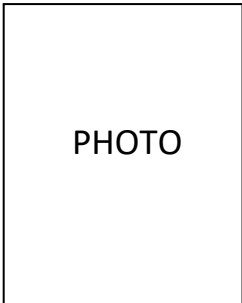


FORM 1

RABINDRA-BHAVANA, VISVA-BHARATI

For seeking admission to archives and library



Name of applicant:.....**Nationality:**

Address:

Affiliation:..... **Email ID:****Mobile No:**

Period of consultation :.....

Area of research:

I undertake to comply with the rules and regulations of the archives and library of Rabindra-Bhavana which have been explained to me.

Signature of applicant:..... **Date:**.....

Copy of document received as proof of ID: Voter ID/Aadhaar Card/Driving License/Passport/Others:.....

Application processed by:.....**Date:**.....

Special Officer: RB **Professor in charge (Archives)**.....

Director: RB**Registrar: VB**.....

Application approved/ rejected by: Vice-Chancellor: VB

User registration fee of Rs./ **received by:**..... **Date:**.....

Bank transaction details:..... **Date:**

RBID:.....**Issued on:**.....**valid till:**.....

Issued by:..... **Date:**

ID Received by:..... **Date:**

Whether ID sent through email:.....



PHOTO

RABINDRA-BHAVANA, VISVA-BHARATI

ARCHIVES AND LIBRARY REGISTRATION SLIP

Name of User:

RBID:

Valid through: / / To / /

Issued by:

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3. Mobile phones should be switched off or put on silent mode and deposited at the mobile tray at the archives and library.
4. Use of mobile camera, digital camera, pen drive, hard drive, scanners and any other copying devices are strictly prohibited inside the reading rooms.
5. Bags, beverages and edible items are not permitted inside the reading rooms.
6. Big bags, laptop bags, water bottles and edibles should be kept in lockers. Rabindra-Bhavana will not be responsible for items stored in lockers.
7. Documents must be handled with utmost care.
8. Do not keep any writing material on the records, objects and documents.
9. Use of pen is prohibited in the reading rooms while consulting original documents.
10. The physical condition of specific items will be the determining factor in deciding whether the items can be taken out of the strong room, photographed, photocopied, and scanned for any user.
11. Reading hours for library and archives: 10 a.m. to 1 p.m. (last requisition of documents accepted at 12:15 pm in the first half and at 4:15 pm in the second half) until further orders. Closed on Wednesdays and Thursdays.
12. Please do not ask for mobile numbers or any personal information of library/archives staff.
13. For any query/comments write to rbqueries@visva-bharati.ac.in
14. Archives/ library staff are unable to conduct research for any user in obtaining archival materials.
15. Rabindra-Bhavana maintains zero tolerance for any hostility/abuse towards its staff.