



GANDHI INSTITUTE FOR EDUCATION AND TECHNOLOGY (AUTONOMOUS)

BANIATANGI, BHUBANESWAR, KHORDHA-752060, ODISHA

CENTRAL LIBRARY

Sr.No:

Roll No. :

MEMBERSHIP FORM (Student's)

*paste
passport size
photo here*

I, the undersigned would like to apply for Library Membership as Student. I hereby undertake the responsibility to abide by rules of the library.

Name (in capital letter) :

Permanent Address : At :

PO :

Dist :

State :

Pin :

Present Address : At :

PO :

Dist :

State :

Pin :

Telephone No.(Res & Mobile) :

E-mail ID :

Date: _____

Signature of the Student

FOR LIBRARY USE ONLY

I recommend that Mr./Miss/Mrs.: _____

of 1st Year/ Branch _____ / may be given library Membership for the year _____

Head of the Dept

Librarian



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GIET, LIBRARY RULES

1. Every member who enters into the library should be with his/her identity card & shall sign in gate entry register.
2. The reader shall maintain silence within the library premises.
3. No person is allowed to sleep / drowse in the library.
4. In class hours students are not allowed into the library.
5. For the utilization of digital library one must take permission of the librarian.
6. The reader shall return the reference book to the circulation section before leaving the library.
7. In case of late return/loss or damage of any information resources borrowed by the student, he/she must pay the requisite amount as per the rules of library. .
8. Any damage to any library book is punishable.

DOCUMENTS THAT CAN BE BORROWED:

- Books from the general shelf can be borrowed.
- Reserve shelf books can be borrowed only for a day .
- CD ROMS, DVDs can be borrowed for a period of one week.

RENEWALS /RESERVATIONS & OVER DUE FINES:

- Books can be renewed for another term of 14 days if there is no demand on them. The renewal must be made on or before the due date.
- There will be a overdue charge for Re.1/- per day per book.

LOSS OR MUTILATION OF DOCUMENTS BY STUDENTS:

- Library materials are to be handled with care.
- If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the same or latest edition of that book.
- If the book is out of print, then three times the cost of the book has to be paid to the library.
- If the book is reported (in writing) as lost/misplaced, the overdue charges are not levied in such case from the date of report until the same is replaced (it must be resolved within two months).

THEFT / MISUSE OF LIBRARY RESOURCES:

- The theft or misuse of library resources like books, journal issues, reports, News papers or anything will be viewed very seriously.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the Principal/Dean for further action.

Date: _____

Signature of the Student