



Institute of Development Studies, Jaipur

Date: August 18, 2025

Library Membership Rules for External Members

In order to expand access to our library resources and foster greater community engagement, the IDSJ Library proposes the introduction of a paid membership scheme for external individuals. This initiative will allow them to access our library facilities and borrow books. To ensure smooth implementation, this process requires a well-defined set of library rules. The following rules are proposed to govern and facilitate such memberships.

A. Types of Library Membership¹

The following types of membership will be offered to various groups of external users:

- 1. Reading Member:** These members will get facility of access of library resources and services inside the library.
- 2. Borrowing Member:** These members will get additional book borrowing facility as compared to reading members.
- 3. Institutional Member:** Academic and Research Institutions will get this membership.
- 4. Corporate Member:** Industrial and corporate organizations will get this type of membership.
- 5. Guest Member:** Any individual will get this membership for a week for reading purpose only.

B. Benefits of the Scheme

This initiative will promote lifelong learning and foster broader academic engagement within the community. It will also enhance the library's academic outreach and help strengthen the

¹ Membership may be renewed, subject to satisfactory conduct and continued interest by the user.

institution's overall reputation. By extending services beyond internal stakeholders, the library will be able to utilise its resources more efficiently and effectively.

C. General Rules for external members

1. Membership can only be obtained upon approval of the membership application by the Librarian.
2. Membership is strictly non-transferable, and entry to the library is permitted only to registered members.
3. Member should note that all facilities, resources, and services of the library would be provided on a priority basis.
4. Member must carry their membership card when visiting the library; entry will be restricted without it.
5. Member are required not to damage library property or facilities, and will be responsible for any damage as per IDSJ Library rules.
6. If issued items are damaged or lost, penalties will be imposed as per IDSJ Library rules.
7. Computers in the library are provided for academic use only and are not to be used for any other purpose.
8. Member should report lost membership cards immediately. A replacement fee of Rs. 100 will be applicable for each card.
9. The Librarian reserves the right to cancel any membership at their discretion, without providing reasons.

D. Borrowing Rules

1. Book will be issued as per the library rules and the borrowing limits specified for each membership category.
2. Renewal is permitted only if no request has been placed by IDSJ faculty or any other member for the same book.
3. Member is not allowed to borrow items such as reference books, periodicals, journals, and out-of-print materials.
4. Due date must be strictly observed. An overdue charge of Rs. 5 per day per book will be levied if a member fails to return or renew a book on time, until the book is returned or renewed.

5. Member who repeatedly default may face suspension or cancellation of their membership.
6. Member can borrow only those books that were published in the year 2000 or later, and are priced below Rs. 2000.
7. If a book issued to a member is lost or damaged, it must be replaced with the latest edition, and a processing fee of Rs. 100 will be charged.
8. If a member's membership has expired and the borrowed book is not returned, three reminders will be sent. If the book is still not returned, the cost of the book will be recovered from the member's security deposit.
9. Please note that these rules and regulations may change from time to time.

E. Registration Process

1. Applicant must fill out the membership form and submit it along with a valid photo Identity Document (ID) (Aadhar or PAN Card) and, an institutional ID, if they have one.
2. Applicant must get their documents verified and make the required payment as per the membership criteria (Details are mentioned in Appendix Table 2).
3. The applicant's details will be recorded in the external membership register only after submitting the completed form with the required documents and producing the payment receipt issued in the name of IDSJ Library.

F. Security Deposit

1. All members must deposit a security amount against their membership, the details of which are provided in Appendix Table 2.
2. The security deposit is refundable upon cancellation of membership and return of all borrowed materials.
3. The refund process requires clearance from the library with coordination of the Accounts Section.

G. Access and Usage

1. Library facilities can be used only during official working hours.
2. All members must record their entry and exit in the log register of the library.

3. Member may use the reading hall and other library facilities only in accordance with the library's existing policies.
4. Photocopying of reference books, periodicals, journals, and out-of-print materials is allowed only in part, not in full. Photocopy and printing services are available, and the charge is Rs. 2 per page.
5. Member may access subscribed digital resources only through library computers, and such access is strictly limited to academic use.

