



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

**(Autonomous)**

**College with Potential for Excellence, Linguistic Minority Institution**

**Affiliated to University of Madras**

**Arumbakkam, Chennai - 600 106**

**LIBRARY  
MEMBERSHIP FORM – STAFF**

Name [CAPITAL LETTERS] :  
Designation :  
Department :  
Stream : Aided / Unaided  
Category : Teaching / Non-Teaching  
Employee Barcode No :  
Date of Birth :  
Date of Joining :  
Date of Retirement :  
Personal E-mail ID :  
Official E-mail ID :  
Residential Address :  
Mobile No :

**Certified that the applicant is a staff of this Department.**

**Signature/Seal of the HOD**

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**LIBRARY USE**

Register Page No :  
Software Data Entry : Yes / No

**LIBRARIAN**

**P.T.O**

## **LIBRARY RULES AND REGULATIONS**

1. Silence to be observed inside the library.
2. All personal belongings (bags, books, notebooks, etc.) should not be brought inside the library.
3. Issued books are not allowed inside the library.
4. Use of mobile phones and audio devices strictly prohibited in the library.
5. Staff and Students will not be permitted to enter the library without ID cards.
6. Staff and Students should produce their ID card to borrow books.
7. Staff and Students should scan their ID card at the E-Gate Entry Point both while entering/leaving the library.
8. A minimum 3 books and a maximum 5 books will be issued to the teaching staff in a semester.
9. Only 3 books will be issued to Non teaching staff in a semester.
10. Exchange of library books among staff/ students should be avoided.
11. Loss of library book(s)/ID card should be immediately reported to the Librarian.
12. Library books are to be used with utmost care and to be returned without any damage. If the staff/student loses or damages the library book(s) he/she will have to replace the book(s) or pay double the cost of the book(s).
13. Journals, Magazines, Thesis, Project Reports, Reference Books, CD/DVD's and Newspapers are for reference purpose and cannot be borrowed.
14. "No-dues certificate" will be issued at the time of leaving the institute only on return of all the books borrowed and payment of overdue charges, if any.
15. The Librarian has the authority to call back any book for return, at any time even before the due date.
16. Any kind of violation of/failure to comply with rules and/or indulgence in fraudulent activities will result in suspension of library privileges and/or withdrawal of membership.

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**I assure you that I will follow the above rules and regulations.**

**Member's Signature**