**Fakhruddin Ali Ahmed Research Library**

**Ghalib Institute, Aiwan-e-Ghalib Marg, New Delhi**

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**LIBRARY MEMBERSHIP FORM (NEW/RENEWAL)**

**Temporary/Annual/Life**

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Designation/Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone No. Office/Residence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of Specialization/ Topic of Research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution/Univ. where registered for Ph.D. / M. Phil.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate: I have read the rules of the library and shall follow them.

Date: Signature of the applicant

**FOR USE OF THE LIBRARY**

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Librarian

F.A.A. Research Library

Ghalib Institute, New Delhi -02

E-mail ID: [ghalibinstitutenewdelhi@gmail.com](mailto:ghalibinstitutenewdelhi@gmail.com)

**Library Rules & Regulations**

**FAKHRUDDIN ALI AHMED RESEARCH LIBRARY**

**Ghalib Institute, New Delhi – 02**

* The following are some of the important rules for the library:
* **The Library will be remain open between 10.00 a.m. to 6.00. p.m. (Monday-Friday)**.
* A person desirous of using the Library shall enter his/her name, address and time of entry legibly and put signature in the register kept at the entrance point of the Library.
* Users must ensure that rights of other users of the Library are not breached in anyway by their own acts of commission or demission.
* Users should maintain peace in the library & should not disturb other scholars in the library.
* Unauthorized removal of books or damaging the property of library shall be considered as an act of indiscipline.
* **A non-member can use the library materials in the Library premises with the permission of the Secretary/Director/Librarian.**
* The users are advised not to leave expensive items on the study table.
* Documents taken out of the shelves must be left on the table. Replacing the documents on shelves by users is not encouraged as the documents may get misplaced.
* Readers should not mark, underline, write, or tear pages or damage the library documents.
* Photocopying service is available for the users at nominal charges. All photocopying must comply with copyright legislation.
* Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restrictions.
* The Librarian, with the approval of the Secretary/Director, reserves the right to add, delete, or modify any of these rules as and when required.
* **No Library material can be taken out of the Library without permission of the Director/Librarian**.
* All library team are available for any assistance you may need in using the library resources, facilities & services.
* It is mandatory for all members who are using facilities to follow the library rules & regulations. For any dispute or problem, Librarian may be contacted
* **Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library.**
* **In case of any matter/issues which are not enumerated above, the decision of Director will be final.**
* **Library will welcome any suggestion for better use of library facilities and services all time.**