PANIMALAR MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE

VARADHARAJAPURAM, POONAMALLE, CHENNAI -600123.

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LIBRARY MEMBERSHIP FORM
(For Faculty)

Name of the staff : _____

Staff ID No : _____

Dept / Designation : _____

Date of Birth /Gender : _____ M / F

Address for Communication (Quarters / Local) : _____

_____

_____

Permanent Address (Native place) : _____

_____

_____

Contact Number : _____

E-Mail ID : _____

Date: **Signature of the Faculty Member**

(FOR OFFICE USE ONLY)

Library Mem. No. : No. of Ticket Issued : 2

Date of Issuing : Valid Up to :

CHIEF LIBRARIAN

LIBRARY RULES & REGULATIONS

CIRCULATION SECTION POLICY:

- Faculty members can borrow two books at a time (loan period: 30 days).
- Borrowing facilities are given only to the teaching faculty.
- Reference books, rare books, and unbound periodicals may not be borrowed. (Reference purposes.)
- No faculty member can take two books with the same title or author.

RENEWAL OF ISSUED BOOKS:

- Documents borrowed should be presented physically for renewal by the borrower.
- Documents will be renewed only if there is no reservation.
- In the case of a reserved document, the same will be allotted to the borrower who is foremost on the reservation list.

OVERDUES CHARGES:

- Books must be returned on or before the due date; otherwise, the borrower will be fined (overdue) Rs. 5 per day.
- A reminder will be sent to the faculty members email IDs.

LOSS OF BOOK/DAMAGE:

- In case a book is lost or damaged, the member shall replace the book or pay double the cost of the missed book plus Rs. 100 for processing fees.
- If one book is lost among the volumes of the set, the reader has to replace the whole set.
- Faculty members should obtain a NO-DUE certificate from the library. If the faculty member leaves the college or resigns their job.

REPROGRAPHY SERVICES

- The library provides photocopying facilities to its members on all working days. Staff members are requested to fill out the photocopy requisition form and get it signed by their HODs. If the purpose of the photocopy is found to be personal work, Rs. 1 per page will be charged.
- Some items in the library cannot be copied because of copyright laws and their poor condition.
- For more details, please visit our library website at https://library.pmchri.ac.in.
- If you have any queries or comments, email us at chieflibrarian@pmchri.ac.in.

Signature of the Faculty Member