



भारतीय प्रौद्योगिकी संस्थान इन्दौर  
INDIAN INSTITUTE OF TECHNOLOGY INDORE  
विद्यार्जन संसाधन केंद्र / LEARNING RESOURCE CENTER

**External Membership Application Form  
Associate Membership (Individual)**

(Employees of the schools, banks and other sister organizations in IIT Indore Campus)

Please tick (✓) mark relevant category :

1. Annual Membership – Reference & Borrowing facility <input type="checkbox"/>	<b>Paste recent photograph here and do specimen Signature in the box below</b>
2. Annual Membership – Reference facility only <input type="checkbox"/>	

**APPLICANT INFORMATION:**

**Membership No.:**

Full Name of Applicant (Prof./Dr./Mr./Mrs./Ms.): \_\_\_\_\_  
(in Capital letters only)

Designation (Job Title/Course/Other): \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail ID: \_\_\_\_\_

Mobile: \_\_\_\_\_ Telephone (Office): \_\_\_\_\_

Residence Address: \_\_\_\_\_  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Purpose of visit: \_\_\_\_\_

IIT Indore Reference: \_\_\_\_\_

**DECLARATION BY APPLICANT:**

I declare that the information given by me is correct and that I will abide by the library rules if my application is approved.

**Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Documents required:** 1. Photo Identity card of Organization/Aadhar Card  
2. Residence proof/Address proof (Aadhar Card/Electricity Bill/Driving License, etc.)

**GENERAL TERMS AND CONDITIONS:**

- The External Members need to bring their Photo 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- Membership can be cancelled/withdrawn/rejected at any time at the discretion of the LRC, IIT Indore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 LRC ID-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.**

**LIBRARY USE ONLY**

**PAYMENT DETAILS:**

<b>Annual Fees (including GST)</b>	<b>Refundable Library Security Deposit</b>	<b>Total Amount</b>	<b>Remarks</b>

Receipt No. :

Receipt Date:

Library Membership No.:

Valid From:

Valid To:

Lib. Staff (Signature):

Approved by Assistant Librarian: