



## EXTERNAL MEMBERSHIP FORM

- INDIVIDUAL  
 INSTITUTIONAL

MEMBERSHIP NO. \_\_\_\_\_

*Affix your  
passport size  
photo here*

# VIKRAM SARABHAI LIBRARY

INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

**Please tick mark from the relevant category:**

### **READING MEMBERSHIP (Academic/Non-Profit/Government Organizations)**

One Week

One Month

Three Months

### **BORROWING MEMBERSHIP**

#### **INDIVIDUAL**

- Academic/Non-Profit/Government Organization  
 Retired Faculty  
 MDP Alumni  
 Ph.D. Students  
 Full time faculty members

#### **INSTITUTIONAL**

- Academic/Non-Profit Making Organization  
 Profit Making Organization

Name (*in Capital letters only*): \_\_\_\_\_

Office Address: \_\_\_\_\_

(*Specify the name of Institute/Organization*) \_\_\_\_\_

Residence Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone (O): \_\_\_\_\_ (M): \_\_\_\_\_

### **Membership Norms/ Rules:**

- The book/s would be issued for 30 days. Renewal can be done if there is/are no hold/s on it.
- The membership card is for library use only, thus it should not be used for any other purpose.
- An overdue reminder would be sent to the user 2 days before the due date, if failed to renew or return, an overdue of Re.1\*/- per day per book would be charged till it is returned or renewed.
- Certain Online resources are **not accessible** to external members, as license agreements does not permit the same.
- Complete photocopy of book/s and journal/s is/are not allowed.
- The computers in the library are meant for accessing the electronic resources only. Access to social networking sites and other personal mails of any kind is strictly prohibited.
- Photocopy/ print charges would be Rs.2\*/- per exposure.
- The membership is non-transferable. Only the designated person can use the membership facility.
- The librarian has the right to cancel the membership, if the member is found violating the rules and regulations.

*I/We hereby agree to abide by the rules and regulations of V S Library-IIMA in force from time to time.*

Date:     /     /

Signature: \_\_\_\_\_

**(FOR LIBRARY USE ONLY)**

Approved by LIBRARIAN: \_\_\_\_\_



# VIKRAM SARABHAI LIBRARY

## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### Reading Membership

Type of Membership	One Week Fee	One Month Fee	Three Months Fee
Individuals working in Academic Institutions/Non-Profit/Government Organizations, MDP Alumni, Ph.D. Students	Rs. 300/-*	Rs. 700/-*	Rs.1,500/-*

### Borrowing Membership

Type of Membership	Refundable Deposit (in Rs.)	Loan Limit	Annual Fee (in Rs.)
Individuals working in Academic Institutions/Non-Profit/Government Organizations, MDP Alumni, Retired Faculty Employee **	5,000/-	2 Books for 30 days	3,600/- *
	10,000/-	5 Books for 30 days	
Institutions (Academic/Government/Non-Profit) – Four cards	20,000/-	4 Books for 30 days	12,000/-*
Profit making organizations - Four cards	50000/-	4 Books for 30 days	30000/-*

\*All fees may attract taxes as applicable and are not refundable.

\*\* For Retired faculty from other institutions recommendations by IIMA faculty required.

#### **Documents are required to avail the membership:**

##### **INDIVIDUAL**

- Letter from your organization, stating purpose to use the library.
- Ph.D. registration letter, identity card and a copy of latest fee receipt.
- Passport size photo.
- Residence proof/address proof.
- Foreign nationals have to submit a copy of their passport.

##### **INSTITUTIONAL**

- Letter from institute

### ***FOR LIBRARY USE ONLY***

Receipt no. & Date: \_\_\_\_\_ Amount received by & Date: \_\_\_\_\_

DD/Cheque no. \_\_\_\_\_  POS Terminal \_\_\_\_\_  
 online payment \_\_\_\_\_  Via Transfer \_\_\_\_\_

Valid from: \_\_\_\_\_  
Date: / /

Valid up to: \_\_\_\_\_  
Signature: \_\_\_\_\_