

# CENTRAL LIBRARY, SIR SYED COLLEGE

Karimbam, Taliparamba – 670142

## APPLICATION FOR MEMBERSHIP

*(Research Scholar)*

FOR OFFICE USE ONLY	
Member No.	
Admission Date	

Name (In Capitals) :

Date of Birth :

Name of Research Guide :

Ph.D. Registration Order Number :  
(Enclose a copy of the order)

Present Residential Address :

Mobile No. :

Email :

Permanent Address :

Please affix a  
passport size  
Photograph.

State whether you were a member of  
this library at any time? :

I desire to become a member of the Central Library, Sir Syed College and if admitted, I agree to abide by the library rules in force from time to time and the decision of the Librarian regarding them. I specially undertake to make good any loss or damage to books/periodicals caused to them while in my possession.

Place :

Date :

Signature

## **RECOMMENDATION BY THE HEAD OF THE DEPARTMENT / RESEARCH GUIDE**

Sri./ Smt./ Kum. .... is a Research Scholar in ..... And I recommend him/her for membership in the Central Library, Sir Syed College. I undertake that a 'Clearance Certificate' from the Librarian would be obtained before he/she is permitted to submit his/her thesis.

Place : Signature :  
Date : Name :  
Designation :

(seal)

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### Instructions:

- Identity cards issued by the College should be produced at the counter before entering the library.
- Books are issued for a period of 14 Days and an overdue charge of 1 rupee per volume per day shall be levied for a book not returned on or before the due date. The Librarian reserves the right to recall any book at any time from any student, or staff even when the period of loan is not over.
- Textbooks issued from the reference section for overnight use shall be returned before 10 a.m. on the next day.
- Before leaving the counter, the member shall satisfy himself as to whether the book lent to him is in sound condition and if not, shall immediately bring the matter to the notice of the staff on duty. Otherwise, the member will be held responsible for any damage found afterwards.
- In case a book is damaged or lost, the borrower is required to replace the book with the latest or same edition or pay such compensation as may be fixed by the Government/ University.
- Application should be submitted within one month from the date of recommendation of the Head of the Department/Principal.

*Librarian*