



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY CENTRAL LIBRARY

Corporate Membership

(Industries, Corporates and Organizations of Public or Private Sector)

The Central library IIT Bombay offers Membership to industries, corporate houses and organizations in public and private sector. The application can be submitted in the prescribed format along with required documents.

Membership fee structure

Membership Period	Registration Fee	Membership Fees	18% GST	Library Deposit	Total Amount
Yearly (With borrowing facility)	1,000.00	50,000.00	9,180.00	15,000.00 (Refundable)	75,180.00
Yearly (With reference facility only)	1,000.00	25,000.00	4,680.00	NA	30,680.00

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 person** 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 avail following services during library hours :

- ◆ Reference and consultation
- ◆ Borrowing of 3 books for 14 days

- ◆ Only nominated persons can borrow books
- ◆ Photocopying service
- ◆ Bibliographic assistance

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

Please Note...

- ◆ The students, faculty and staff of IIT Bombay have the first right to use the Central Library.
- ◆ 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 Chief Library Officer, IIT Bombay can decline an application for membership without assigning any reason.
- ◆ 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.

List of documents to be enclosed

1. Membership requirement letter from Corporate Office on Letterhead.
2. Two miniature size photo

The Central Library offers membership to its Alumni, to Educational Institutes and to Professional membership for Academicians & Researchers.

Online Payment 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

Tel: (O) 91 22 25768922 / 25768926

Email – librarian@iitb.ac.in

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

**Indian Institute of Technology
Bombay Central Library
Membership Application Form
(Corporate Members)**

Name

Address (Permanent)
.....

Telephone/Mobile

(Res.)

Email

Membership Type With borrowing facility With reference facility only

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