Appendix

Table 1: Membership Particulars

Sl. No.	Membership Type	Who can avail	Membership Duration	Maximum Books Borrowing Limit#	Late Fees*
1	Reading Member	Academicians, researchers, working professions, and retired faculty	Six Month	Not Allowed	-
2	Borrowing Member	Academicians, researchers, working professions, and retired faculty	Six Month	1 Book for seven days	Rs. 5/- per book per day
3	Institutional Member	Academic and Research Institutions	One Year	Five books for thirty days	Rs. 5/- per book per day
4	Corporate Member	Industrial and Corporate Organisations	One Year	Five books for thirty days	Rs. 5/- per book per day
5	Guest Member	Any Individual	One Week	Not Allowed	-

Note: *(If Book not returned on due date)

#(When the user reaches the maximum limit of book borrowing, he/she will have to first return the book already available with him/her to borrow another book.)

Table 2: Membership Fee and Security Deposit

Sl. No.	Membership Type	Membership Duration	Membership Fees	Security Deposit
1	Reading Member	Six Month	Rs. 1000	Not Applicable
2	Borrowing Member	Six Month	Rs. 1000	Rs. 2000/-
3	Institutional Members	One Year	Rs. 6000	Rs. 15000/-
4	Corporate Members	One Year	Rs. 6000	Rs. 15000/-
5	Guest Member	One Week	No Fees	No Fees

Notes: All fees may taxable as applicable and are not refundable. Security deposit is refundable upon closure of membership.



INSTITUTE OF DEVELOPMENT STUDIES, JAIPUR

Membership Form

Applicant Name (in capital letters only):

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Office Address (Specifically the name of institute/organization):

.....

Address (Residential):

.....

Mobile No.:

Email ID:

Gender:

Highest Academic Qualification:

<u>Type of Membership</u>	<u>Membership Period</u>	<u>Tick on applicable row</u>
Reading Member	Six Month	
Borrowing Member	Six Month	
Institutional Members	One Year	
Corporate Members	One Year	
Guest Member	One Week	

Documents Required:

Individual:

1. On recommendation of the head of their institute or recommendation of any IDSJ faculty.
2. Ph.D. registration letter, identity card, handwritten application stating the purpose of using library and a copy of latest fee receipt.
3. Passport size photo.
4. Residence proof/address proof.

Institutional:

1. Letter from organization.

Continue on back page

(For Library use only)

Receipt No. & Date:.....

Amount Received By & Date:

DD/Cheque No. UPI

Online Payment

Valid From:.....

Valid To:.....

Approved by Librarian:.....

General Rules:

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3. Member should note that all facilities, resources, and services of the library would be provided on a priority basis.
4. Members must carry their membership card when visiting the library; entry will be restricted without it
5. Members are required not to damage library property or facilities, and will be responsible for any damage as per IDSJ Library rules.
6. If issued items are damaged or lost, penalties will be imposed as per IDSJ Library rules.
7. Computers in the library are provided for academic use only and are not to be used for any other purpose.
8. The Librarian reserves the right to cancel any membership at their discretion, without providing reasons.

Borrowing Rules:

1. Books are issued according to category-specific borrowing limits.
2. Renewals are allowed if no hold is placed on the book.
3. Due dates are to be followed strictly. If a member fails to renew or return on time, then an overdue charge of Re.5/-* per day per book would be levied till it is returned or renewed.
4. Persistent defaulters may have memberships suspended or revoked.
5. Lost membership cards must be reported immediately; replacement fee: ₹100/card*.
6. Please note that the rules and regulations are subject to change.
7. Borrowing is restricted to books published from 2000 onwards and priced below ₹2000.
8. Lost or damaged books must be replaced with the latest edition and ₹100 processing fee.
9. Reference books, periodicals, journals, and out-of-print materials are not for borrowing.
10. If the user's membership has expired and he/she has not returned the book then three reminders will be sent to him/her, after which the book will be purchased from the user's security deposit.

Note:

- *All fees may attract taxes as applicable and are not refundable.
- For Retired faculty from other institutions recommendations by IDSJ faculty is required.
- For Membership Query: library@idsj.org or +91-9877418665

I/We hereby agree to abide by the rules and regulations in force from time to time.

Date: / /

Signature