

ABES INSTITUTE OF TECHNOLOGY
GHAZIABAD

LIBRARY NOTICE

ABES IT/LIB/NOTICES/2014-15/08

DATE: 26th Sep. 2014

TO: All Library Users

Subject: - Re-Issuing of ID Card Holder and/or Strap.

This is to bring to the kind notice of the faculty, staff & students of ABES Institute of Technology, that, on or before **15th Oct. 2014** library users can get their damaged ID Card Holders and/or Straps, replaced with new ones.

16th Oct. 2014 onwards:

To prevent the misuse of resources following steps are being taken:

If a member (Faculty, staff & students) loses or breaks his/her ID Card Holder and/or Strap, the penalty will be as follows.

- 1. For ID Card Holder :- Rs. 50/-**
- 2. For ID Card Strap :- Rs. 50/-**

Process for Re-Issuing Above Mentioned Items:-

If a member loses or breaks his/her ID Card Holder and/or Strap, he/she shall submit a written application to the librarian. He/she can get the duplicate ID Card Holder and/or Strap on the payment of **Rs. 50/-** per item from the library Issue Counter.

Dr. Rakesh Singh Tomar
Librarian

Copy to:

1. Advisor Sir / Managing Trustee (E-mail)
2. Director Office
3. All HOD's /Deptt. Incharges
4. All Faculty Members (E-Mail)
5. All Notice Boards
6. ABESIT Server /Website
7. Record Room