

INSTITUTE OF MANAGEMENT TECHNOLOGY, GHAZIABAD LIBRARY

EXTERNAL LIBRARY MEMBERSHIP SERVICES FOR RESEARCH SCHOLAR

IMT Ghaziabad offers library membership to external Research Scholar in order to facilitate their access to library resources during their research period. This membership scheme will entitle you to access IMT-Ghaziabad library for reference/consultation purposes. Details are:

Membership Category	Duration		Membership Fee (in INR)	Recommendation Letter
Research Scholar	One Week		600	Supervisor
	One Month		1500	
	Annual	Registration Fee (One Time)	2000	
		Annual Fee	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 to Research Scholar under this scheme:

- Reference and Information Services
- Online Public Access Catalogue
- Database Searches at IMT, Ghaziabad (IP based 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 with the following documents and the fee:

1. Recommendation letter from Supervisor (Mandatory)
2. Two passport size photographs
3. Photo ID proof (Passport / Voter ID Card / Aadhaar Card / Driving License)

For more information, please feel free to contact

Email: ahussain@imt.edu)



APPLICATION FOR EXTERNAL LIBRARY MEMBERSHIP (RESEARCH SCHOLAR)

Institute of Management Technology-Library

Raj Nagar, Ghaziabad

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



Membership No _____

Name _____

Address _____

Mobile No. _____ Tel. (Res). _____

Email _____

Ph.D. Registration Details:

Registration No. _____

Name of the University _____

Name of Supervisor _____

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

Signature _____ Date _____

Recommended by: Librarian _____ Coordinator- Library Committee _____

Membership Fee

- ☐ One Week I Fee: Rs.600/-
- ☐ One Month I Fee: Rs.1500/-
- ☐ Annual I Registration Fee (One Time): Rs.2000/-
- ☐ Annual I Fee: Rs.4000/-

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

Membership: New ☐ Renewal ☐

Period of Membership:

From _____ To _____

Verified the details given above
Membership Desk-Library

For A/C Use

Received the fee Rs. _____

Receipt No. _____

Date _____

Verified by
Accounts Department

Documents Required:

1. Two passport size photographs
2. Photo ID proof (Passport / Voter ID Card / Aadhaar Card / Driving License)
3. Recommendation letter from Supervisor

Please Turn Over for Rules and Regulations

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 _____