



**LEARNING RESOURCE CENTRE
SUMANDEEP VIDYAPEETH**



APPLICATION FOR DUPLICATE MEMBERSHIP CARD

Name of User: _____ **Membership No.:** _____
Department & College: _____ **Date:** ____ / ____ / ____

Sub: Request for Duplicate LRC Membership Card

To,
University Librarian
LRC, SV

Respected Sir/Madam,

I have lost my LRC membership card. As per the rules of the Learning Resource Centre, I understand that any material borrowed using my lost card will remain my responsibility.

I kindly request you to issue me a duplicate card. I agree to abide by the rules of the LRC and will pay the prescribed fee of ₹50/- for the duplicate membership card.

Signature of the Applicant

Contact No. _____

Email: _____

For LRC Use

Membership No.: _____

Date of Issue of Duplicate Membership Card: _____

Head, Circulation Section Signature: _____
