**NOTICE**

**In spite of repeated efforts, we are unable to provide a regular photocopying facility in the Library and Information Centre. Hence it is decided to issue books and journals to the users, in case of urgency, to photocopy outside, on production of institute ID card/library borrower’s ticket. Such books have to return at the earliest as instructed by the circulation counter staff, failing which, fine will be levied. The inconvenience caused in this regard is highly regretted.**

 **Library and Information Officer**

**RECEIPT**

**Received the book mentioned below for photocopying. The book will be returned by ------**

**Title:**

**Author:**

**Acc.No.**

 **Signature**

 **Name**

 **Class**

**RECEIPT**

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**Author:**

**Acc.No.**

 **Name**

 **Class/Course**

 **Signature**