

**DR V N BRIMS LIBRARY**  
**Dr. V. N. Bedekar Institute of Management Studies**

"Jnanadweepa", Building No. 4, Near CIDCO Bus Stop, Chendani, Bunder Road, Thane (W) – 400601

Tel: (91-22) 2536 4492 Fax: (91-22) 2544 6554

Email: [drvnbrimslibrary@gmail.com](mailto:drvnbrimslibrary@gmail.com)

**EXTERNAL MEMBERSHIP OF THE LIBRARY**

We have seen an increase in the demand for library reading hall and reference facilities from our Alumni and external students pursuing higher educational programs or research studies /post doctoral studies. Hence we are delighted to offer such services through the External Membership Scheme!

**Membership Criteria:**

The membership is open to:

- Alumni of DR V N BRIMS
- Registered student of full time / distance learning graduate / postgraduate programmes (VPM)
- Research scholar registered for M.Phil., Doctoral and or Post Doctoral research
- Any reading enthusiast!

**Enrollment Procedure:**

- Fill in the Membership form (available in the library)
- Submit the Membership Form to the library along with 2 Passport size photographs & address proof of the applicant
- Library Identity Card will be issued within a week's time after the submission of the above mentioned documents.

**Library Fees:**

Particulars	Reading Room Charges (Without Home lending Facility) (₹.)
For 1 Day	50
1 Week	200
1 Month	300

*Library Fees For Home lending & Reading Room Facility*

1 Year	₹.1800 (With 2 Books Home lending Facility to External & Alumni)
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**Charges for Using Online Databases\*: ₹.100 per day.**

*\* Charges not applicable to Alumni*

**General rules:**

- Home lending facility will be allowed for a maximum of 2 books at a time for 15 days
- Late fee of ₹.5 /-per day per book for first 7 days and then ₹.10/- per book per day will be charged on the books returned after the due date.
- Photocopying & scanning facilities are chargeable as per rates prescribed by the library.
- Books will be issued for use in the reading hall only for members availing only of reading hall facility.

**General instructions:**

- Readers are advised to check the book(s) for any missing pages or damage while borrowing them.
- Readers should not wait for the due date; they should return books as soon as they have completed reading.
- Readers will have to pay full cost of the books if lost or returned in damaged condition.
- Loss of book must be reported to the librarian immediately to avoid accumulation of late fee.
- Please keep your mobile on silent while in the library and talking on mobile phone is strictly prohibited in the Library.
- Please refer to other general rules in displayed in library.

**The Institute administration fully reserves the right to refuse membership to any applicant without assigning any reason.**

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**APPLICATION FORM FOR EXTERNAL MEMBERSHIP**

**Form No.** \_\_\_\_\_ **I card / Membership Reg. No.** \_\_\_\_\_

**Date :** \_\_\_\_\_ **Membership Valid Up to:** \_\_\_\_\_

Librarian  
DR V N BRIMS LIBRARY  
Dr. V. N. Bedekar Institute of Management Studies



Sir / Madam,

I request you to kindly enroll me as an External Member.

I shall abide by the Rules and Regulations of Dr V N Bedekar Institute of Management Studies Library.

Status of member: Alumni / VPM employee / Visiting Faculty / Other

Name: MR./MS. \_\_\_\_\_  
(Surname) (Name) (Father's/ Husband's Name)

Qualification: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Local Address: \_\_\_\_\_

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

Office Address : \_\_\_\_\_

Telephone: Res. \_\_\_\_\_ Mobile: \_\_\_\_\_ Off. \_\_\_\_\_

E-mail : \_\_\_\_\_ Web link: \_\_\_\_\_

**I came to know about the External Membership Scheme through:**

◆	Recommendation: <i>Please mention name of person:</i>	
◆	Website	
◆	Library	
◆	Other: <i>Please mention:</i>	

Signature of the Applicant: \_\_\_\_\_ Remark of Librarian: \_\_\_\_\_

Membership Period : \_\_\_\_\_ Amount Paid : \_\_\_\_\_ Receipt No./Date \_\_\_\_\_

Extension of Membership Period :- \_\_\_\_\_