

सत्यजित रे फिल्म एवं टेलीविजन संस्थान

Satyajit Ray Film & Television Institute

भारत सरकार के सूचना और प्रसारण मंत्रालय का एक शैक्षणिक संस्थान

An Academic Institute under the Ministry of I& B, Government of India

संख्या: 15011/3/2019-LIB Computer No: 113007/ 2521

दिनांक: 24.11.2023

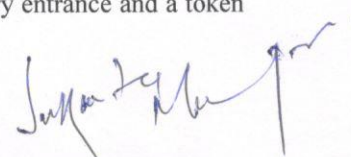
OFFICE ORDER

SUBJECT: Rules for Scholars, Ex-students and Ex- employees and outside users regarding usage of SRFTI Library services

The following rules will come into effect from 01.12.2023.

1. SRFTI library will be opened from 09.30 am to 6 pm from Monday to Friday during Institute's office hours.
2. Membership for the abovementioned users will be allowed for using the READING ROOM and REFERENCE SERVICES ONLY for maximum 05 working days, after submitting a duly filled in signed membership form (available in the Library & website of the Institute), duly approved by the Director / Dean /Registrar.
3. A separate table is identified by the library dept. for the above users.
4. After selecting the required book / library material from OPAC (online Public Access Catalogue), they should submit the requisition slip for the same. They will be issued the book by signing the register for the day only by the library staff, for the purpose of reading the book in the Reading room (ground floor) of the library. They will be permitted to sit at the separate desk identified for them and will return the book / material to the library staff by signing in the issue register at the time of leaving the library. At a time, maximum two books will be issued to them for the purpose. They will not be allowed to the ground floor stack areas (open access), audio-visual section (upstairs) and any other parts of the library.
5. All the above mentioned users are requested to deposit their bags including laptop bags / umbrellas etc. at the Security Counter / bag counter besides the security personnel of the library entrance and a token will be issued for the same.

This is issued with the approval of the competent authority of this Institute.


(Prof. Sukanta Majumder)
Dean (I/C)

Copy to:

1. All HoDs
2. Registrar
3. SM (IT) is requested to upload the order along with the application for permission to use the Library in the library page of the Institute's website
4. AO
5. LIO
6. PS to Director – for favour of information of the Director
7. PA to Dean – for favour of information of the Dean
8. All staff members of Library Dept.
9. All Notice Board

ई .एम. वाइपास रोड, पोस्ट : पंचशायर, कोलकाता – 700094

दूरभाष: 91-33-2432-8355, 2432-8356, 2432-9300: फ़ैक्स: 91-33-2432-0723/9436

E.M. Bypass Road, P.O. Panchasayar, Kolkata – 700094