

ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES

(AUTONOMOUS)

(Affiliated to AU, Approved by AICTE & Accredited by NBA & NAAC with "A" Grade)

SANGIVALASA, BHEEMUNIPATNAM



CENTRAL LIBRARY APPLICATION FOR MEMBERSHIP

Student / Faculty / Non-Teaching Staff

Recent
Passport Size
Color Photo

To,

The Librarian,

Sir,

I wish to enroll as a member in the ANITS Central Library, I have read the rules and regulation of the library and abide by the same.

Name (in block letters) : _____

Designation / Course : _____ Branch : _____ Date of Joining : _____

Valid upto (for Student) : _____ Roll Number : _____

Permanent Address:

Present Address:

Email: _____ Ph / Mobile Number: _____

Recommended by Principal: _____

(I hereby declare that the information given above is true and correct)

Dated _____

(For Office Use Only)

Barcode ID: _____ Created On: _____ Remarks: _____

CENTRAL LIBRARY RULES

- Students are allowed to library only on production of their authorised / valid Identity Card.
- Enter your name and Sign in the register Kept at the entrance counter before entering library. Show the books and other materials Which are being taken out of the library to the staff at the entrance counter.
- Silence to be maintained. No discussion permitted inside the library.
- Textbooks, printed materials and issued books are not allowed to be taken inside the library.
- Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay triple cost of the book after getting permission from the librarian.
- Students are required to handle the books / Journal very carefully; marking with pencil writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously.
- Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues if any.
- Faculty can borrow 10 books for semester. Students can borrow 3 books and they renew those books once in every 14 days.
- Books will be issued to the students for 14 days only. In the first page slip is pasted and stamped mentioning the due date and the fine will be charged 1 st week @ Re. 1/-, 2nd week @ Rs2/-, 3rd week @ Rs3/- per day per book. If the due date exceeds one month we will charge Rs. 100/- for each book.

Signature of the Applicant

Date: _____

LIBRARIAN