



## Learning Resource Centre – Professional Membership

### Membership Guidelines

- Faculty Members, Research Scholars and Corporate executives are eligible for the Membership.
- Each member is allowed to borrow a maximum of **two** books at a time.
- The period for issue would be for 3 weeks. Renewal would 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.
- In case of loss/damage of books, the individual should be responsible for replacing the book within one month of Notice from LRC. /fines/claims towards loss/damaged books.
- If the Individual fails to replace the book within the stipulated time, the LRC would initiate the purchase and the Individual 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.
- The Individual should take the responsibility of informing us in case of any change in the address of communication.
- No soft copies are allowed to download or sent as an attachment through mails while using the resources at ISB.
- The LRC strictly follows the Copyright Laws and members are expected to abide by it. No complete book / journal would be allowed for photocopy.
- The rules and regulations are subject to change as per the changes in the LRC policy.
- The Director – Learning Resource Centre has the right to cancel the LRC membership of any Member if found, violating the rules and regulations, continuously.

Authorised Signature  Date  /  /