



R.M.K. ENGINEERING COLLEGE

(An Autonomous Institution)

R.S.M NAGAR, KAVARAIPETTAI – 601 206
CENTRAL LIBRARY



Membership Application form for Staff

Date:

Name	
Department	
Designation	
Date of Joining	
Date of Birth	
Barcode ID No	
Address	
Phone & e-mail	

PHOTO
Sent to soft copy library@rmkec.ac.in

H.O.D's Signature

Librarian Signature

Staff Signature



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RULES AND REGULATIONS

- ❖ Book(s) will be issued to the borrower against production of Identity Card issued by College.
- ❖ Library borrower card (Identity Card) is not transferable.
- ❖ Members shall observe silence in the Library premises.
- ❖ All Staff should return book(s) borrowed from the library before they proceed on a long period leave, must obtain “No Dues Certificate” from the Central Library.
- ❖ The Staff shall not write damage or mark upon any book belonging to the library.
- ❖ The Librarian reserves the right to recall any book(s) from any members at any time.
- ❖ Utilize OPAC facilities for verifying his/her library account status during the library working hours/ in library hours.

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