



St. Francis Institute of Technology

TITLE :- CENTRAL LIBRARY PROCEDURE | DOC. NO.-SFIT/LIB/P-01/REV9 | Date :01/07/19 | Issue No.: 01

SFIT/LIB/F-07/REV 0
Date: 01/07/2015

APPLICATION FOR DUPLICATE LIBRARY CARDS

Form No.: _____ Year: _____

Respected Sir/Madam,

I have misplaced my original library membership card / cards. I humbly request you to kindly issue me the Duplicate Library Membership card / cards. In case if I find the original cards, I will return it / them at the earliest. I will make sure that there will not be any misuse of the cards in the future. My details are as follows:

Name (Surname, First Name): _____

Branch: _____ Semester: _____ Library I.D. No: _____

Address: _____

Phone No: _____

E-Mail ID: -----

Number of Cards lost: _____ Sign : _____

(For Library Use Only)

The amount _____ has been received as fine vide Receipt No:

Number of Cards given:

Approved by:

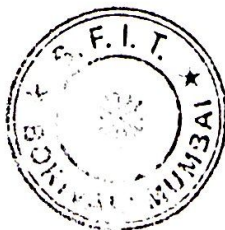
Circulation Counter In-charge: -----

Signature of Librarian: _____

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ISSUED BY

CSBhange



APPROVED BY

SG