



Indian Institute of Technology Bombay Central library

Library Rules for Corporate Members

The Central Library, IIT Bombay offers membership to industries, corporate houses and organizations in public and private sector on request submitted in the prescribed application form.

Membership fee

- Admission fee **Rs 1,000/-**
- Membership with borrowing facility per annum **Rs 50,000/-**
- Library Deposit (Refundable) for borrowing facility **Rs 15,000/-**
- Membership with reference facility only per annum **Rs 25,000/-**

All corporate members will be **issued 5 membership cards** which can be used by any of their staff to avail library services. However, in case of membership with borrowing facility, the corporate member has to **nominate 3 persons** and submit their stamp size latest photograph and specimen signature. Corporate member can change nominated persons by submitting a written request.

Services offered

Corporate members can use the following services any time during library hours:

- ☞ Reference and consultation
- ☞ Borrowing of 3 books for 14 days allowed to corporate members with borrowing facility. Only nominated persons can borrow the books.
- ☞ Photocopying service)
- ☞ Bibliographic assistance) on prevailing
- ☞ Database (CD/DVD only)) rates access, searching and printing output)

Internet access to electronic resources is not available for Corporate Members.

Please remember

- Only books from general collection are issued to the members. Reference books, journals (current issues and back volumes), reports, standards, theses, CDs, video cassettes are not issued to the Corporate Members.

- Member organization shall be responsible for the library cards issued to it. Loss of the cards should be reported immediately to the Librarian in writing. Duplicate card will be issued on payment of Rs 50/-.
- Members should check the book thoroughly for missing pages, chapters, pictures etc while borrowing the book and report the matter to the Circulation staff. In case the book is damaged or lost by the member, they have either to replace the book with a new copy or to pay for the cost of the book at the prevailing market price with additional charge as determined by the Librarian.
- The borrowed books have to be returned **within 14 days**. In case of books returned after due date, the late fee will be charged at the prevailing rates. The current late fee rates are as follows :

First 15 days	Rs 0.50	per day per book
16-30 days	Rs 1.00	-- do --
31-60 days	Rs 2.00	-- do --
Above 60 days	Rs 5.00	-- do --

- Corporate Member desiring to discontinue its membership can do so by :
 - ☞ returning all books borrowed by them
 - ☞ clearing all dues, if any
 - ☞ returning library membership cards
 - ☞ returning the original receipt of payment duly discharged on the reverse of the receipt.
- The students, faculty and staff of IIT Bombay have the first right to use the Central Library.
- The Director, IIT Bombay can decline an application for the membership without assigning any reason.
- The Central Library also offers membership to its Alumni and to Educational Institutions offering degree level courses in engineering and technology.

We welcome your suggestions for improving our services. For further information, please contact:

Librarian
 Central Library
 Indian Institute of Technology Bombay
 Powai, Mumbai 400076
 Tel 91-22-25768920 Fax 91-22-25720227
 Email: librarian@iitb.ac.in
<http://www.library.iitb.ac.in>

IIT BOMBAY CENTRAL LIBRARY
Application form for the
Corporate Membership

1. Name of the organization _____

2. Address _____

3. Telephone _____

4. Email _____

5. Type of Membership

- With borrowing facility []
- With reference facility only []

6. Name of 3 persons using the library (required only for membership with borrowing facility):-

Name	Specimen signature
i)	
ii)	
iii)	

We are aware of and undertake to abide by the rules for Corporate Membership. Enclosed herewith is Demand Draft / Cheque No. _____ dated _____ for Rs _____ drawn in favour of the Registrar, IIT Bombay. The specimen signatures of nominated persons are attested by the undersigned.

Date _____ Signature _____

Place _____

For Official Use only

The Membership with / without borrowing facility is granted for the period from _____ to _____.

Librarian