



LRC Alumni Membership Form

Alumni

Associate Alumni

Name: _____

ID No: _____

Office Address: _____

Phone No: _____

Residence Address: _____

Phone No: _____

Email ID: _____

Cash to be paid:

Description	Alumni	Associate Alumni
Security Deposit (non-interest bearing & refundable)	₹ 10,000	₹ 10,000
Annual Membership Fee*	Nil	₹ 2,500
Identity Card Fee*	Nil	₹ 100
Total	₹ 10,000	₹ 12600

* GST is applicable on both these amounts.

Mode of Payment:

Cheque

DD

Cheque or DD No: _____ **Bank Name:** _____

Applicant Signature: _____

Name of the LRC Staff: _____ **Signature of the Staff:** _____

Acknowledgement – LRC Membership

This is to acknowledge your payment of INR (_____) towards refundable security deposit, annual fee and ID card processing fee. Please intimate us one month in advance in case you would like to withdraw your membership with the LRC.

Name of the LRC Staff: _____ **Signature of Staff:** _____

Date: _____

Mode of Payment - Cheque / DD No: _____

[Please tick appropriate option]



Learning Resource Centre

Alumni Policy

Following are the guidelines for Alumni Members of ISB to use LRC services:

1. Alumni members are free to use LRC facilities whenever they are at Hyderabad/Mohali for reference. The alumni members need to carry their Identity cards whenever they visit LRC.
2. The use of LRC services would be purely for academic and personal use only.
3. The services, under no circumstances would be used for commercial purpose.
4. All the services, would be charged and the charges are as detailed below:

Membership Fee:

The following fee will be applicable.

Description	Alumni	Associate Alumni
Security Deposit (non-interest bearing & refundable)	₹ 10,000	₹ 10,000
Annual Membership Fee*	Nil	₹ 2,500
Identity Card Fee*	Nil	₹ 100

* GST is applicable on both these amounts.

The security deposit of ₹ 10,000/- is refundable on withdrawal or termination of membership after recovering the dues to ISB if any.

Borrowing Facility:

1. Alumni members are allowed to use borrowing facilities as per the following terms & conditions:
 - a. Alumni must pay ₹ 10,000/- as a non-interest-bearing security deposit with the LRC if they want to borrow any books. The amount of INR 10,000 has been arrived at after considering the average price of the books in the LRC. The payment of ₹ 10,000/- can be made either by cheque or DD or online. Alums would be issued a payment receipt by the finance after they have paid the required deposit.
 - b. Alums would be allowed to borrow up to 2 books at a time.
 - c. The books must be returned within 3 weeks from the date that they were borrowed.
 - d. A reminder would be sent to the email id (mentioned in the Membership form) a day prior to the due date of the book. Kindly note that this overdue/renewal email notice(s) is/are sent from LRC is just an additional facility provided to you. Please follow up on your own regarding due date and renewal. However, non-receipt any of emails (overdue/renewal) due to various reasons will not be considered/entertained for waiver of fines.
 - e. If alum fails to return any book within 3 weeks, an overdue charge of INR 25/-* per day per book will be levied.
 - f. Books can be couriered to the desired location on request basis on payment of courier charges. Book request can be placed either by online catalogue(OPAC) or by send an email to lrc_hyd@isb.edu (Hyderabad) or lrc_moh@isb.edu (Mohali).

2. Alumni can access E-Book Central (registration will be done by the LRC on request) preferably using the ISB email ID. LRC will intimate the alumni with the actual cost of the e-book along with the applicable GST. The requested e-book will be activated on Short Term Loan (STL) basis.
3. LRC will bill each alumnus on a periodic basis for services availed through an invoice raised by ISB.
4. If the outstanding overdue amount is ₹ 5,000/- or more, the LRC will temporarily terminate the alum's right to avail of the LRC facilities. The alum can continue using the facilities after returning the books and paying the overdue amount.
5. Textbooks/Reference Books/Journals will not be issued; however, photocopies will be arranged for the requested chapters/articles from books/journals as per the Copyright fair use policy. Books which are in high demand will not be issued out.

Photocopying/Reference Services:

1. ₹ 2/-* will be charged per A4 sheet. The charges are applicable only for printing/photocopy of articles from Academic Journals / Magazines or books.
2. However, for any reference query on company profiles, market intelligence and industry trends, data and analyst reports from various sources will be charged ₹ 1,000/-* per report, plus courier and handling charges, as applicable.
3. Alumni may reach LRC for any kind of help. You can write to lrc_hyd@isb.edu (Hyderabad) or lrc_moh@isb.edu (Mohali), for further assistance.

The Director - Learning Resource Centre has the right to cancel the LRC membership if any Alumni Member is found to be violating the rules and regulations.

* GST Applicable

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