External Membership Application Form
Academic Membership (Institutional)
(Academic/Government/Non-Profit Organisations)

Please tick (√) mark relevant category :

1. Annual Membership – Reference facility only	☐
2. Annual Membership – Reference & Borrowing facility	☐

Details of Authorized staff for Borrowing Books (In case membership with borrowing facility) :

Name:

Designation:

Signature:

Paste Photo of Authorised Staff (if membership with borrowing), otherwise Photo of Key Contact Person. Please do specimen Signature in the box below

APPLICANT   INFORMATION:

Name of Institute/Organization:_____
(in Capital letters only)

Office Address:_____ _____

_____

_____

Key Contact Person/Librarian: _____

Designation: _____E-mail ID: _____

Mobile:_____ Telephone (Office):_____

IITI Reference, if any: _____

Date: (Signature of Key Contact Person/Librarian)

DECLARATION (TO BE COMPLETED BY THE HEAD/REPRESENTATIVE OF THE INSTITUTION):

I, the undersigned, certify that I am the official representative of the above named Institution and that, on behalf of the Institution, we agree to abide the rules and regulations of the LRC, IIT Indore; and agree to pay any outstanding library dues (e.g. Overdue, damage, or lost item, etc.) incurred against library card(s).

Name:

Designation:

Date: (Office Seal and Signature)

GENERAL TERMS AND CONDITIONS:

- Each Institute/Organization will be issued with a maximum of five LRC Membership ID-Cards. Only faculty and staff members will be allowed to visit the LRC. Against each LRC Membership ID-Cards, One member will be allowed to visit the LRC.
- The Institutional academic members need to bring their institute ID card along with LRC Membership ID-Card at the time of visiting the library.
- The LRC Membership ID-Card is for library use only and it should not be used for any other purposes.
- Please note that the students, faculty and staff of IIT Indore have the first right to use the LRC facilities, resources and services on priority basis.
- Users are not allowed to take personal belongings, books and other printed material inside the library.
- Membership can be cancelled/withdrawn/rejected at any time at the discretion of the LRC, IIT Indore

TERMS AND CONDITIONS FOR BORROWING BOOKS:

- The book/s would be issued for 30 days. Renewal can be done if there is no hold on the book. The borrowed book may be recalled before the due date if necessary.
- Due dates are to be followed strictly. If member fails to renew or return on time, then an overdue charge of Rs. 2/- 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 Rs. 100/- per card.

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

FOR LIBRARY USE ONLY:

PAYMENT RECEIPT DETAILS:

Annual Fees (including GST)	Refundable Library Security Deposit	Total Amount	Remarks
Receipt No. :			
Receipt Date:			

Library Membership No.:

Valid From: Valid To:

Lib. Staff (Signature):

Approved by Assistant Librarian: