iihs®
INDIAN INSTITUTE FOR HUMAN SETTLEMENTS

IIHS LIBRARY

External Membership Policy

IIHS Library

IIHS, a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements, was established in 2008. It runs an Urban Fellows Programme, a Sustainable Cities MOOC and various short-term courses on the Indian government's urban missions for Indian civil servants and the public. The IIHS Library is central to the institution's mission to build a research, knowledge, and teaching hub focused on India's urbanisation. It aims to be the largest reference library on urbanisation in South Asia, providing a range of resources and services to support researchers and practitioners studying urban processes and transitions in developing countries.

Library Timings

Monday to Thursday: 9.30 AM to 8.00 PM
Friday: 9.30 AM to 6.30 PM
Saturday: 9.30 AM to 5.00 PM

Membership Details

Category	Plan	Entitlement*	Security Deposit (Refundable)	Annual Fees + Registration Fees (Non-Refundable)[#]	Total
Individual	Monthly	3 Books+ E-resources	Rs.1000	Rs.300 + Rs500	Rs.1800
	Quarterly	3 Books+ E-resources	Rs.1000	Rs.500 + Rs.500	Rs.2000
	Half-yearly	3 Books+ E-resources	Rs.1500	Rs.800 + Rs.500	Rs.2800
	Annual	3 Books+ E-resources	Rs.3000	Rs.1000 + Rs.500	Rs.4500
Alumni	Annual	2 Books+ E-resources	Rs.2000 (#)		
Institutions/Organisations (Up to 5 users)	Annual	15 Books+ E-resources	Rs.10000	Rs.5000 + Rs.2500	Rs17500
Corporates (Up to 5 users)	Annual	15 Books+ E-resources	Rs.10000	Rs.10000 + Rs.2500	Rs22500

*Access to E-resources within the library premises |[#]Non-refundable fee

In the case of loss of Library ID card, Rs.350 will be charged for reissue. The filled in membership form along with a passport size photograph, identity card (photocopy) and the DD/Cheque payable to **Indian Institute for Human Settlements**, payable at Bengaluru should be given at the address below:

The Library
Indian Institute for Human Settlements
Bengaluru City Campus, No. 197/36, 2nd Main, Sadashivanagar, Bengaluru – 560 080
Tel: +91 80 6760 6666 Exn: 661
Fax: +91 80 2361 6814
Email: library@iihs.ac.in

Circulation Policy

- Books being borrowed should be duly issued at the Library Counter and should be collected in person.
- Membership ID card should be presented while borrowing books from the Library. Books on loan can be renewed twice, if there is no reservation against them.
- If the member fails to return the book on the due date, an overdue fine of Rs. 10/- will be charged per item, to a maximum of Rs. 100 per item or for a maximum of 10 days, whichever is earlier. Due notices for the books to be returned and reminders for the overdue items will be sent to the users by email one day in advance.
- No journal, case study, reference, textbook, audio-visual and cartographic materials will be issued out.
- Library resources are subject to recall at any time, if the requirement arises urgently. All the borrowed items should be returned to Library on or before the due date.
- If any Library item is lost or damaged, the member should report it to the Library immediately, and the member should replace the item at their own cost within 30 days.
- If the member fails to replace the book within 30 days, procuring the items lost/damaged would be initiated in Library and the member would be charged the actual cost of the lost item, plus 20% additional charge.
- For the paid library members Wi-Fi will be provided during the period of library membership.

Reference and Reprography Services

- The IIHS Library offers Ready Reference Service. Only Library members are permitted to submit their reference queries to library@iihs.ac.in. Such queries will be attended to within two working days. The printing and photocopying charges will be Rs.1 per page, and courier and handling charges will be extra.
- Any other reference requests may be examined on a case-by-case chargeable basis subject to the provisions of the Indian Copyright Act, 1957.

General Rules and Regulations

- The IIHS Library is open to the public to explore its collections and services. It offers its members and visitors, view-only access to e-Journals within the premises. There is no charges for visitors to walk-in during working hours.
- External members will be provided a Library ID card, which needs to be carried to enter the IIHS premises. They will also be provided a visitor ID card. On their exit they should return the Visitor ID card back to IIHS security staff. Members and visitors are not permitted to use other areas of the IIHS premises without permission.
- Bags have to be deposited at the entrance of the Library.
- Eating, drinking and smoking are strictly forbidden inside the Library.

- Items in the Library must be treated with care. It must be ensured that borrowed items are not lost or damaged in any manner. If a book that you wish to borrow is already damaged, please report this to the Library staff immediately.
- Any change in address must be communicated to us for our records to be in order.

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