



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 (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): _____ (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/Non-Profit/Government Organizations, 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/Non-Profit/Government Organizations, MDP Alumni, Retired Faculty Employee **	5,000/-	2 Books for 30 days	5,000/- *
	10,000/-	5 Books for 30 days	
Institutions (Academic/Government/Non-Profit) – Four cards	20,000/-	4 Books for 30 days	15,000/-*
Profit making organizations - Four cards	50,000/-	4 Books for 30 days	50,000/-*

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: _____