



Learning Resource Centre – Institutional Membership

Objective:

Learning Resource Centre (LRC) at Indian School of Business (ISB) subscribes to a very good collection of resources – especially E-resources which are on par with other global B-schools. There is a high demand for using these resources from academicians to professionals to corporates.

Institutional Membership aims at Academic Institutes, Non-Profit Organizations and Research Centers

Key features:

- Only faculty, research scholars and designated/nominated members are allowed.
- The membership is only for the **5** designated people of the organization.
- Five membership cards are issued to each Institute/organization.
- Membership is non-transferable
- For transfer of membership, in case of any exit of designated person from the organization, the contact person should send a separate intimation, along with contacts of new person to be enrolled for membership.

Services:

- Borrowing facility (*only Hyderabad based institutes would be able to avail the borrowing facility)
- Reference and Information Service

Institutional Membership Fee:

- Rs.25,000/- as One time Security Deposit (refundable)
- Rs.25,000/- as Membership Fee (annual)

Process:

- The filled in *Membership form* along with the *Membership Guidelines* should be submitted to the LRC along with a DD/Cheque payable to Indian School of Business at the address mentioned below:

Dr K Mohan
Senior Director – IT & LRC
Indian School of Business
Gachibowli
Hyderabad – 500 019

Tel: +91-40-23187999/7963

Fax: +91-40-23007023

- Each Institute/Organization is issued with a maximum of five Identity cards. Each card would be charged at Rs100/-. Members should carry the Institutional identity cards at the time of visit to the LRC.
- We would intimate you one month in advance regarding the renewal of Membership. The Annual Membership charges are subject to change as per the changes in the policy.

Circulation Policy:

- The member can access the Online Public Access catalog through the following site. [OPAC An](#) ID and password would also be given to the Institute/organization to access their [account](#) information.
- Each Institutional member is allowed to borrow a maximum of two books at a time.
- The period for issue would be for 3 weeks. Renewal will not be accepted.
- No Academic Journal / Magazine / text book / reference book would be issued out.
- An overdue fine of Rs.25/- per day per document would be charged.
- A reminder would be sent to the e-mail id (mentioned in the Membership form) a day prior to the due date of the book.
- In case of loss / damage of books, the Institute/Organization should be responsible for replacing the book within one month of Notice from LRC. The ISB would interact only with the Institute and not with the designated person for any overdue/fines/claims towards loss/damaged books.
- If the Institute/Organization fails to replace the book within the stipulated time, the LRC would initiate the purchase and the Institute/Organization would be charged the actual cost of the resource plus 20% the additional charge towards the replacement fee, failing which, the amount would be adjusted against the Security Deposit.
- The membership card shouldn't be misused for any other purposes at campus. In case of loss of the Membership card, Rs.100/- would be charged towards issuing a new card.
- The membership is non-transferable. Only the designated people can make use the Membership card.
- The rules and regulations are subject to change as per the changes in LRC policy.
- The Senior Director - Learning Resource Centre has the right to cancel the LRC membership of any Member if found, violating the rules and regulations, continuously.

Reference and Information Services Policy:

- Member can post their reference queries at lrc_isb@isb.edu the request would be attended within 2 working days.
- The LRC strictly follows the Copyright Laws and members are expected to abide by it. The Copyright guidelines are available at LRC for reference.
- Resources have to be browsed only within the Computer Lab.
- No soft copies are allowed to download or sent as an attachment through mails while using the resources at the ISB.
- The printing/photocopying charges would be charged at Rs.5/- per A4 sheet.
- Printing/photocopying charges should be paid at the Circulation counter showing all the printouts.
- The receipt for the payment would be issued from the counter.
- Any reference query on company profiles, market intelligence and Industry trends, data and analyst reports from various sources will be charged @ Rs5/- per A4 sheet or Rs1,000/- per query (whichever is highest) + Courier and handling charges as mentioned above.
- No complete book / journal would be allowed for photocopy.
- No soft copy in terms of data / information would be provided.
- Courier Service: The photocopy charges would be charged at Rs.5/- per A4 sheet and couriered as per the following charges:

Courier + Handling charges:

Within India

Rs.100/- Courier charges (Less than 100 pages) and

Rs.300/- (for more than 100 pages) within India

Overseas

Rs.500/- for Overseas Couriers (Less than 100 pages) and

Rs.1000/- (for more than 100 pages).

Contact details:

You can reach any of our staff for any specific reference query; we would help you in addressing your queries at our earliest. You can reach us at +91-40-23187999/7963 or by email lrc_isb@isb.edu

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