

**PEET MEMORIAL TRAINING COLLEGE**  
**LIBRARY**

Paste Your Photo

Membership Application Form

Name :

Admission No. :

Optional Subject :

Permanent Address :

*Email address*

**Working Hours of the Library; 9.15am to 5pm**

**LIBRARY RULES AND REGULATIONS**

- ❖ Silence to be Maintained
- ❖ No discussion Permitted inside the library
- ❖ No Personal Belongings allowed inside the library
- ❖ Textbooks, Printed materials and issued books are not allowed to be taken inside the library
- ❖ Phone calls and playing audio instruments with speaker are strictly prohibited in the library.
- ❖ Punch in the biometric device when you enter and exit the library.
- ❖ Refreshment of any kind shall not be taken anywhere in the library premises.
- ❖ The bag, briefcases, laptop bag ,etc are NOT ALLOWED to take inside the library. It can be deposited in the property counter provided near the entrance of the library.
- ❖ A Student will close the privilege of borrowing book if he /she repeatedly returns the books late or damages the books in any form.

**Admission to the library-** Students are allowed to take library documents only on production of their authorized/valid identity cards.

### **Circulation; Issue-Return System;**

Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return. Write your admission number, name, books' call number in the issue register leaf and sign. Do the same when you return the books.

### **Overdue Charges;**

Book will be issued to the students for **14days** only. In the last page a slip is pasted and stamped mentioning the due date and the fine will be charged@ **Rs.1 per day** per book from the due date till the book is returned to library.

### **Book lost:**

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

### **No due certificate:**

Each student Shall obtain No dues certificate from the library after returning all the books issued, **before second year examination** and after paying outstanding dues, if any.

### **Care of library Books:**

Students are require to handle the books/journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

### **Reference section:**

This section includes Encyclopaedia, dictionaries, Text books reference books etc. Those are only available for reference. Users can make use of these resources.

I agree to the above terms and conditions

(Sign)

Place

Date

### **Membership approval**

Approved

Librarian