

# GOUTHAM EDUCATIONAL ACADEMY

Administrative Office : #258, 5th Main, 2nd Cross, Manjunathanagar 1st Stage,  
W.O.C. Road, Rajajinagar, Bangalore - 560 010. Karnataka, INDIA

## APPLICATION FOR ISSUING LIBRARY CARD FOR STAFF ONLY

Name : \_\_\_\_\_ Sex :  M  F

Father's Name : \_\_\_\_\_ Date : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ I.D. No. : \_\_\_\_\_

Category (Permanent/Temporary) : \_\_\_\_\_

Present Address : \_\_\_\_\_ Permanent Address : \_\_\_\_\_

Mobile : \_\_\_\_\_

E-mail : \_\_\_\_\_ Contact Tel. No. : \_\_\_\_\_

Whether you have returned old card : \_\_\_\_\_

Whether Enclosed your Appointment Letter : \_\_\_\_\_

I request you to issue the Library Card, which will facilitate my studies and shall obey all the Library rules and regulation. In case of any violation of rules, I am aware of the consequences, which may also mean withdrawal of using the services of the Library. If the card is lost or damaged or mutilated, I shall obtain a fresh card may be obtained by paying a fee of Rs. 50/-. All books that are borrowed from the Library will be returned back in the same condition. Any damage to the books or missing pages or torn pages, I shall be liable to pay an appropriate Fee or replace the book. In case of loss of books, the same will be replaced before taking my Salary.

Date :

Signature of the Staff

H.O.D.

PRINCIPAL

Accountant

PRO

### FOR LIBRARIAN USE

Name of Staff : \_\_\_\_\_ Department : \_\_\_\_\_

I.D. Card No. : \_\_\_\_\_ Year : \_\_\_\_\_

Library Card No. : \_\_\_\_\_ Expire Date : \_\_\_\_\_

Date of Issue : \_\_\_\_\_ Fee Receipt No. : \_\_\_\_\_

Is Staff Appointment letter enclosed : \_\_\_\_\_

**LIBRARIAN**