



RAJ KUMAR GOEL ENGINEERING COLLEGE

40th K.M. Stone N.H. -24, Delhi—Hapur Road, Pilakhuwa, Hapur- 245304

S.No

LIBRARY MEMBERSHIP FORM

(For Student)

Date of Application _____

Name in Block Letters _____

Father's Name _____

Course _____

Photograph

Date of Birth _____ Blood Group _____

Permanent Address

Local Address

Student Mobile No.: _____ Emergency contact No. _____

E-mail _____

Membership No. (for membership renewal) _____

Student Signature

For Office Use Only

All credentials checked and Membership No _____ is awarded.

Librarian

P.T.O.

General Rules

All library users must sign in / out register available with the security counter at the Library gate.

User should maintain peace in the library and should not disturb other readers in the library.

Eating / use of mobile phone / drinking / sleeping is strictly prohibited in the library premises.

While entering the library user should leave his / her personal belongings such as bags, personal books, laptops etc. at the counter reserved for this purpose. Loose papers and notebooks may however be taken into the library. Users leaving the library should cooperate with the library staff to examine their personal belongings, if asked.

User of the library should not deface, mark, cut or damage the reading materials in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offences, second time, his/her library card would be impounded and the membership terminated summarily.

If any student is found indulging in book hiding, stealing or mutilating, disciplinary action will be taken against him/her. The member would satisfy himself / herself before leaving the issue counter as to whether the book is in good condition or not otherwise he may be held responsible.

Library remains open from 9:30 a.m. to 4:30 p.m. It is extended from time to time on students requirements. Circulation counter shall remain closed during 12 p.m. to 12:30 p.m. for lunch break. However, it will be revised from time to time.

No student is permitted in library / reading room during scheduled classes.

Circulation Rules

Borrowing facilities are given only to the member of the library. Books may be borrowed only against the library card issued to an individual. Borrowing will be done only through the counter. The library card is non transferable. Books are issued and returned from 10:00 a.m. to 12:00 p.m. and 12:30 p.m. to 4:00 p.m. The Library member is responsible for any book issued against that library card, as per the library record. Newspapers, periodicals & reference books will not be issued from the Library. For renewal, it is necessary that the book should be presented at the issue counter. Renewal is not automatic. If there are pending demand for the book, the librarian may turn down the request. The user should check the books thoroughly for missing pages, chapters etc. while getting them issued. No complaint will be entertained later on. No books in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower. In case of loss of books by borrower, the borrower is required either to replace the books by a recent edition, if available or pay its cost. Text books are issued for 14 days and book bank books are issued for the whole semester/year. If a book is not returned within the stipulated period the member will be charged a penalty as given below:

For Text Book, for first 7 days @ Rs. 5/- per day per book.

For next 7 days @ Rs. 10/- per day per book.

For subsequent days Rs. 20/- per day per book, the matter will be reported for action and membership terminated.

For Reference book (if issued overnight then) @ Rs. 20/- per day per book.

For Book Bank @ Rs. 10/- per day per book.

The fine should be paid at the circulation counter.

If a member loses his / her library card, and he/she makes a written report to the Director /DSW. Member will be responsible for misuse of lost card and a duplicate card will be issued at a cost of Rs.100.00.

If a borrower does not return the book in spite of two successive reminders his/her membership is liable to be cancelled without further notice.

The Librarian can recall books or CD Issued any time if need arises.

The College authority has the right to review and revise rules and regulation of the library from time to time.

Use of Computer / Laptops etc.

Computer in the library premises should be used for academic purpose only. Online chatting /dating, browsing of social networking sites, playing game on the computers are strictly prohibited. Strictly disciplinary action will be taken against the defaulters.

Personal keyboard, mouse, etc are not allowed inside the library. Students must take care of their Pen drives, CD/DVD/ROMs, Mobile and wallets etc.

Readers should not remove/unplug computer cables/connections network cables and other peripherals /accessories in the library. Changing the setting and display of computer kept in the library is not permitted.

Signature of Student