



INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

Old Residency Road, Ratanada, Jodhpur – 342011

LIBRARY

LIBRARY MEMBERSHIP REGISTRATION FORM

| | | | | | |
|---|---|-------------------|-----------------------|------------|--|
| Full Name (In Block Letters) | | | | | Paste Your Passport Size Photograph Here |
| Membership Category <i>(please place a tick mark)</i> | 1. Faculty Member | 2. Staff Member | 3. PD Fellow | 4. Student | |
| For Faculty Members | | | | | |
| Designation | | | | | |
| Date of Joining | | Date of Birth | | | |
| Employee No. | | Department | | | |
| Nature of Appointment <i>(please place a tick mark)</i> | Regular | Contract | Period of Appointment | | |
| | | | From : | To : | |
| For Staff Members | | | | | |
| Designation | | | | | |
| Date of Joining | | Date of Birth | | | |
| Employee No. | | Department/Office | | | |
| Nature of Appointment <i>(please place a tick mark)</i> | Regular | Contract | Period of Appointment | | |
| | | | From : | To : | |
| For Project/ Ad-hoc Staff Members | | | | | |
| Designation | | | | | |
| Date of Joining | | Date of Birth | | | |
| Employee No. | | Department/Office | | | |
| Nature of Appointment <i>(please place a tick mark)</i> | Project* | Ad-hoc* | Period of Appointment | | |
| | | | From : | To : | |
| <i>* Copy of Appointment Order to be attached</i> | | | | | |
| (Recommendation and Signature of Principal Investigator/Head of Department/Officer-in-Charge) | | | | | Date: |
| For Post-Doctoral Fellows | | | | | |
| Department | | Date of Birth | | | |
| Date of Joining | | Employee No. | | | |
| Period of Appointment* | From : | To : | | | |
| <i>* Copy of Appointment Order to be attached</i> | | | | | |
| For Students | | | | | |
| Program | | Department | | | |
| Date of Admission | | Date of Birth | | | |
| Roll No. | | | | | |
| Contact Details | | | | | |
| Mobile No. | | eMail | | | |
| Present Address | | | | | |
| Permanent Address | | | | | |
| Declaration | <ol style="list-style-type: none"> 1. I have read and understood the terms & conditions of borrowing library materials, and accessing electronic resources, as detailed overleaf. 2. I undertake to return/reissue the borrowed material by the due date, in safe and sound condition. 3. I also undertake to make fair use of electronic resources subscribed by the Institute. | | | | |
| Signature | | | | | Date: |



INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

Old Residency Road, Ratanada, Jodhpur – 342011

LIBRARY

| FROM HERE FOR LIBRARY USE ONLY | | | | |
|--|----------------------------|--|--|----------------------------|
| Submitted for Approval | | | Approved / Not Approved | |
| Signature of In-charge of Circulation & Member Services Unit | | | Signature of Deputy Librarian | |
| Library Membership/ Account Created | | | I/C, Circulation & Member Services Unit | |
| Anti-plagiarism Software Account Created | | | I/C, Acquisitions, Subscriptions & Information Technology Unit | |
| Remote Access Account Created | | | | |
| MEMBERSHIP & ACCOUNT RENEWAL | | | | |
| In case of Faculty Members, Staff Members, Post-Doctoral Fellows, copy of Contract Renewal / Appointment Extension Intimation Received from Office of Establishment / R&D? | | | YES | NO |
| In case of Students, intimation about extension received from Office of Academics? | | | YES | NO |
| Membership renewed upto : | Signature of I/C, CMS Unit | Anti-plagiarism Account renewed upto : | Remote Access Account renewed upto : | Signature of I/C, ASI Unit |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| MEMBERSHIP & ACCOUNT DEACTIVATION | | | | |
| Copy of Disengagement Intimation Received? | | | YES | NO |
| Verification of Library dues & clearance done? | | | YES | NO |
| Library Membership Category & Reasons for Account Deactivation | | | | |
| 1. | Faculty Member | | | |
| | Superannuated | Resigned | Contract Completion | Any other |
| 2. | Staff Member | | | |
| | Superannuated | Resigned | Contract Completion | Project Completion |
| | | | | Any other |
| 3. | Post-Doctoral Fellow | | | |
| | Term Completion | Resigned | Any other | |
| 4. | Student | | | |
| | Graduated | Left the Institute | Any other | |
| Library Membership Deactivated | | | | |
| Signature of In-charge, Circulation & Member Services Unit | | | | |
| Anti-plagiarism Account & Remote Access Account Deactivated | | | | |
| Signature of In-charge, Acquisitions, Subscriptions & Information Technology Unit | | | | |

