

## **Key Indicator – 4.2 Library as a Learning Resource**

Metric No. 4.2.2 – Institution has remote access to library resources which students and teachers use frequently



**Any other relevant information**

**Library Membership Form**

*A. Jayaraman*

PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION  
PANDUR, TIRUVALLUR-631 203



**APPLICATION FOR LIBRARY MEMBERSHIP FORM**

Name in BLOCK Letters			
Father's/Guardian Name			
Date of Birth		Marital Status	Married/ Single
Department	B.Ed / M.Ed	Physically Handicapped	Yes/ No
Faculty / Student		Admission No.	
Post Matric Scholarship	Yes/No	Barcode Detail	
Date of Joining		Batch	20 - 20
Address & Phone/ Cell No.			
E-Mail ID			
10 <sup>th</sup> Reg No.		Year of Passing with Month	
12 <sup>th</sup> Reg.No.		Year of Passing with Month	
Aadhaar No.			

Date:

Signature of the Faculty/ Student

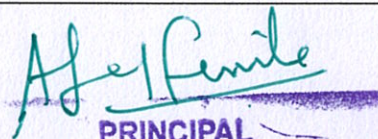
Certified that the above applicant is a Faculty member/student of this Department and may be enrolled as a member of our Indira College of Education Library.

Signature of the Class in charge

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**For Library Use Only**

Membership No.	
Date of Enroll.	
Eligibility	
Remarks	

  
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Librarian



**LIBRARY RULES & REGULATIONS**

The College has a well established Library, have thousands of valuable books covering all subjects of study and references. The Library is accommodated in a spacious well ventilated hall with reading tables.

**I. General**

1. Library is kept open from 8.30 am to 5.00 pm on all working days.
2. All Students and staff of the college can become members after filling membership form, with the Principal's official seal and signature.
3. Readers, especially students desirous of using the Library will be allowed only during their break-time, their entry is strictly prohibited on their class-hours.
4. All the visitors shall enter their name legibly in the Library Entrance Register and also their time of entry and exit.
5. Silence should be strictly observed in the Library.
6. All members / users should abide the Library Rules and Regulations in force.
7. Readers will be allowed to take only bare sheets of paper or a scribbling pad with there inside the Library for writing purposes.
8. Whenever visiting Library, all Members must wear their Identity Card with them.
9. Members are advised not to carry any of their personal belongings such as bags, own textbooks, umbrellas with them during visits to Library. They shall lodge their belongings in the shelf provided for the purposes at the entrance of the Library at their own risk.
10. Use of Mobile phone inside the Library is strictly not permitted.
11. No one will be allowed to dine or to carry food packets or any other eatables inside the Library.
12. All the readers shall remain in the respective seats in an orderly, manner during their stay at the Library.
13. Books and other articles left for any length of time on chairs and tables, it may be removed by the Library staff.
14. Separate wings are provided for Staff, Boys & Girls.
15. Reservation of seats is not permitted.
16. Readers shall be responsible for any damage done to the books or other properties belonging to the Library and shall be required to replace each book or other property damaged or pay the value in rupees thereof.
17. Readers should not write upon or make any mark on any book, manuscript or any other belongings of the Library.

18. No tracing or mechanical reproducing shall be made without the permission of the Librarian. Photocopying facilities are available at our premises.
19. Infringement of the Library rules & regulations by any member if found, the librarian is empowered to withhold the Library facility of the member.

**II. Issue & Return**

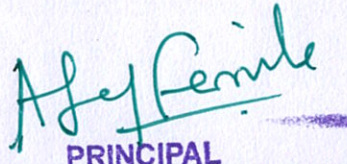
1. The books will be lent to IJET staff and Students members only.
2. Reference books, journals, magazine, CD & DVD's and Newspapers are for use at the reading table only and these materials are not lent to any member.
3. The Issue of books and the allowed lending period are as follows :

a. Faculty Members	: 5 books for 30 days
b. Other Staff Members	: 3 books for 30 days
c. Student Members	: 3 books for 15 days.
4. However, the Library may fix varying lending periods for the members as it deems fit.
5. No Library books / materials can be brought out of the Library until the lending has been recorded. Unauthorised removal of Library materials is regarded as a very serious offence.
6. Before leaving the Library, the reader must satisfy whether the book(s) lent to him / his is (are) in good condition, other wise the reader is responsible for replacement of the book(s).
7. The Issued books should be returned on or before the due date promptly. Any delay in returning the materials member will be fined.
8. If the Issued materials are lost by the member, the same should be immediately reported to the Librarian.
9. A fine can be imposed on anyone returning an overdue book, which will be determined by the Librarian, according to the value of the books / materials.
10. Renewal of a book is permitted only once.
11. The Librarian may recall any lent Library Materials from member at any time.
12. All members should return the lent books / materials on each end of the exams and remit over due fines (if any) and receive the "No Due Certificate".
13. Consortium Libraries membership will be issued one card per member only (British Council Library).

**Note :-**

**The Main purpose of these rules and regulations is to safeguard the Library and to enable the users to have a peaceful and happy reading. Failure to observe the rules will lead to disqualification.**

**I understand and accept all the Rules & Regulations.**

  
PRINCIPAL

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**Signature of the Member**