



**Identity cum Library Membership Card Form
for Employees**
FORE School of Management

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

Please paste your
recent Passport size
Photograph here

Please **mark:** Regular Faculty / Adjunct Faculty / Staff Member Employee ID _____

Designation _____ Area (for faculty)/Office (for staff) _____

Date of Joining ____/____/____

Dear Sir,

I request to enroll me as a member of the Library and issue me ID cum Library Membership Card.

Name _____ (CAPITAL Letters). Date of Birth ____/____/____

Father's Name _____ Ph. _____ Mobile _____

In Case of Emergency Contact Mobile No. _____

Website _____ E-mail ID _____ Blood Group _____

Permanent Address _____

_____ Pin _____

Communication Address _____

_____ Pin _____

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

Signature of the Applicant

Signature of Manager (Academic Services)

Signature of Dean (Academic Services)

Signature of Library Staff

Signature of Librarian

ID cum Library Membership Card, No. _____ received by the applicant.

Date ____/____/____

Signature _____

ID cum Library Membership Card / Duplicate Card punched/received by the Library and NOC issued vide reference no. _____ dated ____/____/____

Signature of Library Staff

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>Library has two sections:</p> <p>A. Reference Book Section.</p> <p>B. Not For Issue (NFI) Section : Encyclopedias, Handbooks, Year Books, Dictionaries, journals/ Magazines etc.</p>																								
19	<p>The library observes the following timings:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">Working hour:</th> </tr> <tr> <th style="width: 30%;">Regular Timings</th> <th colspan="2" style="text-align: left;">During Summer Internship</th> </tr> </thead> <tbody> <tr> <td>Monday to Friday</td> <td style="width: 30%;">9:00 a.m. to 8:00 p.m.</td> <td style="width: 40%;">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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">Circulation Timings:</th> </tr> <tr> <th style="width: 30%;">Regular Timings</th> <th colspan="2" style="text-align: left;">During Summer Internship</th> </tr> </thead> <tbody> <tr> <td>Monday to Friday</td> <td style="width: 30%;">9:30 a.m. to 7:30 p.m.</td> <td style="width: 40%;">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>	Working hour:			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.	Circulation Timings:			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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19	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 Faculty and Staff Members:

1	Borrowing facilities are available to the Faculty and Staff members of library against ID cum Library Membership card issued to them. Books are issued from the counter on presenting the card. ID cum Library membership card is non-transferable. No one is allowed to get books issued on other member's card.												
2	Entitlement of Books: Borrowing facility is available as per entitlement. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Sections</th> <th colspan="2" style="text-align: center;">Faculty</th> <th style="text-align: center;">Staff Member</th> </tr> <tr> <td></td> <th style="text-align: center;">Regular</th> <th style="text-align: center;">Visiting</th> <td></td> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Reference Books Section</td> <td style="text-align: center;">25 books for 60 Days</td> <td style="text-align: center;">2 books for 30 Days</td> <td style="text-align: center;">2 books for 7 Days</td> </tr> </tbody> </table>	Sections	Faculty		Staff Member		Regular	Visiting		Reference Books Section	25 books for 60 Days	2 books for 30 Days	2 books for 7 Days
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3	All members should return all documents (books, reports, etc.) borrowed from library before they proceed on long leave (more than one month).												
4	At any given point, a visiting faculty can have maximum two books in their account during the term of their teaching.												
5	If an issued document (book, report, etc.) has been misplaced, damaged or lost by a member, then the same must be replaced with the latest edition by the member. If this replacement is not done, then the member will be charged twice the current replacement cost or twice the original procurement cost, whichever is higher.												
6	If an issued document of multi-volume set (book, report, etc.) has been misplaced, damaged or lost by a member, then the whole set must be replaced with the latest edition by the member. If this replacement is not done, then the member will be charged twice the current replacement cost or twice the original procurement cost, whichever is higher.												

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

(Signature of Applicant)