



## Library Usage Policy & Guidelines

- SMSF Library access card holders are allowed access to SMSF libraries all over the world. This includes the Libraries at CREST, Bangalore, and CREST, Kharagpur India.
- Library members may read books within the premises of the library. They are not allowed to take the books outside the library.
- Members are requested to handle the books properly, taking care not to write on the books or soil them.
- Members are welcome to use the library during library hours, from 9:00 am to 6:00 pm.
- Members planning to visit the library only during the day can avail of the facility with prior intimation to the library coordinator via email or phone call. They are requested to send an email to [crest.library@sahajmarg.org](mailto:crest.library@sahajmarg.org) for Bangalore CREST Library and [crestkgp.library@sahajmarg.org](mailto:crestkgp.library@sahajmarg.org) for Kharagpur CREST with the following details:

Name of the card holder:

SRCM ID card number:

Date and time of arrival:

- Members are also allowed to stay at CREST for 3 days/2 nights per quarter with prior permission. Requests for overnight stay should be sent to the library coordinator at [crest.library@sahajmarg.org](mailto:crest.library@sahajmarg.org) for Bangalore CREST Library and [crestkgp.library@sahajmarg.org](mailto:crestkgp.library@sahajmarg.org) for Kharagpur CREST with the following details

Name of the card holder:

SRCM ID card number:

Center:

Prefect's name:

Prefect's contact number:

Date and time of arrival:

Date and time of departure:

- Members should inform at least one week in advance about their plans of stay at CREST and should plan their journey only after receiving a confirmation from the library coordinator. During their stay, members will be provided food and lodging and will have access to the library during library hours.
- When Master is at CREST, all permissions granted to visit and/or stay at CREST to access the library stand void, due to space constraints.
- Library members arriving at CREST will have to show their library access card and the SRCM ID card to the security personnel at the CREST main gate.

- **Location/Addresses:**

CREST Bangalore  
Survey No. 272,  
Kaggalipura Village,  
Off. Kanakapura Road,  
Bangalore S. Taluk,  
Bangalore - 560062

CREST Kharagpur  
Sahaj Marg Spirituality Foundation  
Near Gopali Ashram  
IIT Salua Road  
Kharagpur 721145

- **Transportation**

Library members should make their own transport arrangements to and from CREST. CREST will not be responsible for making any transport arrangements.

- **Food**

Food is served at the following times:

11:00 am – Tea

12:30 pm – Lunch

4:00 pm – Tea/Coffee

- **Accommodation**

Accommodation will be arranged in dormitories for the members who plan to stay overnight. Bedding, pillow, bed sheet and a blanket will be provided free of cost.

- **Medical Facility**

Access to medical facilities is limited at both CREST campuses. Members visiting CREST must be physically fit and should be able to take care of themselves without requiring any assistance. Members on medication must come prepared with adequate stock of medicines.

- **Contact Phone Numbers:**

CREST Bangalore: +91 80 2843 2060; This landline telephone is located in the CREST office. The office hours are between 10:00 am and 2:00 pm.

CREST Kharagpur: Contact Numbers are as follows:

K.B. Chakraborty – +91 9836463869

Lalita Sreenivasan – +91 9593457881

Chinu Sreenivasan – +91 9593457882

- Members are encouraged to make use of these facilities and to the fullest.
- Individuals who wish to apply for SMSF Library Access Card may send an email to [crest.library@sahajmarg.org](mailto:crest.library@sahajmarg.org) or [crestkgp.library@sahajmarg.org](mailto:crestkgp.library@sahajmarg.org)