

9. Forecast membership: Yes/No _____

If yes, please tick:

10. Transferable single membership []

11. Non-transferable membership [] Name : -----

12. Seal of the Firm/ Institution:

Date:

Signature

Authorized signatory of the Firm

Name in capital letters:

Designation:

For office use only

Membership Granted / Not Granted

RC Membership No:

Valid Upto

Receipt No. & Date:

Forecast Membership No:



Terms and Conditions for Industry Membership/ Institutions

1. The Firm/ Institution is registered as a member for a year only. An authorized signatory of the firm with seal of the office must sign the application of the Firm/ Institution. All dealings will be with the authorized signatory of the Firm/ Institution only. He/she will be responsible for all borrowed items and use/misuse of all the facilities offered by RC.
2. All the membership cards i.e., the access card, borrower's card and forecast card, except the nontransferable forecast card, are issued to the firm only and are transferable. RC will permit access to anybody carrying a valid access or forecast card. The firm should ensure that the cards are not misused.
3. The Firm must notify any change of address, telephone numbers and email IDs.
4. The Firm can borrow only one book against one borrower's card.
5. If a member fails to pay the overdue fine the borrower's account will be blocked.
6. If a member fails to return an overdue book within 180 days from the due date three times the cost of the borrowed book and over due fines will be deducted from the security deposit.
7. In case the member misplaces any of the cards or a borrowed book he/she must notify the Head Librarian in writing within a day of the loss. The Firm/ Institution will either replace the same title (same or latest edition) or pay three times the cost of the book with overdue fines. Fines for lost cards should also be paid for before new cards are issued.
8. Personal books, periodicals, CDs, photo clippings, colour cards and fabric swatches should not be carried inside RC. Costumes and fashion accessories, not worn on person, are not allowed inside RC.
9. Personal bags, Laptops, Briefcases, Camera kit, Scissors and Cutters, Eatables and drinks are not permitted inside RC. RC is not responsible for loss of any belongings from the property counter or inside RC
10. Photocopying, photography and scanning of Forecasts, Project Reports etc. (other reference materials) and Audio-Visual materials are not permitted.
11. The staff of RC and the security guards can check all the belongings of a person or frisk anybody upon suspicion of carrying any unissued material. If any member is caught carrying any unissued material out of RC, he/she will pay a fine of Rs.1000.00 at the circulation counter. The firm will be debarred from using all membership facilities for six months only.
12. The Firm can apply for renewal of membership only after clearing all the dues. All the cards should be deposited at the time of renewal.
13. The security deposit will be refunded to the firm upon clearance of all dues. The application for refund of security deposit must be submitted along with a photocopy of the money receipt and expired library cards.

We hereby accept all the terms and conditions of membership of RC.

Signature

(Authorized signatory)

Seal of the Firm/ Institutions: