

	KNOWLEDGE GARDEN DRIEMS LIBRARY MEMBERSHIP FORM	Space for passport size photograph
Name of the Member	:	
Category : Student / Faculty/ Adm. Staff	:	
Regd. No. (For Students)	:	
Branch and Admission Year (for Faculty/Staff Date of Joining)	:	
Full Address for Communication	:	
Mobile No	:	
E-mail id	:	
<u>LIBRARY RULES</u> 1. Students are entitled to issue 03 text books at a time for a period of 30 days from the date of issue. They are also entitled to 03 book bank books at a time for a period of one semester (06 months) from the date of issue. Faculties are entitled 06 books at a time for a period of 30 days from the date of issue. Staffs are entitled 02 at a time for a period of 30 days from the date of issue. 2. A fine of Re. 1 per book per day will be charged for overdue books. 3. Reference books and print journals will not be issued outside the library. 4. In case of lost books, members have to replace the book or pay double of the cost. In case of rare books, they have to pay ten times of the cost. 5. Members have to deposit their belongings at the property counter at the time of entry into the library. 6. Members should come to the library with proper uniform, identity card and library card. 7. Loud conversation as well as use of mobile phone will be treated as infringement of library rules. 8. Members are expected to maintain proper discipline inside library premise so that no member should feel any inconvenience during their study. 9. The librarian has reserved the right to withdraw any study material from any member. 10. Library rules may be altered as and when required by the authority and members have to follow them.		
<u>UNDERTAKING</u> I undertake to abide all library rules as and when notified.		
FULL SIGNATURE OF THE MEMBER WITH DATE		
ALLOWED/ NOT ALLOWED		
LIBRARIAN		