

Shri Shivaji Shikshan Prasarak Mandals
B.P.Sulakhe Commerce College, Barshi
LIBRARY

Library Membership Form(Staff)

To
The Principal ,
B.P.Sulakhe Commerce College
Shivajinagar, Barshi-413411

Attach photo
here

Sir,

Please enroll my name as a member of your library. I have read the rules of the library and I will abide by these rules. Please issue me Library Card. One copies of photograph of the Identity card size are attached herewith. Details are as follows:

1) **Name:** Surname Name Middle Nam _____

2) **Address :** _____

3) **Order Type:** Permanent () CHB ()

4) **Appointment Period (From):** to

5) **Designation:** **Email:**

6) **Phone :** **Birthdate:-**

7) **Adhar No:** **PAN No:**

Yours Faithfully ,

Shri Shivaji Shikshan Prasarak Mandals
B.P.Sulakhe Commerce College, Barshi
LIBRARY

Rules

1. The book in the Library will be Borrowed as follows:

- ❖ 1. Sr. College Teaching 25 Books
- ❖ 2. Jr. College Teaching 15 Books
- ❖ 3. CHB/ Adhoc Teaching 5 Books
- ❖ 4. Non-Teaching 10 Books
- ❖ 5. Non- Teaching Temporary 2 Books
- ❖

2. Teaching and non-teaching staff who have temporary orde should submit the identity card to the library after the end of the annual contract

3. Books will be issued strictly against Library Card. (in absence be submitted of authorized person's authority letter)

4. In case the Library Card is lost, the member will have to communicate the librarian in written immediately to avoid misuse.

5. If the Library Card is lost, and in case the book is taken by anybody else, then the member will be held responsible for transaction on Library Card.

6. Member will have to pay Rs.100/- for getting duplicate Library Card.

7. In case any misuse of the Library Card is noticed the membership of the person shall be cancelled immediately.

8. If the book/s issued to you is lost/ damaged same copy of the book should be replaced

9. If the book/s will not be returned till due date, reminder will be sent and fine will be charged as per library rules.

10. The decision of the Librarian on special demand will be binding on the library users.

11. Please ensure that no book is issued to you at the time of closing your membership.