



**EDI Library and Information Centre  
Entrepreneurship Development Institute of India  
Ahmedabad**

**Application Form for EDILIC Membership for External Candidates/Users**

**Membership No.** \_\_\_\_\_

To  
The Librarian  
Entrepreneurship Development  
Institute of India  
P.O. Bhat  
Gandhinagar Dist - 382 428

Affix Stamp Size  
Photograph

Sir,

Kindly enroll me as a member of library. I am herewith furnishing below my relevant information:

Name (in capital letters) : \_\_\_\_\_

Qualifications : \_\_\_\_\_

Designation : \_\_\_\_\_

Name of the Organization : \_\_\_\_\_

Official Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

E-mail Id : \_\_\_\_\_

Phone (O): \_\_\_\_\_ Phone (R): \_\_\_\_\_ Phone (M): \_\_\_\_\_

Subject Specialization (Main) : \_\_\_\_\_

Areas of Interest\* : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_  
:  
:  
:

\*Please mention clearly the subjects/keywords on which SDI services will be provided through email

Subjects Teaching : \_\_\_\_\_  
:  
:

Any Other Information : \_\_\_\_\_  
:  
:

Residential Address : \_\_\_\_\_  
:  
:

Membership Category :

EDI Alumni / OLPE Alumni / Academic Institutions / NGOs / Faculty of Other Institutions / Corporate Executives / Entrepreneurs / Students of Other Institutions / Entrepreneurship Development Cells of Educational Institutions

(Please tick ✓ mark on the relevant category)

Payment Details :

Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_

Name of the Bank and Branch \_\_\_\_\_

Cheque to be made in favour of "Entrepreneurship Development Institute of India".

I hereby agree to abide by the rules and regulations of EDILIC in force from time to time.

Date :

Signature of the applicant

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Details of the Head of the Institute/Organization

Name of the Authorized Person : \_\_\_\_\_

Designation : \_\_\_\_\_

E-mail Id : \_\_\_\_\_ Phone (O): \_\_\_\_\_

Signature of the Authorized Person : \_\_\_\_\_

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Note : 1) Membership can be cancelled/withdrawn at any time at the discretion of EDILIC.

2) For membership fee and Library rules, please refer to the enclosed Annexures.

3) Submit this form along with additional stamp size photograph.

The membership fee structure and the borrowing privileges for the various categories are mentioned below:

S.No.	Membership Category	Refundable Deposit (in Rs.)	Annual Fee (in Rs.)	Borrowing Privileges	
				Books	No. of Days
1.	EDI Alumni	1000	500	2	15
2.	Institutional Membership for Academic Institutions	5000	2500	4	15
3.	Membership for NGOs	1000	500	2	15
4.	Entrepreneurship Development Cells of Educational Institutions	5000	2500	Reference and Reading Facility only	
5.	External Individuals – Faculty / Corporate Executives / Entrepreneurs	3000	1500	2	15
6.	External Individuals –Students and OLPE Alumni	500	250	Reference and Reading Facility only	

## EDI LIBRARY & INFORMATION CENTRE RULES

1. The library will be opened as per the following timings:  
All working days - 0800 hours to 2300 hours  
Saturday and Sunday - 0930 hours to 1730 hours  
The library will be closed on holidays observed by the Institute.
2. Each member will be issued one bar-coded ID card on which books (as per eligibility) can be borrowed for a period of 15 days per book.
3. Circulation transactions will be closed half-an-hour before library closing hours
4. All the members are requested to sign in the register.
5. Personal books and belongings are not allowed into the library.
6. All the borrowers are requested to sign on the book card (yellow card) at the time of borrowing the books.
7. If there are no reservation requests for the books issued to a member then only it can be renewed.
8. The Librarian may recall any book at any time.
9. To ensure the availability of library materials to the users, members will have to pay overdue charges, if they fail to return the library documents on or before the due date. The overdue charges are Rs. 10/- per day for each book.
10. If the library book is lost, member can replace the book either with the same edition or latest edition otherwise the library will collect two times of the cost of lost book, besides Rs.100/- as processing charges.
11. If the library ID card is lost, member should immediately inform the Librarian. However Rs. 50/- will be charged to issue a duplicate ID card.
12. For photocopies, members will have to fill in the request form and hand-over the same along with the document to be photocopied to the library counter. The photocopying charges are Re. 2/- per exposure for A4 size and Re. 5 for bigger size. The photocopies may be collected next working day.
13. EDI programme reports/documentation/materials will be photocopied with permission from the concerned Programme Director only.
14. Members can view the videocassettes/CDs only in the library premises.
15. Putting any pencil/pen mark on a library resource is treated seriously and calls for penalty, as suitably decided by the librarian.
16. If a member damages any library book / periodical / videocassette / CD / equipment or any other material, he /she will have to replace the same at his/ her own cost.
17. While using the library, the members will have to strictly follow the library rules and also should maintain **absolute silence** in the library premises.
18. Members should put the **Mobile** in vibration mode and may use it outside the library premises.
19. Making noise, discussions, bringing eatable items or doing anything else which may disturb other readers or which may be against the discipline of the library is strictly prohibited.