



SRI INDU COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution under UGC

Recognized under 2(F) and 12(B) of UGC Act 1956

NBA & NAAC Accredited, Approved by AICTE and Permanently affiliated to JNTUH

SHERIGUDA(V), IBRAHIMPATNAM(M), R.R DIST.- 501 510

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<https://sriindu.ac.in>; E-Mail- librarysriindu@gmail.com

STAFF LIBRARY MEMBERSHIP APPLICATION FORM

To,
The Librarian,
SICET, Hyderabad.

Affix latest Color
Photograph

Sub: Regarding Library Membership-Req.

I, _____ Father's Name _____
With Employee ID _____ in the Department of _____ joined as
_____ staff in this college.

I herewith applying for the Library Membership, I Agree to comply with the rules & regulations of the Library and loss or damage to any library material I will pay fine or penalty as per library rule. I incurred thorough any act of negligence on my part.

PRESENT ADDRESS

Ph.No. _____

E-Mail: _____

PERMANENT ADDRESS

Ph.No. _____

E-Mail: _____

Place:

Date:

Signature of the Staff

1. Approval Signature of the HODS;

2. Approval Signature of the A.O/Office

Signature of the Principal

Library Membership No: _____

Approval & Signature of the Librarian

SICET Library Rules and Regulations:

1. All the users entering the Library must keep their bags and other belongings at the entrance and sign in the Register at the checkpoint. **Do not to leave any valuables at the Check Point.**
2. **Bags, Umbrella, Personal Books and other items, Wearing Aprons or Coats are not allowed inside the library.**
3. Identity Card is compulsory for getting access to the library.
4. Students should produce their identity card while borrowing books.
5. Students on receiving the books should check their physical condition, as they are held responsible for any damage found later.
6. **Silence should be strictly maintained in the library.**
7. Mobile phones and other devices likely to cause disturbance are not used in the library premises.
8. **Misbehavior in the library is strictly prohibited.**
9. Users are requested to co-operate in maintaining conducive atmosphere to study, many of the reading materials possessed by this library are very precious, rare and also irreplaceable. Please handle them with utmost care.
10. The library books/Journals are not to be spoilt with an underlining, or scribbling on pages. Defaulters will be fined heavily equal to the cost of replacing of the books.
11. Show the book at the checkpoint before taking out the issued books.
12. **All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names**
13. Students are advised **not to give books to others on their names.**
14. Beverages and Eatables are not allowed inside the library.
15. Library reserves the right to call back any issued book/item at any time.
16. All students are advised to come to the Library in decent dress as they are in the classrooms.
17. Periodicals, Dictionary, Encyclopedia, Project Reports, Reference sources are to be referred in the library.
18. Loss of books, if any, should be reported to the librarian immediately and it should be replaced with a new copy.
19. When a member leaves the college he/she shall return all the books without fail.
20. For further help consult Librarian.