



Learning Resource Centre – External 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.

- Senior Executives are eligible for Corporate Membership.
- Faculty, research scholars and administrators of Institutes/Universities are eligible for Institutional Membership.
- Faculty members, research scholars and corporate executives are eligible for Professional Membership, in their individual capacity.

Please tick mark from the relevant category

Corporate Institutional Professional

Name of Individual / Organization/ Institute: _____
(in CAPITAL letters only)

Designation (Key Person): _____

Residence Address: _____

Office Address: _____

E-mail: _____

Phone (Office) _____ (Residence) _____ (Mobile) _____

I/We hereby agree to abide by the rules and regulations of Learning Resource Centre – ISB from time to time

Date:

Signature: _____



(Details of the authorized person contact from institute/organization)

Authorized Person: _____ Designation: _____

Name of the Institute / Organization: _____

Contact No: _____ Signature: _____

(For official use only)

Membership (Validity): _____ Amount received by _____

DD / Cheque*: _____ Date: _____ Bank: _____

* DD/Cheque to be made in favour of "Indian School of Business – Hyderabad / Mohali"

Note:

1. Please attach a letter from affiliating organization/institution, stating purpose of using library.
2. For membership fees, please refer to the Membership Guidelines / [LRC web site](#).
3. The Director - Learning Resource Centre has the right to cancel the LRC membership of any Member if found, violating the rules and regulations, continuously.



Learning Resource Centre Membership Guidelines

Key features:

- Only designated/nominated members are allowed.
- **A minimum of 2 membership cards to be issued under Corporate / Institutional membership.** Additional cards to the maximum extent of 5 cards per membership can be issued by paying additional membership fee of INR 5000/2500/-* for Corporate/Institutional Memberships respectively.
- 1 member per card is allowed under Professional Membership.
- Members are requested to present their institutional card along with their membership card during their visit to ISB.

Services:

- Borrowing facility - Each membership card is entitled to borrow only 2 books for 3 weeks duration.
- Reference and Information Service

Membership Fee:

Membership Type	Security Deposit (Refundable)	Annual Fee	Total (Card Processing fee)**
Corporate Membership	INR 25,000	INR 10,000	INR 35,200
Institutional Membership	INR 25,000	INR 5,000	INR 30,200
Professional Membership	INR 10,000	INR 5,000	INR 15,100

** The amount of INR 5000 would be charged separately for each corporate membership card and INR 2500 for each institutional membership card.

** The amount of INR 100 would be charged separately for processing each membership card.

** GST Applicable

Process:

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

For Hyderabad Campus:

The Director
Learning Resource Centre
Indian School of Business
Gachibowli
Hyderabad – 500 032
Tel: +91-40-23187999/7963; Fax: +91-40-2300 7023



For Mohali Campus:

The Director
Learning Resource Centre
Indian School of Business
Knowledge city, Sector-81,
Mohali – 140306
Tel: +91-172-459 1781 / 1821

- LRC 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 members may access the Online Public Access catalog [OPAC] through the library page from www.isb.edu site. ID and password would also be given to institutional member to access their account information.
- Each membership 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 if there is no reservation.
- No Academic Journal / Magazine / Reference book would be issued out.
- 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.
- An overdue fine of **Rs. 25/-*** per day per document would be charged.
- 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 single contact person for any overdue/fines/claims towards loss/damaged books.
- If the designated member fails to replace the book within the stipulated time, the LRC would initiate the purchase and the Individual / 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, INR 100/-* would be charged towards issuing a new card.
- The membership is non-transferable. Only the designated people can make use of the Membership card.
- The rules and regulations are subject to change as per the changes in 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.



Reference and Information Services Policy:

- Members may post their reference queries at lrc_hyd@isb.edu (Hyderabad) and lrc_moh@isb.edu (Mohali), the queries would be answered within 24 hours – 48 hours.
- The LRC strictly adhere to the copyrights 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 at **INR 2/-*** per A4 sheet.
- Any reference query on company profiles, market intelligence and Industry trends, data and analyst reports from various sources would be charged **INR 1,000/-*** per query + Courier and handling charges as per applicable.
- No complete book / journal would be allowed for photocopy.
- No soft copy in terms of data / information would be provided.
- Courier Charges: as per applicable

Contact details:

You may reach any of our staff for any specific reference query at +91-40-2318 7999 / 7963 or by email: lrc_hyd@isb.edu (Hyderabad) and +91-172-459 1781 / 1821 or by email: lrc_moh@isb.edu (Mohali). We would help you in addressing your queries at our earliest.

* GST Applicable.

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