



# Membership Form

## The Library and Resource Centre FORE School of Management

B – 18, Qutub Institutional Area  
Adhitam Kendra, New Delhi -110016

Please affix a recent passport size colour photograph

Registration No.:-

Date of Joining

Membership No   
Date :-

Course/Batch/Branch :- FMG / IMG / WMG

Type of Membership: **Students:** Program \_\_\_\_\_, **Faculty:** Prof. /Ass. Prof. /Asstt. Prof., **Staff:** \_\_\_\_\_

I request that I may be enrolled as a member of the Library.

Please fill in Block Letters

|                       |           |   |            |  |             |  |
|-----------------------|-----------|---|------------|--|-------------|--|
| Name                  | Surname   |   | First name |  | Middle name |  |
| Father's Name         | Surname   |   | First name |  | Middle name |  |
| Date of Birth         | -         | - | Roll No    |  |             |  |
| Department            | E-mail ID |   |            |  |             |  |
| Local Address         |           |   |            |  | Pin         |  |
| Communication Address |           |   |            |  | Pin         |  |
| Tel.                  | Mobile    |   |            |  | Blood Group |  |
| Permanent Address     |           |   |            |  | Pin         |  |
| Tel.                  | Mobile    |   |            |  |             |  |

Date

Signature of Applicant

### (FOR OFFICE USE ONLY)

Admission Fee Amount  Receipt No  Date  Sign of Establishment

Membership Approved Date  Dy./Asstt. Librarian Librarian

Received Membership Card Date  Signature of Applicant

Reference of Duplicate Cards Issued, if any . \_\_\_\_\_ dated \_\_\_\_\_

Membership Card Taken Back and NOC issued

NOC No.  Date  Dy. / Asstt. Librarian Librarian

## General Rules for Library Members

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                  |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                           | All bonafide Faculty, Staff and Students of FSM can become the member of Library by filling a prescribed form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                  |
| 2                           | Students are required to enter their identity details along with signature in register available at library entrance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                  |
| 3                           | Personal belongings, e.g., bag, laptop bag is not allowed in library. These can be kept with the security counter. However, they may carry laptop, books and note-books for study purpose only. While entry of personal book in library, user should get the book stamped as "User's Copy" from library counter. Library does not accept any responsibility for loss or damage to personal property left at the counter or inside the library.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                  |
| 4                           | Library circulation (documents issue/reissue/return) system is computerized and transaction receipts for library documents will be accepted as authenticated proof of transaction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                  |
| 5                           | Users are requested to check their library account after every transaction. Users must make sure to collect the receipt for any payment made to library. Software (Libsys) can be accessed on users desktop and users are advised to check their accounts regularly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                  |
| 6                           | Library follows an Open-Access system. Books and other documents once taken from the racks should be left on the table instead of keeping it back in the racks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                  |
| 7                           | In case of renewal, the book shall be presented at the counter. Renewal is not automatic. The request for renewal may be turned down, if the same is reserved /required by someone else.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                  |
| 8                           | The computer facility has been provided in library for browsing library materials only. Any usage other than this is prohibited.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                  |
| 9                           | The electronic resources available in library are governed by license agreements which limit their usage to FSM. FSM honors the IPR (Intellectual Property Right) and abides by it. User is responsible for using these products only for noncommercial, educational, scholarly or research purpose without systematically downloading, distributing, or retaining indefinitely substantial portions of information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                  |
| 10                          | The list of new arrivals will be displayed on the notice board and the books will be kept on display shelf for a week. Afterwards these will be available for issue if not meant for NFI (Not For Issue Section).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                  |
| 11                          | Faculty and staff members may recommend the title/s to procure in library as per the acquisition policy. A minimum time for procurement and technical processing is required, i.e., 20 days and 2 months for Indian and foreign publications, respectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                  |
| 12                          | The members must maintain silence and decorum in the library.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                  |
| 13                          | The members should verify the issued document/s before leaving the circulation counter. Thereafter, the members will be responsible for the document issued to them. An auto-generated e-mail through library management software (Libsys) related to all transactions, e.g., issue/re-issue, return of any document, etc. will be sent to the registered e-mail ID. In case of any discrepancy, members are advised to bring it to the notice of library immediately for the corrective action                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                  |
| 14                          | The "No Dues Certificate" will be issued only after surrendering membership card and depositing all library dues, books and other items.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                  |
| 15                          | Photocopying of any reference material is prohibited. In case a photocopy is required for non-restricted material, the member is required to fill the requisition form and pay the applicable charges.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                  |
| 16                          | Librarian may recall any issued document at any time to meet other urgent requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                  |
| 17                          | All members are requested to clear their library account once in a year by 30th April of the year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                  |
| 18                          | <b>Library has three sections:</b><br>A. Text Book Section.<br>B. Reference Book Section.<br>C. Not For Issue (NFI) Section : Encyclopedias, Handbooks, Year Books, Dictionaries, journals/Magazines etc                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>19. Working hour:</b><br>Monday to Friday: 9:00 a.m. to 9:00 p.m<br>Saturday: 10.00 a.m to 6.00 p.m<br><b>Circulation Timings:</b> Monday to Friday: 9:30 a.m. to 8:30 p.m<br>Saturday : 10:30a.m to 5:30 p.m |
| 20                          | Library remains closed on Sundays and declared holidays by the institute. The timings and holidays may change and will be notified through the notice board displays.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                  |
| <b>Rules for Students :</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                  |
| 1                           | Borrowing facilities are available to the students against Bar-coded membership cum Identity card issued to them. Books are issued from the counter on presenting the Barcoded card. Library Membership cum Identity Card is non- transferable. No one is allowed to get books issued on other member's card.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                  |
| 2                           | <b>Entitlement of Books:</b> Borrowing facility is available as per the entitlement, full time 2 books for 14, part time Days 2 books for 21 Days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                  |
| 3                           | If a book is not returned within the stipulated time. The student will be charged a fine of ₹5/- per book per day after the due date is over. After 30 days delay, membership will be terminated; and the students will have to apply for fresh membership.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                  |
| 4                           | They are advised to maintain silence and library decorum, viz., (a) To behave decently, (b) Be properly dressed, (c) Not to - disturb others, smoke, eat, chew, and use mobile phones, etc. Any irregularities may kindly be brought to the notice of librarian.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                  |
| 5                           | If any student is found indulging in book hiding, damaging, stealing, etc., he/ she will be fined as per following rules. Further disciplinary action may also be taken by the disciplinary committee, if deemed fit.<br><b>A. Book Hiding:</b> Minimum fine ₹250/- plus suspension of library membership for a period of one month. On repeat of the act, minimum fine of ₹ 500/- plus termination of library membership.<br><b>B. Book Damaging:</b> Minimum fine of ₹1000/- plus replacement of document, suspension of library membership for a period of one month and mandatory disciplinary action by the appropriate disciplinary committee of the institute.<br><b>C. Book Stealing:</b> Minimum fine of ₹2000/- plus recovery of book, suspension of library membership for a minimum period of one term and mandatory disciplinary action by the appropriate disciplinary committee of the institute.        |                                                                                                                                                                                                                  |
| 6.                          | <b>Loss of Books: -</b><br><b>A.</b> If an issued document (book, report, etc.) has been misplaced, damaged or lost by the student, then the same must be replaced with the latest edition by the students. If this replacement is not done, then the student will be charged twice the current replacement cost or twice the original procurement cost, whichever is higher. In addition to the above, student also must pay the late fine as admissible.<br><b>B.</b> If an issued document of multi- volume set (book, report, etc.) has been misplaced, damaged or lost by the student, then the whole set must be replaced with the latest edition by the students. If this replacement is not done, then the student will be charged twice the current replacement cost or twice the original procurement cost, whichever is higher. In addition to the above, student also must pay the late fine as admissible. |                                                                                                                                                                                                                  |
| 7                           | <b>Loss of Membership Card:-</b><br><b>A.</b> Students are responsible for their membership card issued to them and will be responsible for any loss due to the misuse of the lost card. Loss of card should be reported to the library immediately.<br><b>B.</b> The first duplicate card will be issued to students by charging ₹500/- and subsequently duplicate card may be issued by charging ₹1000/-.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                  |

I have read all the above rules & regulations of the library and undertake to abide by them.

(Signature)