



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
CENTRAL LIBRARY

Retired Staff Membership
(Retired Faculty/Group “A” Officers of the Institute)

Central Library IIT Bombay offers library membership for the retired faculty & officers of the Institute. The application can be submitted in the prescribed format along with required documents.

Membership fees structure

Membership Period	Membership Fees	18% GST	Total Amount
Annual Membership	200	36.00	236.00
Life Membership	1000.00	180.00	1180.00

Services Offered

Retired faculty & officers can avail following services during library hours :

- Reference and consultation
- Borrowing of 2 books for 30 days.
- Photocopying service.
- Bibliographic assistance.

Eligibility for Membership

- ◆ All the retired faculty of the institute, or those who have served the institute for the last

10 years.

- ◆ Director who has served at least 5 years.
- ◆ Registrar, Librarian, Deputy Librarian, Deputy Registrar and all group 'A' officers who have served at least 10 years.
- ◆ Senior Scientific Officers, Senior Project Scientists and senior Project Engineer in Centres (CSRE, ACRE, RSIC, CESE, CAD and similar centres in the institute) who are on permanent roll of IIT, Bombay and who have retired in IIT Bombay, or who have served for at least 10 years.

Please Note...

- ◆ Only books from the general collection are issued to the members. Reference books, journals (Current issues and back volumes), reports, standards, theses, CDs, are not issued to the Alumni Members.
- ◆ Members shall be responsible for the library card issued to him/her. Loss of the card 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, he/she has 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 charges as determined by the Chief Library Officer.
- ◆ The borrowed books have to be returned within 30 days. In case the books returned after the due date, a 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
Above 30 Days	Rs. 10 Per day	Per Book

- ◆ The students, faculty and staff of IIT Bombay have the first right to use the Central Library.
- ◆ The Chief Library Officer, IIT Bombay can refuse an application for membership without assigning any reason.
- ◆ The Central Library also offers Corporate Membership to organizations in the private and

public sector, and to Educational Institutions offering degree level courses in engineering and technology. Professional membership for Academicians and Researchers.

List of documents to be enclosed

1. Copy of IITB ID card
2. Two miniature size photo

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

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

Indian Institute of Technology Bombay

Central Library

Membership Application Form

(Retired Faculty/Group “A” Officers)

Name

Address (Permanent)

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Telephone/Mobile

(Res.)

Email

I am a Retired Faculty/group “A” officer, Employee ID

I have served the Institute from to

I need the Annual/Life period library membership

I am aware of and undertake to abide by the rules for retired faculty/officers membership.

I am enclosing herewith is Demand Draft / Cheque No.Dated
for Rs.drawn in favour of “**The Registrar, IIT Bombay**”.

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

Date :

Signature

Place :

For Official Use only

The Annual/Life Membership is granted for the period from to.....

Chief Library Officer

(Please inform us if there is any change in Address or Phone No.)