



Library Membership Card Form  
for Alumni  
**FORE School of Management**

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

Please paste your  
Passport size  
Photograph here

Please ✓ mark: Programme: PGDM – FMG, IMG, FM, BDA/ FPM, \_\_\_\_\_ Batch \_\_\_\_\_  
(please enclose a self-attested copy of your Degree/Diploma)

ID/Roll No. \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Dear Sir,

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

Name \_\_\_\_\_ (CAPITAL Letters). Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Father's Name \_\_\_\_\_ Ph. \_\_\_\_\_ Mobile \_\_\_\_\_

Website \_\_\_\_\_ e-mail ID \_\_\_\_\_ Blood Group \_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_ Pin \_\_\_\_\_

Communication Address \_\_\_\_\_

\_\_\_\_\_ Pin \_\_\_\_\_

I have deposited Rs.5000/ as a security amount vide receipt no. \_\_\_\_\_ dated \_\_\_\_/\_\_\_\_/\_\_\_\_ (copy enclosed)

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

Signature of the Applicant

Signature of Sr. Manager (Placement)

Signature of Dean (Corporate Relations)

Signature of Library Staff

Signature of Librarian

Library Membership Card, No. \_\_\_\_\_ received by the applicant.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

Library Membership Card / Duplicate Card punched/received by the Library and NOC issued vide reference no. \_\_\_\_\_ dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Library Staff

Please take print back to back of both pages

## General Rules for Library Members

1	All bonafide Faculty, Staff, Alumni 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	<p><b>Library has three sections:</b></p> <p>A. Text Book Book-Bank) Section.            B. Reference Book Section.            C. Not For Issue (NFI) Section : Encyclopedias, Handbooks, Year Books, Dictionaries, journals/ Magazines etc.</p>																		
19	<p>The library observes the following timings:</p> <p><b>Working hour:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Regular Timings</th> <th>During Summer Internship</th> </tr> </thead> <tbody> <tr> <td>Monday to Friday</td> <td>9:00 a.m. to 8:00 p.m.</td> <td>9:00 a.m. to 6:00 p.m.</td> </tr> <tr> <td>Saturday</td> <td>10.00 a.m. to 6.00 p.m.</td> <td>10.00 a.m. to 6.00 p.m.</td> </tr> </tbody> </table> <p><b>Circulation Timings:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Regular Timings</th> <th>During Summer Internship</th> </tr> </thead> <tbody> <tr> <td>Monday to Friday</td> <td>9:30 a.m. to 7:30 p.m.</td> <td>9:30 a.m. to 5:30 p.m.</td> </tr> <tr> <td>Saturday</td> <td>10.30 a.m. to 5.30 p.m.</td> <td>10.30 a.m. to 5.30 p.m.</td> </tr> </tbody> </table>	Regular Timings		During Summer Internship	Monday to Friday	9:00 a.m. to 8:00 p.m.	9:00 a.m. to 6:00 p.m.	Saturday	10.00 a.m. to 6.00 p.m.	10.00 a.m. to 6.00 p.m.	Regular Timings		During Summer Internship	Monday to Friday	9:30 a.m. to 7:30 p.m.	9:30 a.m. to 5:30 p.m.	Saturday	10.30 a.m. to 5.30 p.m.	10.30 a.m. to 5.30 p.m.
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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.																		

### Rules for Alumni :

1	Borrowing facilities are available to the Alumni member against library membership card issued to them. They have to deposit a security of Rs.5000/- to the accounts and that has to be maintained during the membership tenure. The security deposit will be free from interest and no return in lieu of will be paid to them. There will be no membership fee for first five years. The policy will be reviewed after five years and an appropriate fee structure may be proposed, if required. Those who will discontinue membership and withdraw their security within four years, a certain percentage of amounts mentioned in the following table will be deducted from their security deposit.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Period</th> <th>First year</th> <th>Second year</th> <th>Third year</th> <th>Fourth year</th> </tr> </thead> <tbody> <tr> <td>%</td> <td>20</td> <td>15</td> <td>10</td> <td>5</td> </tr> </tbody> </table>	Period	First year	Second year	Third year	Fourth year	%	20	15	10	5
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2	<b>Entitlement of Books:</b> Books are issued from the counter on presenting the Library Membership card which is non-transferable. No one is allowed to get books issued on other member's card. The value of issued books will not be more than the security deposit amount. The entitlement of Borrowing of books is available to them as per the entitlement.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Document</th> <th>Entitlement</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td>Books including bound volumes of journals</td> <td style="text-align: center;">2</td> <td style="text-align: center;">60 days</td> </tr> </tbody> </table>	Document	Entitlement	Duration	Books including bound volumes of journals	2	60 days				
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3	If a book is not returned within the stipulated time. They will be charged a fine of Rs.1/- per book per day after the due date is over. If the outstanding overdue amount is Rs.1000 or more, the library will temporarily terminate the alumnus right to avail of the library facilities. The alumnus can continue using the facilities after returning the books and paying the overdue amount.											
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	<b>Loss of Books: -</b> a. 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. 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.											
6.	<b>Loss of Membership Card: -</b> a. They 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. b. The duplicate card will be issued to them by charging Rs.100/-											

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

(Signature of Applicant)