



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

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

(Individuals working/studying in Academic Institution/Non-Profit/Government
Organisations; Retired Faculty of other Institute)

Please tick (✓) mark relevant category :

1. Annual Membership – Reference & Borrowing facility

2. Annual Membership – Reference facility only

3. One Week Membership – Reference facility only

4. One Day Membership – Reference facility only

**Paste recent
photograph here and
do specimen
Signature in the box
below**

APPLICANT INFORMATION:

Membership No.:

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

Designation (Post/Job Title/Course): _____

Organization: _____

E-mail ID: _____

Mobile: _____ Telephone (Office): _____

Residence Address: _____

Permanent Address: _____

Purpose of visit: _____

IITI Reference, if any: _____

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/Letter from your Organization and a copy of latest fee receipt (in case of students)
2. Residence proof/Address proof (Aadhar Card/Driving License, etc.)

GENERAL TERMS AND CONDITIONS:

- The External 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- Membership can be cancelled/withdrawn/rejected at any time at the discretion of the LRC, IIT Indore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.

LIBRARY USE ONLY

PAYMENT DETAILS:

Annual/Weekly/One Day 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 Deputy Librarian: