

INSTITUTE OF MANAGEMENT TECHNOLOGY, GHAZIABAD

LIBRARY

EXTERNAL LIBRARY MEMBERSHIP SERVICES FOR IMT GHAZIABAD ALUMNI

IMT Ghaziabad offers library membership to alumni in order to facilitate their access to library resources after completion of course at IMT Ghaziabad. This membership scheme will entitle you to access IMT-Ghaziabad library for reference/consultation purposes. Details are:

Membership Category	Duration	Membership Fee (in INR)	Approval Required
Alumni-IMT Ghaziabad	Seven days (in a Year)	Free	Coordinator: Alumni Committee
	One Month	1500	
	Annual <i>(Registration is free for Alumni)</i>	4000	
<ul style="list-style-type: none">• Under this scheme books will not be issued to external member• Online access credentials will not available for remote access			

The following facilities will be provided under this scheme:

- Reference and Information Services
- Online Public Access Catalogue
- Database Searches at IMT, Ghaziabad only
- Current Awareness Services
- Current Contents and Current Additions Services
- Reprographic Services (On actual payment basis)

How to apply:

Submit the filled-in application form at the Membership Desk after obtaining the endorsement from the Alumni Affairs Office along with the following documents and the fee:

1. Two passport size photographs
2. Photo ID proof (Passport / Voter ID Card / Aadhaar Card / Driving License)
3. Photocopy of mark sheet / diploma issued to you by IMT Ghaziabad

For more information, please feel free to contact
(Email: ahussain@imt.edu)



APPLICATION FOR ALUMNI LIBRARY MEMBERSHIP

Institute of Management Technology-Library

Raj Nagar, Ghaziabad
Tel.: 0120-3004399, Email: library_imtg@imt.edu

Passport Size
Photograph

ID No.:

Name:

Course completed at IMTG: Roll No.

Year of Joining Year of Passing Out

Address (present):

.....

Email: Mobile: Landline:

Address (permanent):

.....

Name of the organization, if employed:

Designation

Membership: ☐ Seven Days (in a Year) I Free ☐ One Month I Fee. 1500 ☐ Annual I Fee: Rs.4000/-

Period of Membership: from to

UNDER THIS SCHEME BOOKS WILL NOT BE ISSUED TO EXTERNAL MEMBER | ONLINE ACCESS CREDENTIALS WILL NOT AVAILABLE FOR REMOTE ACCESS

I agree to comply with the rules and regulations of IMT Library as applicable to alumni members from time to time.

Date:

Signature of the applicant

Recommendation

Date:

Coordinator – Alumni Relations

Date:

Librarian

Coordinator – Library Committee

Documents Required:

1. Two passport size photographs
2. Photo ID proof (Passport / Voter ID Card / Aadhaar Card / Driving License)
3. Photocopy of Mark Sheet / Diploma issued to you by IMT Ghaziabad

For A/c Use

Received the Fee Rs.

Receipt No.

Date

Verified by
Accounts Department

Please tick (✓): ☐ Cash ☐ Cheque ☐ Demand Draft] in favour of 'Institute of Management Technology'

IMT GHAZIABAD LIBRARY

Rules & Regulations Applicable to Alumni of IMT Ghaziabad

1. The External Library Membership Scheme allow a member to access LIBRARY FACILITIES ONLY subject to the terms and conditions as laid out by the Institute. If any member found to be using/accessing any other facilities of the Institute, his/her membership will be revoked immediately. No claims for refund of fee from such member will be entertained.
2. It is mandatory to bring the Library Membership Card to get access to the Library
3. Library membership card is non-transferable.
4. Members should keep the library informed of any change of address and contact details during the period of their membership.
5. No member is allowed to use the library facilities beyond 5:30 p.m. during weekdays. External members are not allowed use library during weekends.
6. Keeping in mind that the library is a place of individual study and research, members should maintain an atmosphere of dignity, peace and silence within the library premises.
7. Library materials should be handled with utmost care. Nobody should write, damage and make any mark on any kind of library materials.
8. Members are required to deposit their personal belonging at the property counter at their own risk. The library is not responsible for any loss or damage to the same. Taking a briefcase or bag inside the library is strictly forbidden. Users should let the security staff check their personal belongings like books, files, etc. before they leave the library premises.
9. Use of mobile phones inside the library is strictly prohibited.
10. Smoking is prohibited in and around the library.
11. No refreshments or foodstuff of any kind shall be consumed anywhere inside the library.
12. If necessary, the librarian can cancel the membership and refuse admission to anyone who violates the rules and regulations of the library or indulges in any other type of misconduct.

Reference and Information Services Policy

1. The library strictly follows the Copyright Laws and members are expected to abide by it. The Copyright guidelines are available at library for reference.
2. **Resources (Online + Print) have to be browsed only within the Library Premises.**
3. No soft copies are allowed to download or sent as an attachment through mails while using the resources at the library.
4. The printing/photocopying charges would be charged at Rs.1/- per A4 sheet.
5. No complete book / journal would be allowed for photocopy.

I hereby apply for the external membership of Institute of Management Technology, Ghaziabad - Library and agree to comply with the rules and regulations.

Name _____

Signature _____

Date _____