

Membership Form for IICA- library membership  
Indian Institute of Corporate Affairs

(Please read the rules & regulations of the IICA library carefully before filling the form.)

Please write all the required details in block letters only.

1. Full name.....

2. Designation.....

3. Address (residential).....



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4. Official address.....

5. Contact no. (office).....mobile no.....

6. E-mail id.....

Please enrol me as a library member. I agree to follow all the rules and regulations of the library.

Signature of candidate

Date:

.....

For office use only

I hereby verify the details provided by the above applicant Mr./Ms. ....

.....

Please enrol him/her in the IICA library for the duration of.....or till the date.....

He/she will be liable for breach of any library rule(s) and for payment of library dues, if any, attributable to him/her.

Date:

Signature of administrative officer with stamp

## **IICA- KNOWLEDGE RESOURCE CENTRE**

### **RULES & REGULATIONS**

1. Members of the KRC to be issued one library access card.
2. KRC material not to be issued to any person without an access card.
3. The KRC materials to be issued to a member of the KRC for a maximum period of 15 days. The due date for return of the publication will be mentioned on the issued publication. On the due date the publication can be reissued to the same user provided that the said publication is not in demand by other users.
4. If any user does not return the borrowed KRC publications on the due date he/she will be issued a reminder by the Head-KRC by way of a phone call or an e-mail. If any user does not return the borrowed KRC publication within three days of being given a reminder, he/she will be fined at the rate of Rs. 5/-(Rupees 5 only) per day and the fine will be collected by the designated person in IICA handling cash.
5. Reference materials/rare material/newspapers/magazines/journals not to be issued to any member of the KRC and can be used in the KRC premises only. In case any member of IICA needs to borrow any of the afore-mentioned publication, he/she will need to obtain written permission from the designated person in IICA and submit the same to the Head-KRC.
6. No material from the KRC should be taken out without proper issuing/ recording.
7. All losses of KRC publication should be reported to the Head-KRC immediately in writing. In the event of any loss or damage to any KRC publication borrowed by a member, such member will have to make the loss/damage by depositing the full cost of the publication plus 20% extra as handling charges with the Head-KRC/designated person, within a specified time.
8. Membership cards are non-transferable. Members are responsible for their safe-keeping. Loss of a access card to be reported to the Head-KRC/designated person by the concerned member in writing. Failure to do so will make the concerned member liable for any misuse of his/her card by any other person. After verification of the loss, the concerned member will be issued a new access card on payment of Rs. 100/- (Rupees One Hundred Only) per card in cash.
9. IICA staff to be entitled to borrow publication in excess of the prescribed number or to retain the borrowed publications beyond the due date, without reissuing the same, provided he/she has written authorization from the Head-KRC/designated person for the said person.

- 10.** The KRC staff at the issue counter are authorized to examine all publications into and taken out of the KRC by the members.
- 11.** No reader is allowed to write damage or make any mark on any book belonging to the KRC.
- 12.** Books removed from the shelves should be left on the study table and no effort should be made to replace these books.
- 13.** Readers entering the KRC shall keep their personal belonging such as books, bags, etc. at the wooden rack at entrance.
- 14.** Issued books are not allowed inside the KRC.
- 15.** Help maintain a quite atmosphere for study inside KRC, switch off your mobile or keep it in silent/vibration mode.
- 16.** Spitting, smoking, napping, drinking tea/coffee and edibles and behaviour which may disturb other users are strictly prohibited inside the KRC.
- 17.** Other instructions and Rules as per the policy of KRC.