



# V.V.P. ENGINEERING COLLEGE - RAJKOT

## KNOWLEDGE CENTRE

### LIBRARY MEMBERSHIP FORM

Roll No.

To,  
The Librarian,  
V.V.P. Engg. College,  
Rajkot.

Photo

Sir,

Kindly enrol me as member of the Institute Library. I mention below all my relevant particulars. I promise to abide by all library rules which may be applicable from time to time. I would be liable to pay dues, which I shall owe due to my negligence or due to infringement of library rules.

Name Infull (In Block Letters) : \_\_\_\_\_

Present Local Address with Telephone No. & Email ID : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent Address with Telephone No. & Email ID with S.T.D. Code : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Semester and Branch : \_\_\_\_\_

Receipt No. and Date of Caution Money : \_\_\_\_\_

Fathers Name and Occupation : \_\_\_\_\_  
with Full Address And Ph. No. \_\_\_\_\_  
with S.T.D. Code \_\_\_\_\_

If Library is having any thing due for my account, I agree to revert it back from my caution money and/or bookbank deposit. I Certify that the information given above is correct to the best of my knowledge.

**Date :**

\_\_\_\_\_  
**Signature of the Applicant**

**P.T.O.**

## V.V.P. KNOWLEDGE CENTRE - RULES

- The working hours of college library will be from morning 7:30 a.m. to 3:30 p.m. Time should be extend on demand.
- The library card will be issued for first time without any charge.
- In Each Semester on producing library card, three books for 15 days, CD/ DVD for one day and one Journal/Magazine will be issued for 7 days.
- I-Card is a must while issuing any library materials. (Books,CD/DVD, Journals/Magazines, etc.)
  - Books 15 days
  - CD/DVDs 01 day
  - Journals/Magazines 07 days
- Penalty of rupees two per day per book, and penalty of rupees one per day per CD/DVD for late submission.
- Penalty of rupee one per day per Magazine/Journal (Bound Volume Rs.2/- per day) for late submission.
- In case of public holiday or vacation, books can be issued/renewed on prior planning.
- Book/CD/DVD/Magazine is informing the library can not be kept for longer period without informing under any circumstances.
- Reference books can not be issued. It can be Xeroxed on producing I-Card which has to be submitted immediately after Xerox.
- In case of lose of any book, same or the next new edition is to be replaced otherwise a penalty of 3 times more amount and Re.1. to be paid. In case of use of any Journal/Magazine same issue is to be replaced otherwise a penalty of 2 times more amount of actual cost. Similarly on the lose of CD penalty of Rs.120 to be paid.
- In case of lose of library card, a duplicate can be issued from library by submitting application and fee of Rs.50/-.
- No due certificate is to be obtained from library by submitting library material like book/CDs/DVDs/Magazine/Journal and library card, in case of detained, failed or any other reason on producing this certificate to student section, then only result will be issued to the student. So get issued no due certificate after completion of exam without fail.
- Submit the books, bookbank books, CD, DVD, Journal, Magazine to the library within 3 days of completion of viva in each semester then only the library card will be renewed according to the renewal time table.
- Check the condition of the book while issuing. If the condition is worst while submitting, penalty according to the rule will be levied.

**Date :**

\_\_\_\_\_  
**Student Sign**