who lose the books should immediately report the matter to the Librarian where upon he will note the incident in the file. Students who lose the books will have to either replace it with a fresh copy or pay double the cost of the books.
7. Students who avail of the facility of Library for reference or reading should keep utmost silence and behave properly. Any mutilation/damage/disfiguration done to books/periodicals etc will be viewed seriously and necessary disciplinary action will be taken in consultation with the Principal of the College.
8. All students have to pay a Caution Deposit Rs 500/- which will normally be refunded on completion of the course/discontinuing the course on return of books/cards/CD or payment of cost for damages done if any.
9. Books issued to students should be returned at the time of leaving/completion of course and should get a Non-Liability certificate to be shown to the college for clearance.
10. Please also read the instructions which is written on the backside of the Library reader's ticket.

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### DECLARATION BY THE STUDENT

I have read the Rules and Regulation of Ansar College and I undertake to abide by the existing Rules and Regulations of Library and the rules that authorities may frame time to time for the smooth functioning of the Library.

Date:

Signature of student:

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### STAFF ONLY

- (1) Staff members have to either Deposit a Caution money of Rs. 1,000/- or should give a personal guarantee of a fellow teacher/colleague undertaking to return/replace with a fresh copy of the book/ payment of double the cost books not returned/lost at the time of leaving the institution. Books borrowed by staff should invariably be returned before closure of the academic year.
- (2) Staff members are permitted to keep books other than Text Books only for 14 days. Number of text books a staff member can keep at time is limited to 4 numbers for each subject. However total number of books borrowed at a time should not exceed 12 in numbers.
- (3) Please note that library clearance is a requirement for disbursement of least month's salary of the academic year/while leaving the institution.

Staff members who would like to be members of the Library should get the counter-signature of the Principal on their application.

### DECLARATION BY THE GUARANTOR

I ..... hereby undertake that in the event of ..... not returning books/periodicals/CD etc, taken from Library, I shall on behalf of ..... will make good or pay the cost.