



**EXTERNAL LIBRARY MEMBERSHIP FORM**

- Cheque / DD should be in Favor of “**International Institute of Health Management Research**”, payable at New Delhi.
- Attach Proof of your residential address and professional address if working or college ID (student).
- Provide the name, address and telephone number of one close contact (Friend or relative) as a reference.
- Membership is valid for one year from the date of Joining.
- Membership fee once paid will not be refunded.
- Membership can be cancel/withdrawn at any time at the discretion of IIHMR Library.

Affix latest  
Passport size  
Photograph

NAME.....

(In Capital Letters)

DESIGNATION .....

NAME OF INSTITUTE/ ORGANIZATION .....

CORRESPONDENCE ADDRESS .....

.....

PIN CODE ..... E-MAIL.....

PHONE NO..... (R)..... (M).....

MEMBERSHIP FEE (Please tick the Appropriate)

Every Year	Annual Fee	Security Deposit Refundable
a) Individual	Rs. 1500.00	Rs. 3000.00
b) Institutional	Rs. 3500.00	Rs. 5000.00

**PAYMENT DETAILS**

Cheque/ DD No. .... Amount: .....

Bank ..... Date .....

I/We, hereby declare that all the information furnished above are correct and I/we shall abide by the rules and regulations of the library.

Approved by Director  
(Name, Designation and Official Seal)

Signature of Applicant

**FOR LIBRARY USE**

The Applicant is registered as a member of IIHMR Library, New Delhi with Library Membership No.

Date

Signature of Librarian

## GENERAL RULES & REGULATIONS:

- 1.- The IIHMR Library follows an open access system.
- 2.- Books removed from the shelves should be left on the study table and no effort should be made to replace these books. Please remember that a book misplaced is a book lost.
- 3.- While entering the library, readers should leave their personal belongings, such as bags, brief-cases, personal books, and parcels near the counter reserved for this purpose. However, they can carry loose papers and note books.
- 4.- Readers leaving the library should allow the library/security staff to examine their personal belongings.
- 5.- Readers should not deface, mark, cut, mutilate or damage library material in any way. If anyone is found doing so, he will be charged the full replacement cost of the material.
- 6.- Please switch off your mobile on keep it in silent/Vibration Mode.
- 7.- Silence shall be strictly observed in the library.
- 8.- Spitting, smoking, napping, drinking tea and edibles and behaviour which may disturb other Users are strictly prohibited inside the library.
- 9.- Books can be borrowed against library card issued by IIHMR Library to the borrowers.
  - a. The library card is non-transferable and their loss should be immediately reported to the library. Although the library will take &all possible care against the misuse of the library card, it is the holder of the library card who is responsible for any loss to the library due to the misuse of his/her library card. A fee of Rs.150/- will be charged for issuing a duplicate cards.
  - b. Book may be retained for a period not exceeding 7 days students (IIHMR) and 15 days for External/Outsiders members. Otherwise 5/- rupee fine will be charged as per library rules and regulation.
- 10.- Bound volumes of periodicals and journals and corporation reports will be issued out for one week and can be renewed once, unless there is a pending demand, for one more week. This facility is allowed to faculty members of the institute.

11.- Following are category wise borrowing entitlement.

<b>S.NO.</b>	<b>Category of Reader</b>	<b>Loan Limit</b>
I. Faculty	A	12 Books for 30 Days
II. SRO/RO/ Officers	B	8 Books For 30 Days
III. Steno/Assistants/ TRO/etc	C	4 Books For 10 Days
IV. Students	P	3 Books for 7 Days
V. Out Side Member	O	2 Books for 15 Days
VI. Outside Institutional Members	OI	2 Books for 15 Days

- 12.- Once the Membership is expired he/she is required to informed to the Librarian whether to renewed his/her membership for the coming year within two months, if failed his/her membership will be cancelled.
- 13.- Security Deposit should be claimed within Two Months (from the date of his/her membership expiry date), if failed, he/she has no right to claimed the security deposit.
- 14.- The Library remains open on all days of the year except on National Holidays and institute announced holidays. The library hours are:

<b>On Working Days</b>	9.30 AM To 8.00 PM
<b>On Holidays</b>	9.30 AM To 5.00 PM (On 2nd & 3th Saturdays and Sundays)
<b>Circulation Hours: -</b>	On Working Days 10.30 AM To 7.00 PM
	On Holidays 10.30 AM To 4.00 PM (On 2nd & 3th Saturdays and Sundays)

I agree to abide by the rules and regulations outlined and put my signature as an acceptance to be a member of this Library on

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**Signature of the Applicant**