# EXTERNAL MEMBERSHIP FORM

Please select 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 (with Alumni number)
- [ ] 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):**

**Phone (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: ______________________

Continued on back page
## Individual Reading Membership

<table>
<thead>
<tr>
<th>Type of Membership</th>
<th>One Week Fee (in Rs.)</th>
<th>One Month Fee (in Rs.)</th>
<th>Three Months Fee (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working in Academic Institutions/Non-Profit/Government Organizations, MDP Alumni, Ph.D. Students</td>
<td>300/-*</td>
<td>700/-*</td>
<td>Rs.1,500/-*</td>
</tr>
</tbody>
</table>

## Borrowing Membership

<table>
<thead>
<tr>
<th>Type of Membership</th>
<th>Refundable Deposit (in Rs.)</th>
<th>Loan Limit</th>
<th>Annual Fee (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals working in Academic Institutions/Non-Profit/Government Organizations, MDP Alumni, Retired Faculty Employee **</td>
<td>5,000/-</td>
<td>2 Books for 30 days</td>
<td>5,000/- *</td>
</tr>
<tr>
<td></td>
<td>10,000/-</td>
<td>5 Books for 30 days</td>
<td></td>
</tr>
<tr>
<td>Institutions (Academic/Government/Non-Profit) – Four cards</td>
<td>20,000/-</td>
<td>4 Books for 30 days</td>
<td>15,000/- *</td>
</tr>
<tr>
<td>Profit making organizations - Four cards</td>
<td>50,000/-</td>
<td>4 Books for 30 days</td>
<td>50,000/- *</td>
</tr>
</tbody>
</table>

## General Norms/ Rules
- All external memberships are issued with the approval of the Librarian.
- 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 the electronic resources only. Access to social networking sites and checking mails 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 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 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 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.

*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 or +91-79-71524977

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

Date: / /  Signature: ____________________________

Last Update 1-4-2020