



## Learning Resource Centre – Professional 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.

We invite the Faculty Members, Research Scholars and Corporate Executives to take up the **Professional Membership** and use the LRC Resources.

### Services:

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

### Professional Membership Fee:

- Rs.15,000/- as One time Security Deposit (refundable)
- Rs.10,000/- as Membership Fee (annual)

### Process:

- The form should accompany with reference letter from any faculty/staff member.
- The Professional membership application form should be get approved by the Associate Director of LRC.
- 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:

Kumara Guru D N V  
Associate Director – LRC  
Indian School of Business  
Gachibowli  
Hyderabad – 500 032

Tel: +91-40-23187999/7963  
Fax: +91-40-23007023

- Each Professional Member is issued with a Identity card. Each card would be charged at Rs100/- .Member should carry the Professional identity card 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 Professional 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 member should replace the book within one month of Notice from LRC.
- If the member 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](mailto: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](mailto:lrc_isb@isb.edu)

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