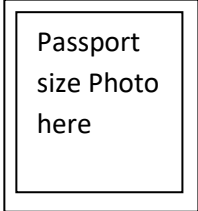




Library Membership Form

Cooch Behar Panchanan Barma University



Session:

Student's Name:

Shift:

Course Name: PG /M.Phil / Ph.D

Enrollment No:.....

Department:

Father's / Husband's Name:

Contact No:

Email ID:

Address:
.....
.....

Note: Please read the Library Rules carefully on the back side of this form.

Signature of the H.O.D

Signature of the Student

Rules & Regulations

General Rules:

1. Strict silence, decorum and discipline must be maintained in the library. Use of cell-phones with in the library premises is strictly not allowed.
2. Smoking, eating, sleeping and talking loudly are strictly prohibited in the library.
3. Personal belonging like bags (laptop, shoulder, sling), umbrellas, etc. should be deposited at the Property Counter. These are not allowed inside the Library.
4. Readers are advised not to leave their valuable items like money, mobile debit card, credit card etc. at the Property Counter.
5. The Library shall not be responsible for any loss or damage of the personal belongings of the users.
6. Documents taken out of the shelves must be left on the table. Replacing the books on shelves is not encouraged as it may get misplaced.
7. Readers should not mark, underline, write, tear pages or otherwise damage the library documents.
8. Newspapers, magazines, and journals must be read only in the library on specific tables and should not be taken to any other reading areas.
9. No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
10. A non-member can use the library material on the premises with the permission of the Assistant Librarian.
11. Library clearance may have issued only after depositing valid library card, if the card is issued earlier to the member.
12. Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership and may be debarred from using the library facilities.
13. Every Student will be issue 2 books for 15 days.
14. If the book is not returned on the due date, then a fine of Rs. 1/- per day will be charged for 1st 15 days of delay, then Rs. 2/- per day for the next 15 days of delay. If the student fails to return the book even after 30 days, then he / she will have imposed a further fine of Rs. 5/- per day from the 31 days onward.
15. In case the book is damaged or lost, then the student will be required to buy the latest edition of the book or to pay the original cost of the book.

Signature of the Student