

CENTRAL LIBRARY

MANIT, Bhopal

CIRCULAR

ISSUE OF BOOKS and BAR CODE - BASED LIBRARY CARDS

(Academic Session 2015 – 2016)

All students and research scholars are requested to note that they can have new bar code - based library cards issued from the Central Library, 10th July onwards for this academic session i. e. 2015 - 2016. Books can be issued by Central Library once the new bar code - based library cards get issued to students and research scholars.

Membership request form is available on the institute website. Students / research scholars are requested to fill up this form and submit at the circulation counter for new bar code - based library cards with the documents mentioned below:

(1) Passport size photograph of student / research Scholar

(2) Fee Receipt for this Semester (Academic Session 2015 – 2016)

(2) Institute Identity Card, Or Admission Slip with a photo affixed on it. This photograph should be attested (signed & stamped) by the concerned Head of the Department and / or AR (Admission).

* No other document will be accepted in lieu of the documents mentioned above.

Students are also requested to note that they are entitled to 6 Books (U. G. students), 8 Books (P. G. students) and 10 Books (Ph. D. Scholars), respectively. Books will be issued for a 3 months duration. A renewal can be sought after this duration of 3 months, for another 2 months. Failure to seek a renewal will invite Overdue Charges at the rate of Rs. 1/- Per Day Per book.

In case of any inconvenience, feel free to contact the undersigned.

Dated: 07 / 07 / 2015

**(Pankaj Kumar Sharma)
Incharge Librarian**