

Online Library

Library services

- Free home delivery & pick up of books all over India where courier service is available.
- Delivery within 48 hours from order.
- Books can be kept for one month & renewed for another one month.
- Member can visit the library also to issue or return the books.

Membership Registration of OLL

- **Individual / Institution / Corporate Office-**
Click on '**library**' on homepage of III. Then click on '**Online Lending Library**' option. Membership screen will appear. Click on 'new membership'. Fill in your details & make a payment through billdesk. After successfully making a payment you will receive your login details through an auto mail & sms. After entering your login details in member login you can access OLL.

Library registration can be done through payment of cash/DD by visiting the library. Library admin will enter the details on behalf of member. In this case also, member will get the login details through email and sms.

- **Group Corporate Membership (GCM)-**
In GCM, various branches/depts. of a Company can utilise library facility. For registering as GCM member, click on '**library**' on homepage of III. Then click on '**Online Lending Library**' option. Membership screen will appear. Click on 'new membership'. Fill in all company details and select the suitable plan as per branches. After successful payment, you will receive multiple logins details for each branch as per membership plan.

Book Issue Procedure

1. Login in your online library profile with id and password provided.
2. Select the books as per your issue limit. Once your issue limit is over; system will not allow you to select other books. Message will appear '**you have selected maximum no of books**' on your selection.
3. All selected books will appear in one table as shown in above screen to confirm your selection.
4. Click on 'Issue only' to confirm your selection. In case of change of address click on "update address and issue book".
5. After click on – 'issue book only' you will get the message – 'Are you sure want to issue this books?'
6. Once the process is over; book request will be send to admin for approval. Library will arrange to send the books to you through courier on mentioned address within next 48 hours.
7. You can reserve the book, if the same is already issued.
8. You can visit the library to issue the books.

Books return procedure

1. Login in your online library profile with id and password provided.
2. Go to 'Issue Books' and click on the 'Return' button against the books which you want to return.
3. The library will get the message of your return request and arrange pickup from your mentioned address within next 48 hours of request.
4. You can visit the library to return the books.
5. If a book is not returned to the Library when due, an overdue charge of Rs. 5 per day per book shall be levied.

Renewal of Books procedure

1. Login in your online library profile with id and password provided.
2. Go to 'Issue Books' and click on the 'Renew' button against the books which you want to return. The button will be activated seven days before the due date of book.
3. The book will be renewed by library only prior to no reservations received for the book, else the renew request will be rejected by library & member will have to return the book to library.
4. Renewal can be done on phone or on email also.

Reservation of book

Member can reserve an already issued book for future issuance in his name. After receipt of particular book in library, member will get the auto-email and sms informing the availability of book.

Damage to the book

If the book is damaged, damage cost will be charged from the member. As per the book condition, the damage cost will be decided by the library.

Recommend a book

Members can suggest/recommend a book to the Library in 'suggest a book' option

Forgot the password

For New password please click on 'Forget Password'.

Library contact

Library is situated at Insurance Institute of India (III) building. The address is as follows-

Insurance Institute of India

Knowledge Management Centre

G Bloack, Plot No C-46,

Bandra-Kurla compelx,

Bandra – East, Mumbai 400 051

Phone – 91 22 2654 4290

Email – library@iii.org.in

Website – www.insuranceinstituteofindia.com /

www.coi.org.in

library's hours

10:00 hrs to 18:00 hrs (Monday to Friday)

10:00 hrs to 14:00 (Saturday)

Library will be closed on Sunday and Public Holidays.