



Operational
Control Procedure

Library Services

ADIT /OCP/07-01

Issue Date: 15-02-2016

Revised date: 30-8-2018

A D PATEL INSTITUTE OF TECHNOLOGY
NEW VALLABH VIDHYANAGAR
LIBRARY

Recent photo

STUDENT MEMBERSHIP FORM (Other Institute)

Date: _____

Name of the Institute and Address:-	
Dept:	ID No:
Full Name(Student/Staff):-	
Date of Birth:-	Blood Group:-
E-mail:-	Admission Year:-
Contact No(Student):-	Contact No(Parents):-
Address (Permanent):-	
Address(Local/Hostel) :-	

RULES AND REGULATIONS

1	Complete silence is to be observed in the Library
2	The books, journals etc, should be handled with care
3	Books must not be damaged or defaced in any way. If anyone is found damaging, defacing or tearing pages of any book or documents, the matter will be reported to the principal for suitable action
4	It is compulsory for all the students entering the library to have I-card on their person. This will checked from time to time. Unauthorized persons will be punished
5	The students are required to keep their belongings with them while using the reading room of the library
6	Each student will be issued five library tickets. It can be used to get the library books for 14 days. If students keep the books beyond 14 days, they will be heavily penalized. The tickets are for your own use only. If another individual is found to use them, the tickets will be forfeited and the erring students will be liable to punished for it
7	The library tickets and I-card will have to be handed over to the ADIT library while leaving the college permanently

I herewith assure the college authorities that I shall abide by all the rules and regulations of the library mentioned as above. I have received college Library Tickets Sign: _____

Recommended by

Approved by

Principal

Principal

()

ADIT

Other Institute

Prepared By:	Approved By:	Issued By:
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Date 15-02-2016	Date 15-02-2016	Date 15-02-2016