

To,  
The Librarian,  
CBIT-Hyderabad-75



LIBRARY & INFORMATION CENTRE  
CBIT, GANDIPET  
HYDERABAD- 500 075

Dear Sir,

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

**Subject: Application for Remote Access to Library Resources**

I am writing to request remote access to the library's digital resources. As a **Student / Faculty / Staff** member of Department of \_\_\_\_\_, I require access to e-books, journals, and other digital resources to support my academic / research work.

**Details of Access Requirement:**

- **Purpose:** [Briefly describe the reason for requesting access) Research / Coursework / Project work/ any other PI. Specify \_\_\_\_\_
- **Duration:** Indicate how long you need access,: Period from \_\_\_\_\_ to \_\_\_\_\_

**Undertaking for E-Resource Access Policy:**

I, \_\_\_\_\_, Roll Number/Employee ID \_\_\_\_\_, Dept. \_\_\_\_\_ hereby **declare that I have read and understood the library's e-resource access policy. I agree to abide by the following terms and conditions:**

1. **Non-Commercial Use:** I will use the library's e-resources solely for academic, research, or personal educational purposes and will not use them for commercial gain.
2. **Confidentiality:** I will not share my login credentials or provide access to any third party. I understand that sharing access is prohibited and may result in the termination of my library privileges.
3. **Copyright Compliance:** I will adhere to copyright laws and will not download, distribute, or reproduce e-resources in any form beyond what is permitted under the library's access policy and copyright regulations.
4. **Usage Limits:** I will respect any usage limits imposed by the e-resource providers and will avoid excessive downloading that could breach their terms of service.
5. **Reporting Issues:** I will promptly report any unauthorized access or misuse of library resources to the library administration.

I fully understand that any violation of the above terms may result in **disciplinary action**, including but not limited to the revocation of my access to library resources.

I kindly request you to grant me remote access to the required library resources. I assure you of **my adherence to the e-resource access policy** and look forward to your positive response.

Thank you for your consideration.  
Best Regards,

Signature; \_\_\_\_\_ Name: \_\_\_\_\_

Designation / Department: \_\_\_\_\_

Roll Number / Employee ID (if applicable) : \_\_\_\_\_

Contact Info. : CBIT-Email: \_\_\_\_\_ Mobile # : \_\_\_\_\_