

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
P. K. KELKAR LIBRARY**

**MEMBERSHIP FOR INSTITUTE ALUMNI**

Dated:

Librarian  
P.K. Kelkar Library  
I.I.T. Kanpur

I, the undersigned, wish to avail of the library facilities and borrow books for home reading. I agree to abide by the rules and regulations of the library. As required, enclosed please find an Indemnity Bond duly filled in on Rs. 5/- non-judicial stamp paper. I am prepared to pay Security Deposit of Rs. 10,000/- towards the membership.

I completed my .....(degree) in from IITK in the discipline .....  
with Roll No..... in the year .....

Local Address : .....

Permanent Address: .....

Yours faithfully,

Encl: As above.

Signature: .....

Name: .....

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Permission may be granted

Librarian/Dy. Librarian  
Assistant Librarian

Membership Added  
Circulation Assistant

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
P. K. KELKAR LIBRARY**

No.Lib-Memb (s)/

Dated:

The Deputy Registrar (F & A)  
I.I.T. Kanpur

**Subject : Payment of Refundable Security Deposit for Library  
Membership by an Institute Alumnus**

....., an alumnus of IITK did .....(degree) in  
(Name)

the discipline ..... with Roll No..... in the year ..... is willing to  
pay Rs. 10,000/- in cash/by DD, no .....dt..... towards Security Deposit for  
obtaining Library Membership.

Please accept the deposit and issue a receipt in duplicate.

Librarian

## Rules and Borrowing privileges

- a) The members of the Institute Alumni Association can borrow a maximum of 5 books at any given time for a period of 30 days only.
- b) To avail of the above facility the members of the Institute Alumni Association will be required to deposit a token refundable sum of Rs. 10,000/-. This sum of Rs. 10,000/- may be deposited in the Accounts Section in a prescribed pro-forma, obtainable from the library, by cash, or cheque, drawn in favour of the Institute, and payable at Kanpur. The Accounts Section will issue a receipt in duplicate. A copy of the receipt will be retained by the alumni and the other will be deposited by him in the library.
- c) The member of the Institute Alumni Association will be required to sign an Indemnity Bond with the institute on Rs.2 /- non-judicial stamp paper. The text of the bond can be had from the Circulation Division of the library.
- d) In case the book is not returned in time, an overdue charge as per rules shall be payable direct to the Accounts Section against a note from the Librarian. The books can be recalled by the Librarian even before the expiry of one month, if required by the Institute. The Institute reserves the right to withdraw the facility in the event the facility is misused in any way.

Alumni desirous of availing the above facility may contact the Librarian for assistance in the matter.