



**ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES
(Autonomous)**

CENTRAL LIBRARY

APPLICATION FOR LIBRARY MEMBERSHIP

Recent
Passport size
color Photo

To,
The Librarian,
ANITS,
Visakhapatnam.

Student/ Faculty / Non-Teaching Staff

Sir,

*I wish to enroll as a member in the **ANITS Central Library**. I have read the rules and regulation of the Library and abide by the same.*

Name (in block letters): _____

Designation / Course : _____ Branch: _____ Date of Joining: _____

Valid upto (for Student): _____ Roll Number: _____

Permanent Address:

Present Address:

E-mail: _____ Ph. /Mobile Number _____

Recommended by Principal: _____

(I hereby declare that the information given above is true and correct)

Signature of the Applicant

Dated: _____

(For Office Use Only)

Barcode ID: _____ Created On: _____

Remarks: _____

LIBRARIAN

CENTRAL LIBRARY RULES

- Students are allowed to library only on production of their authorized/valid Identity Card.
- Enter your name and Sign in the register kept at the entrance counter before entering library. Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- Silence to be maintained. No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources No personal belongings allowed inside the library.
- Textbooks, printed materials and issued books are not allowed to be taken inside the library.
- Using Cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.

- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Refreshment of any kind shall not be taken anywhere in the library premises.
- Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- Books will be issued to the students for 14 days only. In the (last)first page slip is pasted and stamped mentioning the due date and the fine will be charged 1st @ Re.1, 2nd week @Rs.2, 3rd week @Rs.3 per day per book from the due date till the book is returned to library. If the issue date exceeds one month we will charge Rs. 100/- for each book.

- If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay triple cost of the book after getting permission from the librarian.
- Students are required to handle the books/ Journal very carefully; marking with pencil writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
- Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

Signature of the Applicant

LIBRARIAN