

Registration for Library Membership

The Librarian

Indian Institute of Carpet Technology

Chauri Road,**Sant Ravidas Nagar****BHADOHI-221401(UP)**Please paste
stamp sized photo
here

here

DO NOT STAPLE**Sub: Request to Enroll for Reading Room/Library**

I wish to enroll for reading and consults at Indian Institute of Carpet Technology, **Chauri Road,**
Sant Ravidas Nagar BHADOHI-221401(UP)

My particulars are as under:

1.	Name (BLOCK LETTERS)						
2..	Registration Number						
3.	Contact No.	M		O		R	
4.	E-mail ID						
5.	Postal Address						
		PIN					
6.	Payment Mode/ Cash/cheque/DD No.-----Date-----Bank Name-----						

I further declare that what is stated above is true and correct

Yours faithfully

Place :

Date :

(Signature and Name)

The student must write his Name, Reg. No & mobile No. On reverse of Cheque/DD.

The Cheque/DD must drawn in favor of "Direcotr, Indian Institute of Carpet Technology" Payable Bhadohi.

ACKNOWLEDGEMENT

Received with thanks from Ms./Mr. _____ Registration Number _____ Near
Swarn Cinema a sum of Rs. _____ by way of Cash/Cheque/DD on account of fees for membership of CA library of Delhi for
the Period From _____ To _____ .

Signature of the Official

The Fees is Payable Rs. 300/- Per Month by way of Cash/ Cheque/DD.

LIBRARY RULES AND REGULATIONS

1. Access to the reading room is by library Card only. In case of the Members is not carrying the library Card or has lost or damaged the library Card, the members cannot access the Reading Rom or any of its services. The member's has to pay a fine of Rs. 150 for a new Library Card.
2. In Case of power cut, power backup is available only for limited lights and fans for a short duration, beyond which no power backup is available.
- 3 Drinking Water will be provided as per availability, in case of any technical fault or non-availability of water, the students are requested to carry water bottles of their own.
4. Members should not interfere and are not allowed to turn ON/OFF the air conditioners.
5. Members must maintain cleanliness in the Library and its surroundings. Any student found littering or spitting in and around the Library will be fined for Rs. 50.
6. The library commute shall have the power to suspend or exclude from use of the library any user who disregards the library rules and regulations
7. The library staff has the right o ask library to leave the library if they are behaving inappropriately or causing disturbance to other users
- 8 All users must observe total silence in the library and its environs at al times
- 9 Al users are required to show their Library Registration IDs to the duty officer upon entrance to the library
- 10 Use of mobile phones is strictly prohibited in the library
- 11 Users are not allowed to leave their baggage overnight in the library. The library shall not are any responsibility for los of personal property or books already signed out o a user
- 12 All users are required to show al items to the duty officer before leaving the library.
13. No users is allowed to enter the Bok Rom without he consent of the library staff
14. Anyone caught marking, defacing or mutilating books or any other library property (Furniture, electrical fixtures, Air-conditioners, water colors etc) will be expected to pay for the material and appropriate disciplinary action will be taken by committee of IICT.
15. God order must be observed in the library at al times for example placing of et on the furniture, eating and drinking, smoking, sleeping etc.will not be allowed
16. Group discussions are not allowed in the reading rom.
17. Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library and its environs
18. Seats in the library may not be reserved
19. No library equipment may be moved, modified or tampered with without permission from the librarian
20. Book reading/consults period is strictly between 10:00am and 6:00pm.
21. All users must be a registered in the current month to be able to use the library services.
22. All students must present heir Library Registration ID before borrowing any library materials.
23. Library materials may not be removed from the library unless the library staff has properly issued them out.
24. Users are not allowed to borrow books on behalf of others or transfer borrowed materials to other users.
25. Users with overdue materials and overdue fines will not be allowed to use the library services.
26. All reserve materials must be returned at he specified time.
27. All users will be held responsible for any damage or los of library materials in their possession and will be required to met he cost of replacement and processing
28. Users must ensure that he books they borrow are in god condition to avoid being held responsible for any damages noted while returning the books
29. Lost books must be reported to the librarian immediately and replaced or paid for within 30 days
30. Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library
31. If the users is not available on his/her seat continuously for 30 minutes than the seat will be allotted to another users.
32. In case of misplace of book, issued from library, MRP of the book along with a fine of 500 (Five Hundred) will be charged from the users.
33. Lost Material As per cost

I have read and accepted all the rules and regulations, and admit myself to disciplinary action by committee of IICT in case of any violation.

(Name & Users's Signature)