

EXTERNAL MEMBERSHIP FORM (ACADEMIC)

- INDIVIDUAL
 INSTITUTIONAL

MEMBERSHIP NO. _____



VIKRAM SARABHAI LIBRARY
INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

*Affix your
passport size
photo here*

Please tick mark from the relevant category:

(READING MEMBERSHIP)

Academic/Non-Profit/Government Organizations

- One Week One Month Three Months

(BORROWING MEMBERSHIP)

INDIVIDUAL

- Alumni (PGP, PGP-ABM, PGPX, FPM, AFP, FDP)
 Retired Faculty/Staff
 Academic/Non-Profit/Government Organizations
 MDP Alumni

INSTITUTIONAL

- Academic//Non-Profit Making Organization

Name (*in Capital letters only*): _____

Office Address: _____
(Specify the name of Institute/Organization)

Residence Address: _____

E-mail: _____ Phone (O): _____ (M): _____

(FOR LIBRARY USE ONLY)

Receipt no. & Date: _____ Amount received by & Date: _____

DD/Cheque no.: _____ Valid from: _____ Valid up to: _____

Note: DD/Cheque to be made in favour of "Indian Institute of Management, Ahmedabad"

Signature of Member

LIBRARIAN



Vikram Sarabhai Library

Borrowing Membership (Alumni, Academic Individual, Academic Institutional)

Type of Membership	Refundable Deposit (in ₹)	Loan Limit	Non-refundable Annual Fee (in ₹)
Alumni (PGP, PGP-ABM, PGPX, FPM, AFP, FDP), Retired Faculty, Board Members (present and past)	5,000/-	2 Books for 30 days	NIL
	10,000/-	5 Books for 30 days	
Individuals working in Academic Institutions/Non-Profit/Government Organizations, MDP Alumni, Retired Employee	5,000/-	2 Books for 30 days	3,600/- ^{##}
	10,000/-	5 Books for 30 days	
**Institutions (Academic/Government/Non-Profit)	20,000/-	4 Books for 30 days	12,000/- ^{##}

Reading Membership

Type of Membership	One Week	One Month	Three Months
Individuals working in Academic Institutions/Non-Profit/Government Organizations, MDP Alumni, Ph.D Students	₹ 300/- ^{##}	₹700/- ^{##}	₹1,500/- ^{##}

Library Services & Policy:

- The book would be issued for 30 days. Renew can be done if there is/are no hold on it.
- **Four cards would be issued to Institutional Member. At any time only four members from an organization can refer the library.
- The membership card is for library use only, thus should not be used for any other purpose.
- An overdue reminder would be sent to user 2 days before the due date, failed to renew or return, an overdue of ₹ 1/- per day per book would be charged till it is returned or renewed.
- Certain Online resources are **not accessible** to external members as the license agreement does not permit.
- Complete photocopy of books and journal 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 not allowed.
- Photocopy charges would be ₹ 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 external member is found violating the rules and regulation.
- ^{##} All the non-refundable fees attract service tax (as applicable).

Following documents are required to avail the membership:

- 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.

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

Date: / /

Signature: _____