

OMEO KUMAR DAS INSTITUTE OF SOCIAL CHANGE AND DEVELOPMENT
(Sponsored by Indian Council of Social Science Research and Government of Assam)

Upper Hengrabari, VIP Road, Guwahati – 781036

LIBRARY MEMBERSHIP FORM

1. Name : _____
2. Address : _____
3. Name of the Institute : _____
4. Department : _____
5. Date of Birth : _____ 6. Mobile No : _____
7. Academic Status (Please tick)
(a) Student/Research Scholar & Others (Without Fellowship)
(b) Student/Research Scholar & Others (With Fellowship)
(c) College, University teacher, Salaried Scholar
8. Please specify your area(s) of research interest : _____

9. Your membership requirement is : (a) Monthly (b) Yearly
10. Membership fee enclosed Rs. : _____
11. Mode of payment: (a) Cash (b) Cheque/DD (Drawn in favour of OKDISCD payable in Guwahati)

I, _____ hereby declare that above mention facts are true to the best of my knowledge and belief and also resolve to abide by the rules and regulations of the Institute's library.

Signature of the Applicant

_____ For Official use only _____

Category : A/B/C

Membership validity period from : to

Membership Card No.Card issued on

Membership fee received Rs.Receipt No.Date

Documents to be submitted with the application form

1. One recent passport or stamp sized photograph
2. Identity card or a copy of academic status from supervisor or head of the institution

LIBRARY RULES

The library has a collection of more than 17000 books, 2000 micro documents, 1000 reports, journals and reports on CD. Over 73 periodicals are available in the library. Currently the JSTOR Online Journal database is also available in the Library.

Working hours :

Monday to Friday : 9:30 AM to 4:30 PM

Saturday, Sunday and Institutes Holiday – Closed

Borrowing and Photocopying facilities :

- Books are not for lending
- Books issued to the reader cannot be taken out of the library premises
- Depending upon the type of books/materials, photocopying facilities will be made available to the user. However, not more than 20 pages at a time will be allowed for photocopying. Photocopying Rs. 1.00 and Computer print charge per page is Rs. 2.00.

Library Card :

The reader will have to obtain non-transferable photo identity cards for using the library and they will have to produce the same on demand.

Fee Structure :

Fees for library use are as follows :

Categories of Readers	Fee Per month	Fee Per Year
A	Rs. 50	Rs. 250
B	Rs. 100	Rs. 500
C	Rs. 200	Rs. 1000

- Categories :** A. Student / Research Scholar & Others (Without Fellowship)
B. Student / Research Scholar & Institutions (With Fellowship)
C. College, University Teacher, Salaried Research Scholar

General Instructions :

- Books/Journals are not to be removed from the perspective places
- The Readers are not allowed to put the documents, bags into the hall
- No refreshments or foodstuff will be allowed inside the library
- Smoking is strictly restricted in and out of the library
- Use of the mobile phone is strictly prohibited inside the library
- Suggestions for purchase of books and improvement of library are welcome
- Marking in the books/materials is strictly prohibited
- Cost of any damaged to the books/materials will be realized from the present user. Therefore, the readers are requested to check the books before using
- Violation of library rules or misconduct on the part of the user will lead to withdrawal of the library facilities.

Assistance : The following library staff may be contacted for assistance

- Assistant librarian
- Ramen Sarma