



**CENTRAL LIBRARY  
VIDYASAGAR UNIVERSITY  
MIDNAPORE-721 102**

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**INSTITUTIONAL MEMBERSHIP**

Vidyasagar University Central Library is offering Institutional Membership to the undergraduate colleges affiliated to the university to serve their needs for up-to-date information in various fields taught in their colleges.

In addition to the traditional library services, lots of digital services will be offered to the member institutions by which they can avail the facilities to access to the Institutional Repository of our university library.

**Facilities available:**

1. Borrowing facility - **Three (3) Institutional Membership lending cards** will be issued against which a max. no. of **three (3) books** may be borrowed for **15 days**.
2. Reading / Reference facility – **Three (3) reading room / reference cards** will also be issued to the institutional members to enable the faculty staff, students and other members of the institution for using the reading/reference materials as well as the on-line access facilities.
3. Printing and Photocopying facility – Printing facilities will be available from the console room of the digital library on payment basis. Photocopying facilities will also be available from the private Xerox centre at the central library on payment.
4. Online renewal facility – Members will be able to renew (maximum twice) their borrowed books online through the librarian of their respective colleges.
5. E-resources (subscribed) access facility – Hundreds of EBooks and other e-resources, subscribed by the university central library, can be accessed by the members.
6. Library Institutional Repository access facility – University library has a good Institutional Repository. Member can get full access to it.
7. Wi-Fi access facility (within library premises) – Interested members can avail wi-fi facility on their own device, if required, within the library premises.
8. Self Check-in / Check-out facility (through Kiosks) – Members need not always go to the circulation counter for issuing or returning any book from the library. They can issue or return any book by themselves through Kiosks, kept at the library.
9. Other digital facilities – Any kind of digital facility available at the central library, can be availed by the members.

**Annual Subscription Fee:**

**Rs. 4000/-** (Rupees four thousand only). Payment may be made through ECS / RTGS / NEFT [*Details of account holder and bank details are given below*].

**Name of Beneficiary: VIDYASAGAR UNIVERSITY**  
**Bank Name: UCO Bank**  
**Branch Name: Vidyasagar University**  
**Bank A/c. No: 17480110075081**  
**Type of Bank A/c.: SB**  
**IFSC Code: UCBA0001748**

### **How to Apply:**

Filled-in **Application Form** (downloadable from university library website) along with a copy of the online transaction paper, is to be deposited at the circulation counter of the university library on all working days [from Monday to Friday].

### **General Instruction to the Institutional Members:**

- i) The members should return / renew the borrowed books within the mentioned period to avoid delay fine @ **Rs.1.00 per day per book.**
- ii) Members will be held responsible for the items returned in damaged condition for which they will have to replace with the new copy(ies) or pay the cost of the items damaged as per library rules.
- iii) Members are thus requested to check the borrowed documents before issuing and bring any damage to the notice of the concerned library staff immediately before leaving the circulation counter.
- iv) Loss of membership card should be reported to the library immediately in writing. Duplicate Identity card can be issued at a charge fixed by the library.

**APPLICATION FORM**  
**(for Institutional Membership)**

**To**  
**The Librarian**  
**Vidyasagar University**  
**Midnapore – 721 102**

Dear Sir,

We are willing to accept the '**Institutional Membership**' of Vidyasagar University Central Library. Necessary information relating to our college is furnished below:

Name of the Institution: -----  
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Address: -----  
----- PIN -----

Phone No. ----- E-mail: -----

Contact Person: -----

Designation (with phone no.) -----

Payment Details: Transaction ID :

Date :

Amount :

We hereby agree (i) to abide by the library rules, (ii) to be responsible for the materials lent to us and (iii) to pay for any items lost or damaged while in our custody (as per library rules).

Thank you,

Yours sincerely

Date: -----

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Signature with official seal