

GOVERNMENT OF MEGHALAYA

LIBRARY SERVICE

**Library Membership Form**

**Membership No** \_\_\_\_\_

**Date** \_\_\_\_\_

I, \_\_\_\_\_ apply for enrolment as a member of the State Central Library, Shillong for borrowing books. I am a permanent/ temporary resident of \_\_\_\_\_ and am employed as \_\_\_\_\_.

I, do hereby agree to abide by the Rules of Library which I have seen and furnished below the required particulars about myself.

I also agree to make good any loss or injury to books and other Library properties incurred by me during the period of membership of your Library.

Date \_\_\_\_\_

Signature of the applicant.

Full Name \_\_\_\_\_

S/O, D/O \_\_\_\_\_

Local or Present Address \_\_\_\_\_

Profession \_\_\_\_\_

Age \_\_\_\_\_ Cash Deposit Rs. \_\_\_\_\_

Name of College/School \_\_\_\_\_ Class \_\_\_\_\_

Permanent or Home Address \_\_\_\_\_

Police Station \_\_\_\_\_ Post Office \_\_\_\_\_

District \_\_\_\_\_ Subdivision \_\_\_\_\_

I stand surety for the applicant taking books from the Library.

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Age \_\_\_\_\_

Librarian's Order \_\_\_\_\_

Signature \_\_\_\_\_

Librarian

**N.B. :-**

1. Readers are requested to see the Officer-in charge for enrolling as Members.
2. Security Deposit of Rs. 5/- (Rupees Five) 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 the Gazetted Officer with Official Seals or registered member 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 the parents or Principal/Headmaster of the College/ School concerned.
6. Military Personnel should produce Identity Card for verification.
7. Employees of Bank, Commercial Firms, etc. should furnish “Surety” from the Manager/ Agents etc. with their Official Seals.
8. Membership Cards 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 Cards.
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 payment of charges for duplicate cards. Atleast 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 authorities in time.