



M S ENGINEERING COLLEGE, BENGALURU

(Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi)

(Accredited by NAAC, UGC 2(f) Status and An ISO 9001-2015 Certified Institution)

Navarathna Agrahara, Sadahalli post, Off International Airport Road (NH7), Bengaluru-562110

DEPARTMENT OF LIBRARY & INFORMATION CENTER

Paste
passport
size photo

MEMBERSHIP FORM FOR FACULTY

1. Name (In Block Letters)			
2. Date of Birth		Blood Group	
3. Gender	Male () Female ()		
4. Department			
5. Joining Date			
6. Biometric No.			
7. Present Address:	Permanent Address:		
8. Contact No:			
9. E mail ID:			
LIBRARY USE ONLY			
Library borrower card Number:			
Date of Issue:			
Date of No due Certificate Issued:			

RULES AND REGULATIONS

1. The entitlement for borrowing the books is as under:-

STUDENTS: 3 BOOKS

STAFF: 4 BOOKS

2. Books will be issued to the students for a period of 15 days. This can be re-issued if not in demand by others. If book is not returned, a fine of Rs. 5/- per day will be charged.
3. Loss of library card should be immediately reported to the librarian, a duplicate card may be obtained on payment of Rs. 50/-. A prescribed application for issue of a duplicate card is available at the issue counter.
4. If a book is mutilated or lost by the student(s), the double cost of the book, has to be paid. If book is available in the market then it has to be replaced by latest edition/reprint.
5. The Students using the library and information Centre facilities should sign in the attendance register kept at the entrance each time he/ she uses the library and information Centre.
6. Readers shall maintain an atmosphere of quietness and dignity inside the library and information Centre.
7. Books will be issued only against the ID card.
8. Students have to apply for "NO DUES" certificate before leaving the institution which will be issued only after clearance of all dues of library.
9. The Librarian reserves right to recall a book at any time.
10. Library and information Centre materials should not be marked, defaced, in any way and illustrations, maps, charts etc. are not allowed.
11. No refreshments or foodstuff of any kind shall be consumed anywhere inside the library and information Centre.

I have read the Library and Information Centre rules and regulations, agree to abide by them, kindly issue me borrower's card as per the rules and regulations of the library

Place:

Date:

Signature of the Applicant

Librarian

Principal