



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY CENTRAL LIBRARY

Corporate Membership

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 structure

Membership Period	Registration Fee	Membership Fees	18% GST	Total Amount
Yearly (With borrowing facility)	1,000.00	50,000.00 + 15,000.00 (Refundable Library Deposit)	9180.00	60180.00
Yearly (With reference facility only)	1,000.00	25,000.00	4680.00	30680.00

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

Services Offered

Corporate members can use the following services library hours :

- Reference and consultation
- Borrowing of 3 books for 14 days allowed to corporate members with borrowing facility
- Only nominated persons can borrow books
- Photocopying service
- Bibliographic assistance

Internet access to electronic resources is not available for corporate members.

Please Note...

- Only books from the general collection are issued to the corporate members. Reference books, journals (current issues and back volumes), reports, standards, theses, CDs 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 Chief Library Officer in writing. Duplicate card will be issued on payment of Rs. 100/-
- 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 Chief Library Officer.
- The borrowed books have to be returned **within 14 days**. In the case of books returned after the due date, the late fee will be charged at the prevailing rates. The current late fee rates are as follows :

One Month Rs. 5 Per Day Per Book
After one Month Rs. 10 Per Day Per Book

If 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 Chief Library Officer, IIT Bombay can decline an application for membership without assigning any reason.

The Central Library also offers membership to its Alumni and to Educational Institutions, Professional Membership offering degree level courses in engineering and technology.

Online Payment Bank Details for Library Membership

Account Name : Indian Institute of Technology Bombay

Bank Name : State Bank of India, IIT Powai Branch, Mumbai-400076, India

Bank IFSC Code : SBIN0001109

Account Number : 00000010725729128

Swift Code : SBININBB519

In case of e-payment, please send UTR with reference to invoice number at
(librarian@iitb.ac.in, libcir@iitb.ac.in)

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

Chief Library Officer

Central Library

Indian Institute of Technology

Bombay

Powai, Mumbai 400 076

(O) 91 22 25768922 / 25768926

email – librarian@iitb.ac.in

<http://www.library.iitb.ac.in>

Indian Institute of Technology Bombay
Central Library
Application Form for Corporate Membership

1. Name -----

2. Address -----

3. Telephone/Mobile -----

4. Email -----

5. Membership Type 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 the Cheque/Demand Draft No.

.....dated.....for

Rs. / drawn in favour of Registrar, IIT Bombay.

For Online Payment UTR No. Dated Rs.....

The specimen signatures of nominated persons are attested by the undersigned.

Date :

Place :

Signature

For Office use only

The Corporate membership with/without borrowing facility is granted for the period from.....to.....

Chief Library Officer