



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, professionals and 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:

- ₹ 25,000/- as One time Security Deposit (refundable)
- ₹ 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. S. Venkadesan
Director - Learning Resource Centre
Indian School of Business
Gachibowli
Hyderabad – 500 032

Tel: +91-40-23187999/7963
Fax: +91-40-2300 7023

- Each Institute/Organization is issued with a maximum of five Identity cards. Each card would be charged at ₹ 100/-. 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 [OPAC] through the library page from www.isb.edu site. ID and password would also be given to the institutional member 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 be done twice for each item.
- No Academic Journal / Magazine / 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. ISB would interact only 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, ₹.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 Associate 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 ₹ 2 /- 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 @ ₹ 2 /- per A4 sheet or ₹ 1,000/- 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 Charges:

Courier + Handling charges:
Within India
₹ 100/- Courier charges (Less than 100 pages) and
₹ 300/- (for more than 100 pages) within India

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

~~~~~ X ~~~~~