

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

MEMBERSHIP FOR SUPERANNUATED PERSONS

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, I am prepared to pay Security Deposit of Rs. 2,000/-, towards the membership.

I have superannuated as _____ Dept. of _____ P.F.No. _____

Local Address :

Permanent Address:

Yours faithfully,

Signature:.....

Name:.....

Key No.:.....

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 Security Deposit for Library
Membership by a Superannuated Faculty
based in Kanpur.**

(NAME)

(DESIGNATION)

....., P.F.No.....
(DEPARTMENT)

is willing to pay Rs. 2,000/- towards Security Deposit for obtaining Library Membership.

Please accept the deposit and issue a receipt in duplicate.

Librarian

Rules and Borrowing privileges

- a) The superannuating IITK faculty can borrow a maximum of 5 books at any given time for a period of 90 days only.
- b) To avail of the above facility the superannuating faculty will be required to deposit a token refundable Security Deposit of Rs. 2,000/-. This sum of Rs. 2,000/- 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 faculty and the other will be deposited by him to the library.
- c) In the event 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 90 days, if required by the Institute. The Institute reserves the right to withdraw the facility in the event the facility is misused in any way.

The superannuating faculty members of the institute desirous of availing the above facility may contact the Librarian for assistance in the matter.