



## Alumni Membership Policy

The Alumni of Azim Premji University are invited to become members of the Azim Premji University Library by submitting the prescribed application form along with a photograph of his / her degree certificate and two passport size photographs to the Librarian at the University/ Foundation library in non Bangalore locations.

### Membership Policy

- Alumni can opt for membership in any one of the locations where Foundation libraries exist – which will be the location where they are based (residence/ workplace). In the event of transfer, the membership can be extended to the next location of their choice where an APF library exists. They will be required to fill the library membership form with contact info etc. and submit this to the Librarian in their location.
- Books and other publications are issued from the library issue counter between 9.00 AM and 05.30 PM only. One time renewal of books is allowed by e-mail. For subsequent renewal, books are to be presented physically. Request for renewal will be considered if there is no reservation for that book.
- The librarian reserves the right to recall books before the due date if required urgently in the Library and needs to reach the owning library within 4-5 days. He may increase the overdue charge for failure to return a book when it is due or recalled.
- Full reference rights including download for electronic resources at the IP address of the library where they are registered as members (which is where we have download permission) is to be granted. Specific article requests sent to the reference desk can be emailed to users by their librarian.
- Databases accessed from library should be only for Academic and Research Purposes and **are not available off campus**
- Books currently marked as for reference only and those shortlisted for ongoing courses at the University/ Foundation office will not be open to issue.
- Books will be deemed to be lost, if not returned or renewed within 15 days of due date. Replacement cost will be borne by the borrower, and further library facilities put on hold until then. After 30 days security deposit amount will be forfeited.
- User name and password will be provided for accessing online catalogue and alumni can view the full collection in all library locations online. They can also request for a book through the librarian at their location. The interlibrary courier facility already in operation through the institutional courier service will be activated and the book will be sent to the library where they are registered as members. They can issue and return the book from and at that location. Individual courier service to their residence/ workplace will be not allowed.
- Members changing station should return all the books borrowed by them to the library at their

station without fail. They can request for a transfer of their location of membership to another Foundation location subsequently by following a similar process at their changed station.

- Change of address should be intimated immediately.

#### **Membership details & Fee:**

- Rs. 500.00/- per annum (Service Charges/Access Charges).
- Security deposit Rs.1000.00/- (refundable).
- Original receipt to be produced at the time of withdrawal of membership.
- Members have to pay the deposit amount and service charge as per the revised rates from time to time.
- Membership is granted at the discretion of librarian
- Cheques/Demand Draft Should be paid in favour of “**Azim Premji University**” payable at Bangalore, Alternately you may also deposit the amount in the Union Bank account directly through NEFT and send the copy of the deposit advice to the Librarian at Bangalore. Account details: Beneficiary Name: **Azim Premji University**; Bank A/c No: **554301010050039**; Bank : **Union Bank of India**, PES Institute of Technology, Hosur Road, Bangalore; IFSC Code: **UBIN0555436**.
- Renewal of membership should be done on or before the expiry date.
- Renewal of Membership has to be done on time. Non Receipt of renewal intimation is not an excuse.

#### **Services Offered:**

- Reference facilities at all Foundation library locations.
- Access to subscribed online resources in the Library premises.
- **Specific article requests sent to the reference desk can be emailed to users by their librarian**
- Number of books to be issued: 1 books at a time
- Duration/Issue period: 30 days (One time renewable through email) For subsequent renewal, books are to be presented physically.
- Printout/photocopy of articles: Rs. 00.50/- per page + the actual postage/ courier charges.