

# K.E.T.'s V.G. Vaze College of Arts, Science & Commerce

## Library Notice

Date: 11th August 2016

### INSTRUCTIONS TO FYJC STUDENTS FOR FILLING THE LIBRARY CARDS

1. Blank Library cards will be provided to the students only against **Original Fee Receipt** of the current year, **2016-17**.
2. Students are requested to fill the information on their **Library cards** and **Library Membership Form** in neat and legible handwriting.
3. Use black /blue ball pens or marker pens only, please **do not use gel pens**.
4. Please fill all the details on your cards and form, do not leave any field empty. Please fill your **complete postal address, proper telephone numbers, mobile numbers and email ids** on all the cards and the form. This will help us in contacting you if required.
5. Both sides of the Library cards are to be filled properly. Incomplete cards and forms will not be accepted under any circumstances.
6. Please use **newly clicked stamp sized photographs** only for the library cards. Photographs in school uniforms will not be accepted.
7. Only **colour photographs** are to be stuck on the cards. Black and white photographs will not be accepted under any circumstances.
8. Stick the photographs strictly within the box provided, **do not stick over sized large photographs**.
9. All three photographs should be similar and clicked at the same time. Different photographs taken at different times will not be accepted under any circumstances.
10. Please bring the completely filled **Library Membership Form** provided to you along with the Library cards for submission.
11. **Original Fee Receipt** will be taken while issuing the Blank Library Cards, and will be returned immediately on submission of the completely filled Library Cards for Bar-coding & Validation.



  
11/8/16  
LIBRARIAN