Application for Institutional Membership

1. Name of the Institute (In Capital Letters):

2. Office Address:

   Email Id:
   Telephone No.:
   Mobile No.:

3. Contact Person:

Signature of the Applicant

With Institute/company Seal

Signature of the Librarian (IIMB)

<table>
<thead>
<tr>
<th></th>
<th>Refundable Deposit</th>
<th>Loan Limit</th>
<th>Annual Fee</th>
<th>Members Card for Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic / Government</td>
<td>INR 25,000</td>
<td>Two Books</td>
<td>INR 5000</td>
<td>Ten</td>
</tr>
</tbody>
</table>

**Note:** 18% of GST will be added on the Library service charges
Terms & Conditions for Deposit Users

1. Original receipt to be produced at the time of withdrawal of membership.
2. An Overdue charge of Rs.1/ per day per book.
3. Members have to pay the deposit amount and service charge as per the revised rates from time to time.
4. Two personal books are allowed inside the library with “personal copy” seal.
5. No personal items like Journals and newspapers should be brought inside the library.
6. Online Journals access will be provided with restrictive access as per the Copyright Restrictions.
7. Membership will be granted at the discretion of librarian & the same is applicable for Bangalore residents only.
8. On receipt of the invoice, payment has to be made in favour of IIMB through ONLINE only.
9. Renewal of membership should be done one month in advance on the expiry date.
10. Change of address should be intimated immediately.
11. The borrowed book may be recalled before the due date if necessary.
12. Membership granted is exclusively to the institute for academic purpose only.
13. Access to Online resource is not permitted any more due to licensing & copyright restrictions.
14. Library Working Hours & Institute Holidays:
   a) Monday to Sunday 10 am to 5.30 pm
   b) Closed holidays: Republic day, the Independence Day and Gandhi Jayanti (3 National Holidays)

Document to be submitted

1. Latter from the Head of the Institution.