



## Library Enrollment Form

(For Members and Student Members)

Website: [www.bcasonline.org](http://www.bcasonline.org)

### Member Information

Full Name	
BCAS Membership No.	
Category (Life/Ordinary/Student Member)	
Email ID (Registered with BCAS)	
Mobile Number (Registered with BCAS)	
Address	

### Deposit & Subscription

- A refundable one-time deposit of ₹500 is payable at the time of enrollment.
- Deposit will be refunded upon discontinuation of library subscription, subject to adjustment for any damages/losses.
- Subscription will continue until discontinued by the member or terminated by BCAS.

Mode of Payment: ☐ Cash ☐ Cheque ☐ Online Transfer

Cheque No./Transaction ID: \_\_\_\_\_

### Bombay Chartered Accountants' Society

**Bank Name:** Axis Bank Ltd.,

**Branch:** New Marine Lines, Mumbai - 400020

**Saving Account No.:** 233010100179485

**IFS Code:** UTIB0000233

**Swift Code:** AXISINBB233

### Member Undertaking

I hereby apply for enrollment in the BCAS Library. I have read and understood the SOP rules, regulations and procedures for the BCAS Library Lending System and agree to abide by them.

Signature of Member: \_\_\_\_\_

Date: \_\_\_\_\_

### For Office Use

Deposit Received (₹)	
Receipt No.	
Enrollment Number and Date	
Processed by (Staff Name/Signature)	
Whether email id matches with BCAS Membership record	
Whether Mob No matches with BCAS Membership record.	

# **BOMBAY CHARTERED ACCOUNTANTS' SOCIETY**

## **Standard Operating Procedure (SOP) and rules and regulations.**

### **Library Lending System**

#### **1. Objective**

To enable BCAS members, including student members, to borrow books and publications from the BCAS Library for home reading, with proper tracking, timely return, and accountability.

#### **2. Eligibility**

- All BCAS members, including student members, are eligible.
- A member may borrow only one book at a time from the list of books available on the Society website, subject to availability.

#### **3. Subscription to the Library**

- Members can subscribe to the library facility by completing the enrolment form.
- Once enrolled, the subscription will continue unless:
  - discontinued by the member,
  - terminated by the Society, or
  - the member ceases to be a member of the Society.

#### **4. Payment of Deposit**

- A one-time refundable deposit of ₹500 must be maintained with the Society.
- The deposit is payable at the time of enrolment.
- If any amount is deducted from the deposit, the member must replenish it within 15 days.
- The deposit ensures the safe and timely return of books. If a book/publication is:
  - returned in damaged condition, or
  - not returned within the prescribed period (even after three reminders sent via registered email/mobile), the Society reserves the right to forfeit the deposit, without prejudice to recovering the price of the publication from the member.

#### **5. Borrowing Process**

##### **5.1 Collection of Book**

- Members may collect the book in person or through an authorized representative.
- The Librarian must record the following in the digital register:
  - Member name and membership number
  - Book title, author, and MRP
  - Date of issue
  - Due date for return

## **5.2 Entry in Book Record**

- The Librarian will update the library card with:
  - Date of issue
  - Due date for return
  - Actual date of return
  - Signature of member/authorised representative

## **6. Return Timeline**

- Books must be returned within a month from the end of the month in which the book was borrowed.
- Example: If borrowed on 10th May, the due date will be 30<sup>th</sup> June

## **7. Reminders and Follow-Up**

- After the expiry of the due date, the member will receive:
  - Weekly email reminders and/or
  - Phone calls from the Society.

## **8. Post-Return Process**

- Upon return, the Library In-Charge will verify the condition of the book.
- If found in acceptable condition (reasonable wear and tear permitted), the return will be recorded.
- If damaged beyond reasonable wear and tear, the Society reserves the right to recover the price of the book.

## **9. Member Responsibilities**

Members must:

- Ensure timely return of the book.
- Maintain the book in good condition.
- Collect/return books personally or through an authorized representative.
- Ensure all collections/returns happen at the BCAS office.

## **10. Exceptions and Escalations**

- Any request for an extension or issues related to borrowing/return must be addressed to the Library-in-Charge for resolution.

## **11. Timings and Contact Point**

- Books may be borrowed or returned only during official BCAS working hours, i.e. 10.00 a.m. – 6.00 p.m., between Mondays and Saturdays.

- Details of Library-in-charge –
  - Ms Veronica – 022 61377600/618
  - Email: [library@bcasonline.org](mailto:library@bcasonline.org)
- In case no staff is available at the reception/library desk, members may contact:
  - Ms Navina Perarasan, Publications Officer
  - Telephone No. 022 61377613; Email – [publicationofficer@bcasonline.org](mailto:publicationofficer@bcasonline.org).

## **12. General Notes**

- The facility is intended to encourage reading and promote optimal use of BCAS Library resources for all members and student members.
- BCAS reserves the right to modify the deposit amount, timelines, or other terms based on operational requirements and feedback.
- If any person wishes to donate the books, they may get in touch with the library-in-charge.