



Vikram Sarabhai Library

Read Experience And Discover

Rules and Regulations for booking/using Group Discussion Rooms

Vikram Sarabhai Library provides space to its users for purposes of group discussion/presentation. To ensure the appropriate use of the discussion rooms, the library is adopting the following policy:

1. Booking must be made online. (<https://intranet.iima.ac.in/vslibrary/home.php>). Login using your IIMA email address (as username) and password to submit your booking.
2. Only students, faculty and AA/RA members of IIMA are allowed to book the discussion rooms which are on the fourth floor of the library. The facility is meant for group use only.
3. Discussion room keys must be collected from the security desk by depositing ID cards (at least four students) based on the confirmation booking mail.
4. Bookings can be made in one-hour slots and a maximum of two slots per day/per group. The booking start time and end time should be adhered to strictly.
5. Booking is allowed for a maximum of 3 days in advance.
6. Users are responsible for the equipment and furniture/ fittings in the room and must take care while using them. The room partitions should not be modified without the permission of the library staff.
7. The library reserves the right to cancel the booking if the group fails to turn up within 10 minutes of the booking time and allot the same to the next group that needs it.
8. Discussion activities in the room should not disturb other users.
9. Please ensure cleanliness of the room while checking out.
10. The library reserves the right to access the rooms for inspection at any time and to suspend the use of the facility and/or impose fines on any misuse of the facility.
11. The library reserves the right to modify or change these terms and conditions without prior notice.
12. The interactive displays in each discussion room should be used with care and:
 - a. Writing on the boards with any type of markers, pens, pencils, crayons, etc. is prohibited as it will damage the board. Use the smartboard pen that can be collected from the security desk along with the keys for the room.

- b. The display screens are connected to the Institute network and can be found on the Wi-Fi network.
 - c. Request library staff to help you connect the display units with your devices for screen sharing purposes, if needed.
13. It is the responsibility of the person booking the discussion room to take care of the furniture, accessories and equipment in the room. The charges for damaged equipment/furniture may be equivalent to the cost of replacing the same.

Please contact library staff at the Circulation Desk or call us at 079 71524977 for any assistance.