



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

**External Membership Application Form  
Corporate Membership**

(Industry /Corporate / Profit making organization)

Please tick (✓) mark relevant category :

|  |   |
|--|---|
| 1. Annual Membership – Reference facility only <input type="checkbox"/>                        | Paste Photo of<br>Authorised Staff (if<br>membership with<br>borrowing), otherwise<br>Photo of Key Contact<br>Person. Please do<br>specimen Signature in<br>the box below |
| 2. Annual Membership – Reference & Borrowing facility <input type="checkbox"/>                 |   |
| Details of Authorized staff for Borrowing Books (In case membership with borrowing facility) : |   |
| Name:  |   |
| Designation:   |   |
| Signature:   |   |

**APPLICANT INFORMATION:**

Name of Corporate/Industry: \_\_\_\_\_  
(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 Corporate and that, on behalf of the Corporate, 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 Corporate/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 corporate 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:**

| <b>Annual Fees<br/>(including GST)</b> | <b>Refundable Library<br/>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: |
|----------------------------------|