

IN-LIBR-D2

IRC Membership No

IRC (LIBRARY) MEMBERSHIP FORM

(Student)

(All entries must be filled by the borrower in his/her own handwriting)

Affix a
recent

photograph

Borrower's Name (in block letters): _____

Father's Name: _____ Date of Admission: _____

Course / Class: _____ Valid Upto: _____

Correspondence Address: _____

Permanent Address: _____

Phone No.: _____ Mobile No.: _____

Email: _____

I hereby declare that the information given above is true and accurate to the best of my knowledge.

Date:

Signature of Borrower:

(For IRC Use)

Mr./Ms. _____

IRC Membership No.: _____ No. of Card Issued: _____

Date of Issue: _____ / _____ / _____

INFORMATION RESOURCE CENTER

INTEGRATED ACADEMY OF MANAGEMENT AND TECHNOLOGY, GHAZIABAD

IN-LIBR-D3

IRC Membership No.:.....

IRC (LIBRARY) MEMBERSHIP FORM **(Faculty/Staff)**

Affix a
recent
photograph

Borrower's Name (in block letters):

Designation: _____ Date of Joining: _____

Department / Faculty: _____ Valid Upto: _____

Correspondence Address: _____

Permanent Address: _____

Phone No.: _____ Mobile No.: _____

Email: _____

Subjects/Fields for Consultation: _____

I hereby declare that the informing given above is true and accurate to the best of my knowledge.

Dated: _____

Recommended by Registrar / AM-HR

Approved

Mr./Ms. _____

IRC Membership No.:

Date of Issue:

 /

 /

IN-LIBR-D4

Date:...../...../.....

*(Faculty/Staff)***SUBJECT: CLEARANCE APPLICATION**

Dear Sir,

I request you to issue a 'Clearance Certificate' to me. In this connection I give my particulars below:

Name: _____

IRC Membership ID: _____

I return my Library Ticket (Card) No.: _____

*Yours Truly**Signature**(For IRC Use)*

Section	Detail of Dues
<i>Circulation Section</i>	_____
<i>Periodical Section</i>	_____
<i>Book Bank</i>	_____
<i>Other Dues</i>	_____

Librarian

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IN-LIBR-D6

BOOK BANK ISSUE / RETURN FORM

PGDM (Batch-)

Affix a
recent
photograph

Borrower's Name: _____

Father's Name: _____

IRC Membership No.: _____

Permanent Address: _____

Phone No.: _____ Mobile No.: _____ Email: _____

S.N.	Acc. No. (Red ink)	B.B. No. (Blue ink)	Author	Title

I received above mention title(s) from the Book Bank and I agree to follow rules & regulations of Book Bank.

Borrower's Signature: _____ Date: _____

(For IRC Use)

Issued by (Signature.): _____ Date of Issue: _____

Name: _____

Books Returned / Received by IRC

Received By (Signature): _____

Name: _____ Date of Return: _____

Acknowledgment Slip

All books are returned to book bank club on dated:

Received By (Signature): _____ Returned By (Signature): _____

Name: _____ Name: _____

Note: Please retain this acknowledgement slip as evidence of return.

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IN-LIBR-D8

Requisitions & Approval Form (Books)

Ref.: 2017 / IRC /

Date...

The following books are recommended by the under mentioned faculty / staff / students, for IRC.

S.N.	Author	Title	Publisher	Approx. Price	C / A*	C / R*
1						
2						
3						
4						
5						
6						
7						

*(C/A = Current Availability; C/R= Current Requirement)

Recommended by (Full Name with Sign.): _____ Department: _____

Librarian

Executive Director

Order to: _____

Date:/...../.....

IN-LIBR-D9

Approval No: _____

PERIODICAL APPROVAL FORM

New Subscription	()
Renewal of Subscription	()

Name of Periodical: _____

Publisher: _____

Place of Publishers: _____

Subscription Agency: _____ Direct: _____

Frequency: _____

Subscription Period: _____ From: _____ To: _____

Subscription Cost: _____

Recommended by: _____

Signature: _____

Librarian

Faculty In-charge (IRC)

Executive Director

(For IRC Use)

Bank Name	Draft / Cheque No.	Dated

Please make cheque / DD in favour of.....

for amount

