

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)	Please attach photo here (1 extra photo will be required)
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	Type of membership requested : <input 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 (optional) <input type="checkbox"/> Institutional Membership <input type="checkbox"/> Others (At the discretion of the Librarian) <i>(The Rules & 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	<ul style="list-style-type: none"> • I wish to apply for the following discounts (only one discount shall apply at a time): • Student (valid proof of enrolment required) • VC staff, alumni (NCL ID card photocopy required) • VC incubatee company • DSIR's TEPP grantees (grant letter photocopy needed as proof)
3.2	• Please attach any attachments to support your claim for discounts (if required)

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						
TOTAL (Rs)						

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