



**SHRI VILE PARLE KELAVANI MANDAL**

**KETKIBEN MUKESHBHAI PATEL CENTRAL LIBRARY, SHIRPUR**

**LIBRARY MEMBERSHIP FORM**

(Please use capital letters for write down below information)

Latest Color  
Photo

**Membership Form for SES, RCPET & NMIMS – Members only**

NAME (Mr./Ms./Prof./Dr.) .....  
(Surname) (First Name) (Middle Name)

Name of the College/Institute: .....

Department/ Class ..... Subject.....

Date of Birth: ...../...../..... (DD/MM/YYYY)

Educational Qualifications: .....

Occupation: ..... Designation: .....

Aadhar Card No.....

Local Address: .....

Permanent Address: .....

Pin Code: ..... Parent Mobile No.....

Mobile /WhatsApp No..... email ID .....

Purpose of Library Membership.....

**DECLARATION**

I solemnly declare that all the above information furnished and given by me is accurate to the best of my knowledge and belief. Further, I have read all the Library rules & regulations, and I assure/promise you that I will follow all the rules and regulations and cooperate & help to secure, safe, and make good use of the library assets. If I were found to avoid/negligence of the rules and regulations and engage in unfair means, my library membership would be terminated without giving me any prior notification/ intimation.

Date: .....

Place: .....

Member's Sign .....

Authorized By

With College/Institute Seal

Principal / Director  
(Sign. With stamp)

**FOR OFFICE USE ONLY**

Receipt No.....Date: ..... Amount: ..... Received by Sign.....

Library Membership No.: .....Date of Membership.....

Checked by

Approved by

Assistant Librarian

Deputy Librarian

# Library Rules & Regulations

## Library Discipline:

- Membership/Identity cards are required to be shown at the entrance on demand.
- Personal belonging is not allowed to be taken inside the Library. It should be deposited at the Property Counter and should be collected back on the same day otherwise Library will not be responsible for any loss.
- Members can take their personal books into library after necessary checking by library staff.
- Readers should handle the library reading material very carefully and should not damage (writing, Marking & Tearing books).
- Failing to do so /damage library material or property, the person concerned shall be liable to pay the replacement cost. In addition, his membership may be cancelled at the discretion of the Deputy Librarian.
- Members are expected to maintain strict silence and conduct themselves with dignity to maintain atmosphere for study and research.
- If any system is not working properly then immediately inform the library staff, do not try to repair it yourself.
- Smoking, spitting, sleeping, loud conversation, standing in groups, writing on tables, sprinkling of pen ink, chewing gum, Eatables etc., in any part of the library is strictly prohibited.

## Loan Privilege:

- Library Books and Periodicals will not be issued in any condition. must be read only in the library premises.
- No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.

## Loss of Books:

- In case of loss of library books the reader has to submit new book or pay recent cost of the lost book.

## General Rules:

- Every member who enters in the Library should sign the visitor register.
- Use of mobile Phones is strictly prohibited in the Library.
- Reposition the chairs and switch off the lights and fans after use.
- The Library membership card will not be transferable.
- Readers are requested not to disturb the arrangement of books on the shelves.
- Any constructive suggestion from readers will be most welcomed.
- Members will maintain strict discipline and decorum in the library.
- Readers are requested to stand in queue during the rush hours.
- No one should remove newspaper/ current issues of periodical on display without prior permission.
- Readers should not misbehave with library staff.
- Ask for help from Library staff, if you are unable to find your required book.
- Any kind of misbehaviour/surfing other than above sources/violation of any of the above rules will invite strict disciplinary action.
- The Authority may relax/change the library rules from time to time.

**I have read all the above Library rules & regulations, and I assure/promise you that I will follow all the rules and regulations of the library.**

Member's Signature: ..... Date: .....