

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

Library Notice

Date: 30-June-2018

INSTRUCTIONS TO IN-HOUSE 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, **2018-19**.
2. Please bring your **previous year's library cards** while submitting the current year's cards. Cards will not be accepted without previous year's cards.
3. Students are requested to fill all the information on their library cards in neat and legible handwriting.
4. Use black or blue ball pens or marker pens only, please **do not use gel pens**.
5. Please fill all the details on your cards and do not leave any field blank.
6. Both sides of the Library cards are to be filled properly.
7. Please fill your **complete postal address, proper telephone numbers, mobile numbers and email ids**. This will help us in contacting you if required.
8. Please use **newly clicked stamp sized photographs** only for the library cards. Photographs in school uniforms will not be accepted.
9. Only **colour photographs** are to be stuck on the cards. Black and white photographs will not be accepted under any circumstances.
10. Stick the photographs strictly within the box provided, **do not stick over sized large photographs**.
11. Both photographs on the Library cards should be similar and clicked at the same time. Different photographs taken at different times will not be accepted under any circumstances.



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