



National Institute of Fashion Technology, Gandhinagar

Resource Centre

**APPLICATION FOR RC MEMBERSHIP**

(NIFT Students / Staff Members /Guest Faculty)

Paste one  
Stamp size  
Photograph  
(Do Not  
Pin)

Paste one  
Passport size  
Photograph  
(Do Not Pin)

\* All Fields are Mandatory

**1. Full Name (IN CAPITAL LETTERS ONLY)**

\_\_\_\_\_  
(SURNAME)

\_\_\_\_\_  
(FIRST NAME)

\_\_\_\_\_  
(MIDDLE NAME)

**2. Permanent Address :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City Pin code

**3. Present Address :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City Pin code

**4. E-mail ID :** \_\_\_\_\_

**5. Birth Date :** \_\_\_\_\_ **6. Blood Group :** \_\_\_\_\_

**7. Telephone No. (R)** \_\_\_\_\_ **(M)** \_\_\_\_\_

**8. Identification Mark :** \_\_\_\_\_

**9. Signature of the Applicant :** \_\_\_\_\_ **10. Date :** \_\_\_\_\_

**For Office Use Only**

1. Membership No. \_\_\_\_\_ 2. Receipt No. & Date: \_\_\_\_\_ 3. Valid up to : \_\_\_\_\_

4. Department: \_\_\_\_\_ 5. Date of Joining (For Staff only) : \_\_\_\_\_

6. Type of Membership: Students / Staff /Guest Faculty 7. Designation: \_\_\_\_\_



## Terms and Conditions for Membership (For Students / Staff / Guest Faculty)

1. A member, except a student, is registered for a year only. All students are registered for the duration of their courses only.
2. The membership cards are non-transferable. The member will be responsible for use/misuse of his/her cards.
3. The member must notify any change of address, telephone numbers and email IDs.
4. A member can borrow only one book against the borrower's card. If a member fails to pay the overdue fines, the borrower's account will be blocked.
5. If a member fails to return an overdue book within 180 days from the due date three times the cost of the borrowed book and over due fines will be deducted from the security deposit.
6. In case the member misplaces a borrower's card or a borrowed book he/she must notify the Head Librarian in writing within a day of the loss. He/she will either replace the same title (same or latest edition) or pay three times the cost of the book with overdue fines. Fines for lost cards should also be paid for before new cards are issued.
7. Photocopying, photography and scanning of Forecasts, Project Reports etc. (other reference materials) and Audio-Visual materials are not permitted.
8. Personal books, periodicals, CDs, photo clippings, colour cards and fabric swatches should not be carried inside RC. Costumes and fashion accessories, not worn on person, are not allowed inside RC.
9. Personal bags, Laptops, Briefcases, Camera kit, Scissors and Cutters, Eatables and drinks are not permitted inside RC. RC is not responsible for loss of any belongings from the property counter or inside RC.
10. The staff of RC and the security guards can check all the belongings of a person or frisk Anybody upon suspicion of carrying any un-issued material. If any member/visitor is caught carrying any un-issued material out of RC, he/she will pay a fine of Rs.1000.00 at the circulation counter. A member will be debarred for six months only. A student will be debarred from entering RC for a semester.
11. A member must clear all the dues before applying for renewal. Both Library card and the Forecast card should be deposited at the time of renewal.
12. The security deposit will be refunded upon clearance of all dues. The application for refund of security deposit must be submitted along with a photocopy of the money receipt and expired Library cards.

I hereby accept all the terms and conditions of membership of RC.

**Name in capital letters:**

**Signature:**

**Date:**