

### Terms and Conditions for External Members

External Membership at the IIM Bodh Gaya Library is governed by specific terms and conditions to ensure the optimal use of resources and maintain academic integrity. External members are required to adhere to the following:

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#### 1. Membership Use

- Membership is strictly personal and non-transferable.
- Members must carry their membership card while visiting the library and produce it when requested by library staff.
- The membership card remains the property of IIM Bodh Gaya Library and must be returned upon expiry or cancellation of membership.

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#### 2. Access to Resources

- External members are allowed access to physical resources such as books, reports, and print journals.
- Access to electronic resources (e-databases, e-journals, e-books) is restricted due to licensing agreements and is generally not allowed to be accessed by external members. However, few e-resources are allowed to be accessed inside the Library premises with certain regulations.
- Photocopying is allowed as per the provisions of the Copyright Act of India. The library is not liable for any copyright infringement by members.

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#### 3. Borrowing Privileges

- External members may borrow a limited number of books at a time for a loan period of 30 days, subject to change.
- Renewal is allowed once if no other user has reserved the book.
- Reference materials, reports, rare books, and journals are not available for borrowing and must be used within the library premises.

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#### 4. Fines and Penalties

- Overdue books will attract a fine as per the library's current penalty rates (₹5 per day per book, subject to revision).
- Loss or damage to library materials must be reported immediately. The member is responsible for either replacing the item or paying the cost (including processing charges, i.e ₹ 100 per book).
- Misuse of library facilities may lead to suspension or cancellation of membership without refund.

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#### 5. Conduct and Use of Facilities

- Members must maintain silence and decorum inside the library.
- Personal belongings (bags, food, etc.) are not allowed in the reading areas.
- Mobile phones must be kept on silent mode.
- Any form of disruptive behaviour may result in the termination of membership.

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#### 6. Duration and Renewal

- Membership is granted for a specified period and may be renewed upon request, subject to approval and payment of applicable fees.

## 7. Termination of Membership

- The library reserves the right to terminate or suspend membership at any time due to violation of rules or at its discretion, without providing any reason.
- No refund will be made upon early termination or cancellation of membership.

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For more information, external members are encouraged to contact the Library Office or visit the official website of IIM Bodh Gaya.

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***These terms are subject to periodic revision. Members will be notified of significant changes through official communication channels.***

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## Application Process

To apply for membership, submit the following documents to the Librarian at IIM Bodh Gaya, along with the completed membership form (available at the library's circulation counter or downloadable from the library website):

### For Individuals:

- Aadhar Card or Driving License, or Voter ID (photocopy).
- PAN card (photocopy).
- GST registration (if applicable).
- Passport-size photograph (2 copies).
- Letter from the organization or Ph.D. enrolment letter (for Ph.D. students).
- Introduction letter from an IIM Bodh Gaya community member (for longer-term memberships).
- Fee payment receipt (online payment to IIM Bodh Gaya).

### For Institutions:

- Letter from the Head of the Institution/Company.
- PAN card and GST registration (photocopy).
- Passport-size photograph of Librarian/HR Head (2 copies, signed across).
- Fee payment receipt (online payment to IIM Bodh Gaya).

### Submission:

- Send the completed form and fees to: **The Librarian, Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar, Bodh Gaya, Bihar – 824234, India.**
- For queries, contact: **library@iimbg.ac.in** or **+91-631-2200148**.

### Payment:

- Payments must be made online in Favor of IIM Bodh Gaya.
- Original receipt must be presented for membership withdrawal or refund of the security deposit.
- Renewal requests must be submitted one month before the membership expiry.