



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: _____

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) – Four cards	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.

***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: _____