

### Rules for Enrolment of membership

1. Readers are requested to see the Officer –in-charge as Members
2. Security Deposit of Rs. 500/- (Rupees Five hundred) only in cash should be deposited for one membership.
3. Official receipt must be obtained for the amount of Security Deposit paid for enrolment.
4. Surety either from a Gazetted Officer with official Seals or registered members of the Library Quoting Membership Card Nos. Should be furnished. No member can stand surety for more than one person. Students cannot stand surety for any person.
5. Student should furnish surety either from parents or Principal/Headmaster of the College/School concerned.
6. Military personnel should produce Identity Card for verification.
7. Employees of Banks, Commercial firms etc., should furnish “surety” from the Managers/Agents Etc., with their Official Seals.
8. Membership Card are not transferable. Authority may, however, be issued to his/her agents for borrowing or returning books on his/her behalf but the responsibility, will rest on the holder of the Membership Card.
9. Loss of Membership Card should be intimated in time in writing. Duplicate Cards will be issued on verification of the records of the Library and payments of charge. At least 15 days are required to issue duplicate cards from the date of submission of application.
10. Applications for enrolment must be presented by the person concerned.
11. Change of address should be notified to the Library authority in time.