IIT Jodhpur Library Rules & Guidelines

(to be retained by the user)

Book Borrowing Rules

1. Books can be borrowed with a valid Institute Identity Card only. Material will not be issued on others' account/against others' ID Cards.
2. Book(s) should be checked, thoroughly, for any damage/missing pages and should be brought to the notice of library staff before borrowing.
3. Books from general collection can be borrowed. Reference/reserve section books are for consultation inside the library only.
4. Books borrowed should be returned on or before the due date. Otherwise late fee will be applied. Please contact library for more details.
5. Materials issued out from the library should be returned at the Circulation Desk during its working hours, on or before the due date.
6. Members are responsible for all the issued items in their account.
7. Books issued should not be brought inside the library except for returning.
8. Books and other reading material in library have to be handled with care. For more details please consult Library Staff.

Fair Use & Copyright Policy of Electronic Resources @ IIT Jodhpur Library

IIT Jodhpur Library licenses various electronic resources for teaching, research and private study of the IIT Jodhpur community. Library has signed institutional license agreements with several publishers and consortia to provide access to the scholarly material, for their fair use only. Please note the following **Copyright and Licensing Restrictions** while accessing Institute subscribed electronic resources.

1. All users of such resources subscribed by IIT Jodhpur Library must adhere to the copyright laws of publishers and consortia.
2. No copyrighted work may be copied, published, disseminated, displayed, performed, without obtaining prior permission from the copyright holder except in accordance with fair use or licensed agreement.
3. This includes DVDs/CDs and other copyrighted material also.
4. Any infringement will lead to termination of access to the electronic resources.
5. Electronic resources subscribed by IIT Jodhpur are restricted to users of IIT Jodhpur by license agreement for the purposes of research, teaching, and private study.
6. Using these resources for commercial purpose, systematic downloading, copying or distributing of information is strictly prohibited.

Please note the following **DO's & DONT's** for using these resources:

| What IS permitted | What is NOT permitted |
|--|---|
| Can make limited print or electronic copies. | Cannot share resources with non-IIT Jodhpur community. |
| Can use for teaching, research, discussion, and other academic purposes. | Cannot do systematic/robotic or substantial downloading, copying, printing etc. |
| Can send/post links. | Cannot sell/re-distribute the content to outside IITJ Academic Community. |
| Can share limited content within the professional community. | Cannot publish in other websites/blogs/forums. |

Please refer to "Usage Policy for Authorised Users of Subscribed Electronic Resources of Indian Institute of Technology Jodhpur" available on Library Website, for obtaining remote access credentials for off-campus access of resources.

Plagiarism prevention

Please note the following points regarding plagiarism and its prevention.

1. Plagiarism is, using and presenting someone else's ideas, work, writing, research etc. for their own purpose. It is an offense. It is advised to strictly avoid plagiarising any ideas, writings, data or others' creation by following certain good practices because somebody must have put in lot of effort to present their ideas.
2. If you need to refer and quote any such works in your publications or literary work, please acknowledge them by according proper citation in your work. Reference managers (like Mendeley and Zotero) can be used for reference management and citation.
3. It is advised to protect your intellectual property of publications, designs, and products through copyright, trademarks and patents.
4. Please pass your research work through the anti-plagiarism software licensed by the Institute, before publishing.