

Médiathèque Simone de Beauvoir

Library Membership Form

(PLEASE FILL THE FORM IN CAPITAL LETTERS ONLY)

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Details of the applicant:

Surname: Name:

Gender: M F Date of Birth: / /
(DD / MM / YY)

Nationality: Occupation:

Address:

Pin Code:

Cell No. Alternate Contact Number:

E-mail:

Are you a present student of AFB? Yes No

If yes, please mention:

Name of your Teacher:

Level:

Course Timings:

Course Duration: From To

In case of a minor:

Name of parent (or Legal guardian) :

Contact No.:

E-mail Id:

If you are not a student mention the type of membership you are opting for.

Annual Membership Cultural Members Professor / Staff

FOR OFFICE USE ONLY Payment Amount: Receipt No. Date of Payment:

I hereby declare that all the details furnished by me in this application are true to the best of my knowledge. I have fully read and understood the rules and regulations of the library and would duly adhere to them.

Date: -----

Signature of the applicant
(Signature of parent in case of a minor applicant)



*“ Une bibliothèque, c’est le carrefour de tous les rêves de l’humanité. “
“ A library is the crossroad for all the dreams of the humanity. “*

- Julien Green

Rules and Regulations of the library

- Books or other documents may be borrowed only against the library membership card and is non-transferable.
- Only subscribed members who pay Rs.800/- as refundable deposit to the library can borrow the documents.
- Documents will not be lent without the Library Membership Card.
- Members shall be responsible for the loss and misuse of Library Card. In case of loss a new card will be issued at the cost of Rs.100
- The borrower is responsible for any book issued against the library membership card, as per the library records.
- Duration of loan is 2 weeks. A late fine of Rs.2 per working day per document will be levied in case of late returns. Member is obliged to make overdue fine payments at the time of returning books.
- All books on loan shall be returned on or before the due date marked on the Due-Date-Slip in the book, failing which overdue charges shall be realized from the borrower. **Repeated violation of this rule by the members, may lead to cancellation of the membership of the defaulting member after 3 times of repeated delay in returning the book.**
- The member cannot borrow a document before all the documents that are already overdue from him/her have been returned, with necessary fine, if any.
- Watching films or documentaries is restricted to current students only.
- Video games can be used by the current students only.
- Any change in residential address, phone number, email ID must be intimated to the librarian.

Re-issue and recall of books

- Books shall be re-issued to the same borrower twice only. But, if there is a demand for the book, the request for renewal may be turned down by the library.
- Extension of loan period is permitted **once** for another 2 weeks on request by the member in person, over the phone or by e-mail provided the document is not already overdue / or it is not reserved by others. For renewing the second time, it is necessary that the book has to be presented at the counter.
- Towards the end of the course or membership, books and multimedia issued for due period will not be renewed even if there is no demand for the said books.
- The librarian can recall books and multimedia at any time, if need arises.
- The member cannot borrow a document before all the documents that are already overdue from him/her have been returned, with necessary fine, if any.

Loss or damage of library documents / equipments

- Lost or damaged document has to be compensated with a payment or deducted from the deposit amount.
- Scribbling or underlining would be considered as damage. The member will be asked to pay a fine in severe damage and /or will undergo a suspension of membership for a period of 3 months.
- Any damage to the library equipments due to negligence has to be reimbursed to its current cost.

Code of conduct inside the library

- The users must respect the ambience of the library. Conversation over the phone is prohibited.
- It is strictly forbidden to smoke, drink or eat inside the library.
- The bags have to be deposited at the entrance of the library. You may carry your mobile, wallet, laptop or any other valuables with you. The library management will not be responsible for the loss or theft of any of your belongings inside the library.
- Tuitions or private classes are not allowed inside the library.
- The users must respect the copyright of the borrowed documents. The library is not liable for any such violations caused by the subscribers.
- Librarian permission should be obtained for usage of laptop or personal audio equipment.
- We reserve the right to search the bags on exit, if needed.
- The violation of these codes can result in loss of rights to the library temporarily or permanently.

I have read and accept the above mentioned rules and regulations of the library.

Signature: _____

Date: _____