**Suresh Gyan Vihar University, Jaipur**

 “House of Wisdom”

 **CENTRAL LIBRARY**

 **APPLICATION FORM FOR CORPORATE MEMBERSHIP**

Corporate Body’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNDERTAKING**

We promise to abide by the rules and regulations of the SGVU Central Library and will be responsible for consultation /

Borrower card issued to the organization.

 (Signature)

 Date: Head of the Corporate Body (with seal)

|  |
| --- |
|  **FOR OFFICE USE ONLY** |

The Membership Application Accepted / Not Accepted

 Librarian

Draft No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Drawn on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for

Amount Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 Head, Reader service Division

Membership No.:

Only Consultation Facility/With Borrowing Facility

Membership Card Received

Signature:

Name:

Designation:

Date:

**The industrial and corporate houses can become “Corporate Members” of the Library for availing the services of the Central Library on making as annual payment of Rs. 15,000/‐ and one‐time security (refundable) of Rs. 15,000/.The corporate Members can avail consultation/book borrowing and inter‐library loan (ILL) facilities from the Central Library.**

**GUIDELINES AND REGULATIONS:**

a) One Membership Card will be issued to the corporate house. At a time two persons can come to the Library

 for consultation.

b) The Corporate members are entitled to borrow maximum two books at a time for a period of 15 days.

c) The members of the corporate house shall be entitled to consult the Library by showing their Library

 membership Card to the Security Guard on duty at the entrance point of the Central Library.

d) The members shall be entitled to avail the photocopying facilities on payment of prescribe charges.

e) Membership fee shall be accepted only through Bank‐Draft. The draft should be in favour of “\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”.

f) Membership will remain valid for a period of one year.

g) The members using the Central Library facilities shall strictly maintain the decorum and abide by its rules and

 regulation.

h) Any member of the organization causing damage to the Books while consulting within the library or during the

 period the publication are on loan to them will be solely responsible for compensation of the damages as per

 rules and their membership may be cancelled.

i) The organizations seeking corporate membership are requested to go through “Reference Guide to Resources

 and Services” available on SGVU Library website.

j) Books borrowed by the organization must be returned well within the stipulated period. Fine @ Rs. 1/‐ per day

 will be levied on the late return of publications after due date.