



# VIKRAM SARABHAI LIBRARY

## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

*Affix your  
passport size  
photo here*

### EXTERNAL MEMBERSHIP FORM

☐ INDIVIDUAL

☐ INSTITUTIONAL

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

**Please select the relevant category:**

**READING MEMBERSHIP** (Working in Academic Institutions, MDP Alumni, Ph.D. Students)

☐ One Week

☐ One Month

☐ Three Months

### **BORROWING MEMBERSHIP**

#### **INDIVIDUAL**

- ☐ Academic
- ☐ Retired Faculty
- ☐ MDP Alumni
- ☐ Ph.D. Students
- ☐ Full-time faculty members

#### **INSTITUTIONAL**

- ☐ Academic Organization

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

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

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

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

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

### **Documents required**

#### **INDIVIDUAL**

- Letter from your organization.
- Ph.D. registration letter, identity card, handwritten application stating the purpose of using library 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 organization \_\_\_\_\_

### ***(FOR LIBRARY USE ONLY)***

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

☐ DD/Cheque no. \_\_\_\_\_

☐ POS Terminal \_\_\_\_\_

☐ Online payment \_\_\_\_\_

☐ UPI \_\_\_\_\_

**VALID FROM:** \_\_\_\_\_

**VALID TO:** \_\_\_\_\_

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

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## Individual Reading Membership

Type of Membership	One Week Fee (in Rs.)	One Month Fee (in Rs.)	Three Months Fee (in Rs.)
Working in Academic Institutions, MDP Alumni, Ph.D. Students	300/-*	700/-*	Rs.1,500/-*

## Borrowing Membership

Type of Membership	Refundable Deposit (in Rs.)	Loan Limit	Annual Fee (in Rs.)
Individuals working in Academic Institutions, MDP Alumni, Retired Faculty **	5,000/-	2 Books for 30 days	5000/-*
	10,000/-	5 Books for 30 days	
Institutions (Academic) – <b>Four cards</b>	20,000/-	4 Books for 30 days	15,000/-*

### General Norms/ Rules

- All external memberships are issued with the approval of the Librarian for academic purposes only.
- Certain online resources are **not accessible** to external members, as license agreements do not permit the same.
- Photocopy of entire book/s and journal/s is not allowed. For availing limited photocopy and print service, charges would be Rs..2/-\* per exposure.
- The computers in the library are meant for accessing electronic resources only. Access to social networking sites and checking emails of any kind is strictly prohibited.
- The membership card is for library use only and it should not be used for any other purpose.
- The membership is non-transferable. Only the designated person can use the membership facility and an accompanying person is not permitted.
- The Librarian has the right to cancel the membership if the member is found violating the rules and regulations.
- The members should take care of the furniture and equipment while using them in the library.
- The fourth-floor collaborative spaces are restricted for the use of IIMA students, faculty, and AA's / RA's.
- External members should note that all facilities, resources, and services of the library would be provided to the IIMA community on a priority basis.
- The institutional (academic) members need to bring their institute ID card along with V. S. library ID card at the time of visiting the library.

### Norms / Rules for Borrowing books

- The book/s would be issued for 30 days. Renewal can be done if there is no hold on the book.
- Due dates are to be followed strictly. If a member fails to renew or return on time, then an overdue charge of **Re.1/-\*** per day per book would be levied till it is returned or renewed. Frequent defaulting in return of books may lead to cancellation of membership.
- Loss of card should be reported immediately to the Circulation In-charge. Duplicate cards will cost **INR 500/- per card\***.

**Please note that the rules and regulations are subject to change.**

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

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

**For Membership Query: [circulation@iima.ac.in](mailto:circulation@iima.ac.in) or +91-79-71524977**

***I/We hereby agree to abide by the rules and regulations in force from time to time.***

**Date:**        /        /

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