



Guest Membership ID

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**DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE**

(An autonomous organization under the Department of Social Justice and Special Assistance, Government of Maharashtra)

28, Queen’s Gardens, Camp, Pune- 411001 Phone- 020-26343600/26333330, Fax- 020-26333596

E-mail : library@barti.in/dg@barti.in Website: http://barti.maharashtra.gov.in

**Library Guest Membership Form**

Photo

To,  
HoD, Library  
Respected Sir/Madam,

I the undersigned, wish to become a member of the Barti Library. I agree to pay the deposit at the library membership fee.

Membership Payment Details:	Monthly (Non-refundable) 100/-	Annual 1200/-	Deposit (Refundable) 1000/-
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If I am allowed, I agree to abide by the rules of the library.  
Thanking You,

Yours Faithfully,

(Member Signature)

Date:

<b>Name in Full (Block Letters)</b>			
<b>Permanent Address</b>			
<b>Present Address</b>			
<b>Contact No.</b>	<b>Residence</b>	<b>Mobile :</b>	
<b>Email. ID.</b>	<b>Date Of Birth :</b>		

**For BARTI Library Use Only**

Payment details for fee & Deposit

**Membership: Monthly/ Annual**      Deposit:      Receipt No. ....      Fee      Receipt No. ....

**Approved**

**Librarian**

## MEMBERSHIP RULES FOR BARTI LIBRARY

### Library Timeing

Monday To Friday, Saturday (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>) 10.00 am To 6.00 pm

(Holidays on 2<sup>nd</sup> & 4<sup>th</sup> Saturday, Sundays & Public Holidays)

1. Guest Faculty/Government officer/Retired officers/Researchers/Ex-BARTI faculty & Staff/Ex-deputation faculty etc. also can, with prior written permission from the OIC, Library become members.
2. Members will have submit 2 **Pass Port Size Photograph, as Identity Proofs Aadhr Card/Passport/ Driving License etc.** along with the application form.
3. Every member are requested to put their signature on the visitors register at the time of entry and leave their belonging such as bags, files, books etc., at their own risk, near the entry counter.
4. **Only two Books will be issued at a time will be issued for a period of 1 Month.** Reference Material or latest issue of Journals will not be allowed outside the library premises.
5. If may member desires to discontinue his/her membership, His/her will have to submit the deposit receipt along with the application form. There after the member has to return all borrowed material and deposit membership card to the library office. **An amount of Rs.25/- will be deducted from the deposit if receipt is not available.**
6. Every member should observe strict silence in the Library.
7. Every member selecting books from the shelves when not required, please hand over the same to the employee present at library to place the same in proper shelf.
8. Please note, the library premises is not a place for discussion, talk or any kind of entertainment for the visitors.
9. Reading facility and membership right claim decision of any member with the Director General, Barti
10. Newspapers, magazines and journals should be kept on proper place after its use.
11. Growth of library depends upon member's good habits, such as while reading.
  - i) do not fold corners of pages
  - ii) do not mark with highlighter etc.
  - iii) do not tear out pages
  - iv) do not scribble with pen or pencil
  - v) do not underline the matter
  - vi) do not inserts pins, clips etc.
  - vii) do not damage any binding of books
12. In case of loss/theft of membership card, please intimate in writing with details.
13. In case of loss/theft duplicate card will be issued at cost decided by the institution from time to time.
14. Eatable snacks etc. of any kind is strictly not allowed in the premise of the library
15. Please, do not disturb others with mobile, so it is better to switch off while in the library
16. Any damage, disfigurement, loss in any form to the property of library shall be recoverd from the member as when decided by the authorities.

I agree to abide by the rules of the library.

Date :

(Member Signature)

