

Central Library
MANIT, Bhopal – 462051

Description of all Standard Forms currently available on the Institute Website

S. N.	Title	Purpose	To be used by
01	Book Recommendation Form	Recommending purchase of few books to meet urgent faculty requirement	Individual Faculty
02	Book Replenishment Form for Lost Books	Replacing a lost book by a fresh copy of the latest available edition in print	All Subscribers
03	Cost Deposition Form for Lost Books	Depositing the Cost of a Lost Book	All Subscribers
04	Membership Request Form for Contract Faculty	Taking Membership of Central Library in every academic year / semester depending on contract conditions / terms of offer	Contract Faculty
05	No dues Form for Faculty & Staff	Taking No – dues at the time of retirement, or leaving the institute	Faculty (Regular & Contract) & Staff
06	Central Library Membership Request Form for Regular Faculty & Staff	Taking Membership of Central Library	Newly Joined Regular Faculty & Staff
07	Loss of Library Cards Intimation Form	To intimate Central Library about some Library Cards having been lost	All Subscribers

Dated: 19/07/2012

(Prof. Ajay Pandey)
Chairman, Central Library Advisory Committee