



## Application Form for Library Membership

### 1. Applicant information

1.1	Existing VC Library ID number(s)	(if this number is available, then do not fill 1.2-1.7)
1.2	Photograph (For institutional memberships, please give here name of institution, address and website)	
1.3	Applicant full name (or name of representative of institute)	
1.4	Affiliation/ profession	
1.5	Full postal address for correspondence	
1.6	Phone/ mobile	
1.7	Email	

### 2. Membership request

2.1	Today's date / Membership start date	
2.2	<b>Type of membership requested :</b> <input checked="" type="checkbox"/> Browsing and reading rights (compulsory) <input type="checkbox"/> Issuing rights (right to issue 2 books for 14 days each) (optional) <input type="checkbox"/> Internet access and online search rights (optional) <input type="checkbox"/> Premium rights for online paid databases, market research reports etc (not yet available) (optional) <input type="checkbox"/> Institutional Membership <input type="checkbox"/> Others ( At the discretion of the Librarian )  <i>(The Rules &amp; Regulations are displayed in the Library. Or you may ask for a copy of the same at the desk.)</i>	
2.3	Duration	<input type="checkbox"/> 1 year <input type="checkbox"/> 2 year (10% discount) <input type="checkbox"/> 3 year (20% discount)

### 3. Application for discounts

3.1	I wish to apply for the following discounts (only one discount shall apply at a time):
	<ul style="list-style-type: none"><li>• Student (valid proof of enrolment required)</li><li>• VC &amp; NCL Alumni (ID card photocopy required)</li><li>• VC incubatee company</li><li>• VC employees have free access to Library services.</li><li>• DSIR's TEPP grantees (grant letter photocopy needed as proof)</li><li>• Not-for-profit institutions</li></ul>
3.2	• Please attach relevant documents to support your claim for discounts



#### 4. Standard fees

	Std Rs/yr (A)	Yrs (B)	Yrs disc (%) (C)	Total (Rs)	Cat Disc (%) (D)	Final totals (Rs)
Browsing and reading rights (compulsory)						
Issuing rights						
Internet access and online search rights						
Premium rights for online paid databases, market research reports etc						
Deposit Amount						
<b>Grand Total (Membership fees + Deposit)</b>						

#### 5. Deposit for issuing rights

5.1	Standard deposit (Rs)	
5.2	Discounting rate	
5.3	Final discounted deposit (Rs)	

**Note: 1. The Deposit Amount is interest free.  
2. The Deposit amount will be refunded on expiration or on termination of Membership.**

I have read, understood, accept and agree to follow:

- VC Library Rules and Regulations
- Photocopying and Copyright Rules
- Appropriate Use Policy for Online Access

I understand that the Library retains the rights to change rules and pricing from time to time. I understand that the VC Library retains the right to refuse or withdraw membership of the Library without providing reasons.

Signature and date

#### For office use: Librarian checklist

	Form verified	Yes / No
	Proof provided for discount	
	Final post-discount fees (Rs)	
	Membership fee paid	Yes / No
	Membership fee payment details	Cash / Cheque
	Membership fee receipt number and date	
	Record entered in catalog	Yes / No
	Library ID number & card issued	Yes / No
	Library ID number	
	Membership end date	
	Final post-discount deposit amount paid (Rs)	
	Deposit payment details	Cash / Cheque