

FIT Reference Library – Library Rules

ADMISSION

All users of the Reference Library are required to enrol as a library Member. To register as a Member, a person should fill up and sign the prescribed enrolment form. A signed hard copy accepted by FIT will be regarded as acceptance of these Library Rules.

Membership to the Reference Library is free and not transferable e.g. there is no charge for its use. Membership is valid for one year and may be renewable annually. Members are responsible for keeping the Librarian informed at all times of their current telephone number and present communication address. FIT reserves the right to cancel any membership without assigning any cause for the cancellation.

OPENING & CLOSING HOURS

The Reference Library will be open Monday to Friday (on working days only) from 12.00 pm to 5.30 pm. The admission to the Library is by prior appointment (by phone or email) with the Librarian. The Library will be closed on Saturdays, Sundays and Public holidays.

GENERAL RULES

The Reference Library is currently located within our Office premises at 622 Maker Chambers V, 221 Nariman Point, Mumbai 400021.

- Smoking, drinks and eatables are not permitted in the Office or the Library at all times.
- Silence must be maintained and no discussion is permitted inside the Library or the Office. Excessive noise, disturbance or unseemly behaviour is prohibited, including abusive or threatening behaviour to Library or Office staff or to other Library users.
- Library users are requested to switch their mobile phones off or set them to silent mode when in the Library or Office. Any calls should be made or taken outside the FIT Office.

USE OF LIBRARY MATERIAL

- No Books, Journal and other Articles may be removed from the Reference Library.
- The use of international tax databases by members is available only in the Library. It is limited to one hour at a time but extendable, subject to availability.
- Marking / Damaging of Library material is prohibited. Members shall be responsible for any damage done to the books or other property of the Library and may be required to replace such books or other property damaged or pay the value thereof.
- Library resources taken from the stacks should be re-shelved by the members.
- Misuse of the Library laptop is not allowed
- Furniture, fittings or equipments in the Library or the Office must not be misused or their arrangement altered.
- Any damage to them will entail payment of repair costs or replacement by the member.

GENERAL

- Library staff will not be responsible for any unattended belongings that are left in the Office. Library users may be asked to present their bag for inspection by Library staff, as well as any books or folders they are carrying as a security measure if need arises.
- The above rules are subject to change without notice by the Trustees.

LIBRARIAN

The first Librarian is Ms Anjali Advani (Anju) our Office Coordinator. Tel No. 9122 2202 4259/60:
Email: internationaltax.foundation@gmail.com

Trustees – Foundation for International Taxation, Mumbai