



**Library Membership Form**

**आरम्भ**  
**पुस्तकालय**

Old Rajinder Nagar  
Delhi Development Authority

Student's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Contact No. (Mob.): \_\_\_\_\_

Photo ID No. : \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Paste your recent  
passport size  
photograph 4 cm x  
4 cm do not pin or  
staple the  
photograph.

(Note: Please read the **Library Rules** carefully on the back side of this form)

Please, enclose a copy of your valid photo-ID card with 2 passport size photographs with this membership form for issuing of the library entry card.

Nodal officer's Signature

Student's Signature

\_\_\_\_\_

**I HAVE READ CAREFULLY THE LIBRARY RULES & RECEIVED A LIBRARY ENTRY  
CARD FOR MEMBERSHIP OF LIBRARY**

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

OFFICE SR.NO : \_\_\_\_\_

SECTION : \_\_\_\_\_

**P.T.O**

## **REGISTRATION AND PAYMENT**

- a. The library facility shall remain open round the clock (24/7).
- b. Registration can be done by visiting library front desk between 10AM to 6PM on working day.
- c. Monthly charges for 8 hours per day is Rs.1000/-  
Slots available shall be:
  - From 6AM to 2PM
  - From 2PM to 10PM
  - From 10PM to 6AM
- d. Payment shall be made online through QR code available at the library front desk.

## **LIBRARY RULES**

1. Only registered user can use the facility of Library cum Reading Room.
2. The registered user shall mark his/her Entry/Exit in the register.
3. No personal belongings except note books / laptops shall be allowed to be carried in the Library cum Reading Room.
4. Books and other materials of the library are to be handled with care. In case any book of the library is lost or damaged by the user, the reader shall replace the book or shall pay the cost of replacement.
5. There shall be no disruptive behavior and silence should be maintained.
6. Cell phones shall be kept on silent mode. Earphones to be used in case any educational video is being accessed on laptops/mobiles.
7. No eatables are allowed. Smoking, spitting & sleeping are prohibited in the Reading Room premises.
8. The user shall not damage the furniture or other facilities in the library. In case of any damage caused to furniture / furnishings or any other facility in the library and the complex a fine of Rs. 5000/- shall be levied.
9. At a time not more than 2 books shall be issued to the reader.
10. For borrowing books from the library, the reader shall get the book/books issued from the library desk. The reader shall deposit the issued book/books at the library desk before leaving the library room, failing which reader shall be permanently debarred from accessing the library room and his/her outstanding balance if any shall be forfeited.