

Library Card No. _____



The Institute of Chartered Accountants of India

EASTERN INDIA REGIONAL COUNCIL LIBRARY

ICAI BHAWAN, 7, ANANDILAL PODDAR SARANI (Russell Street), KOLKATA-700 071

LIBRARY PHONE NOS. : 30211103, 30211105

FORM FOR ENROLMENT FOR CHARTERED ACCOUNTANT

I request you to admit me as a Chartered Accountant Member of the Eastern India Regional Council's Library and I agree to abide by its rules.

I am enclosing herewith a Demand Draft A/c. Payee Cheque No. _____ Date _____

on _____ for ₹ 1000/- drawn in favour of the **The Institute of Chartered Accountants of India, EIRC** as Library Deposit.

1. Write your Name & Telephone No. In the reverse of DD/Cheque.
2. Please come with a stamp size photograph at the time of receiving the card

My particulars are given below for your record :

Name (in block letters) _____

Office Address _____

Residential Address _____

Telephone No. : Office _____ Residence _____ Mobile _____

Date of Birth _____ E-mail _____

Membership No. _____

Specimen Signature _____

Date _____ (Signature of the Applicant - Member)

Received Rs. _____ Ackd. No. Lib./S _____ Date _____

Dealing Assistant _____ Signature _____

He / She may be permitted to borrow books form the library.

LIBRARIAN _____ **Joint Secretary** _____

Received the Borrower's ticket No. M/ _____

Signature of the Member

FOR MORE DETAILS OF LIBRARY RULES ETC. PLEASE VISIT ICAI e-LIBRARY LINK AT icai.org

CONDITIONS FOR LOAN

1. A Chartered Accountant willing to avail the borrowing facilities shall be required to make a security deposit of Rs. 1000/- for three years and the renewable for every three years, which will be refunded when he ceases to be a member of the Library and has cleared all his dues, if any. **Refund should be claimed within one year of expiry of Library Ticket, failing which amount will be forfeited to the Institute.** Those member who need two books, can be issued on one more library card with additional security deposit of Rs. 1000/-.
2. Each Member shall be allowed to borrow one book at a time for a period of **Four Weeks**. The book may be re-issued for a further period of four weeks provided (a) renewal application is made to the Librarian two days in advance and (b) no other member has applied for the same book.
3. Books, shall not in any case, be retained by the Borrower for more than eight weeks from the date it was first issued.
4. Journals, Reports, Encyclopedias, Dictionaries, Handbooks, Pamphlets. Books in constant use, Institute's publication, E-resources and such other books as are marked : "NOT IN LOAN" & "REFERENCE" will not be lent out.
5. Books on loan can be recalled at any time without giving any reasons.
6. Borrowing the loan of a book must be made by the Member only. No Person can borrow books outside the Library without proper Library Membership. Photocopying will be available only for Journals and Articles, solely on the discretion of the Librarian. No Paperback (Soft cover) are allowed for photocopying.
7. No personal belongings are allowed inside the library including electronic items.
8. Each Member shall make his own arrangements for the carriage of books to and from the Library and shall be responsible for the care and return of the books to the Library. In case a book is lost by him, he/she will be required to replace it or pay such replacement value to the Library as will be fixed by the Librarian. If it is a particular volume of a set, the Member concerned shall be liable to replace the whole set.
9. Each Member shall satisfy himself/herself before leaving the Library that the book is in good condition and if not, the matter should be brought to the notice of the Librarian than and there. The Member will otherwise be held responsible for the replacement of the book by a new copy. Members are requested not to write upon any thing inside/outside the books.
10. Loss of Borrower's Ticket should be reported to the Librarian immediately in writing along with FIR. Duplicate Ticket will be issued after one month of intimation and on payment of Rs. 50/-.
11. A fine of Rs. 2/- will be charged per day if the book is not returned on the due date. Books taken on overnight — basis should be returned the next day before 10.30 a.m. otherwise a fine of Rs. 10/- per day will be charged. If the book is still not returned, the library security deposit will be forfeited and the Member will be debarred from the Membership of the Library. The cost of the book minus the Security Deposit forfeited will be recovered from the Member concerned.
12. The Librarian has been authorized to refuse the loan of books to members who do not comply with the rules stated above or persistently retain the books beyond the loan period.

NOTE : PLEASE BRING IDENTITY CARD ISSUED BY THE INSTITUTE FOR ISSUE OF LIBRARY TICKET AND WHEN AVAILING BORROWING FACILITIES.

(Signature)