CHAIDUAR COLLEGE LIBRARY

Gohpur, Biswanath-784168, Assam

APPLICATION FORM FOR LIBRARY MEMBERSHIP

(TO BE SUBMITTED AT THE TIME OF ADMISSION)

1. Name (*in Block Letter*):

2. General Information: *(a) Permanent Address:*

(b) Contact No: ..... (Compulsory)

(c) Caste: *General/OBC/ST/SC/MOBC* ***(d)* Gender:** *M/F*

3. Date of Birth: .....4. Stream: Arts/SC/Commerce 5. Class: .....

6. Roll No: .....7. Major: *Yes/No*

I undertake to abide by all rules and regulations of the library.

Yours Faithfully

(Signature)

LIBRARY RULES AND REGULATIONS

1. IDENTITY CARD and COLLEGE UNIFORM are must while visiting and using the library.
2. Book is issued for a period of 15 days. The same will be reissued to the particular user for another 15 days on demand hence he/she have to submit the book before the due date.
3. Books in the reference are not issued to anyone.
4. Readers have to keep their personal belongings to the property counter while entering the library except the valuable things like mobile phones, ornaments... etc.
5. Readers are not allowed to write upon, damage, or make any mark upon any book, journal or magazine, or other material belonging to the library.
6. Any reader observing a defect, or damage to any book or manuscript shall point out the same to the Library Staff immediately
7. Borrowers must satisfy themselves about the physical condition of the book before borrowing. Otherwise they will be responsible for any damage at the time of returning.
8. Books borrowed on a particular day will not be accepted for return on the same day.
9. The users are advised to keep the books on the reading table after consulting and not to place in the stack himself/herself.
10. Using MOBILE PHONEs are strictly prohibited within the library.
11. Users are allowed to check the availability of books in the computer through OPAC.
12. Users are advised to maintain SILENCE within the library.
13. Anybody found guilty of breaking Library Rules, the membership of the same will be cancelled with immediate effect.