

STATE INSTITUTE OF HEALTH AND FAMILY WELFARE

Membership Form

To

The Principal,
SIHFW, Sec-6,
Panchkula.

Please affix latest self
attested passport size
photograph here.

Sub: Request for Membership of the SIHFW library.

It is stated that I would like to be enrolled myself as a member of SIHFW library. My particulars are given below:

Name _____

Designation _____

Place of posting _____

Permanent Address _____

Postal Address _____

Email Address _____

Mobile & Landline No. _____

I have read the rules and regulations of the Library & agree to abide by them and supportive documents as a proof of above information are attached.

Signature of the Member

Librarian

Principal,
SIHFW, Sector-6,
Haryana, Panchkula.

Note: - Membership shall be given only on approval of Principal SIHFW.

SIHFW Library Rules & Regulations

1. Books may be retained for a period not exceeding 15 days. Members who fail to return the borrowed documents on or within the due date shall be liable to pay overdue charges at the rate of 50 paise per day on the spot.
2. No recall system introduced to overdue books for return. If the outstanding documents are not returned or renewed, even after three reminders (issued normally within fifteen days from the due date) the document will be assumed as lost and the cost of the document(s) will be recovered from the member.
3. In case of document where there is no record of the cost, the cost as determined by the Library Committee will be charged.
4. The privileges given to the member shall be suspended if overdue documents are not returned.
5. Reissue of books by a user shall be allowed maximum twice more after first issue, if there is no demand by others.
6. Library membership card is not transferable and must be produced whenever requested by Library staff.
7. A lost library card may be replaced by a fee of Rs.10.00 along with an undertaking that the member concerned will be responsible for any book taken on the library card.
8. The members should inform the library their new designations, official addresses and addresses of communication as and when they move to new assignments or locations.
9. Library books and documents must be treated with honor. It is prohibited to underline, write notes or pull out pages there from.
10. One has to enroll himself a member of the library by giving 1 passport size and 1 stamp size photograph and the address proof such as voter ID card, Ration card etc. and Identity Card issued by Health dept. Govt. of Haryana.
11. In Health Dept. Haryana, anyone can become a lifelong member of this library after depositing Library Security of Rs. 500/-. This is refundable if membership is discontinued after a period of six months from the issue of Library Card. Library will return back his/her security after depositing membership card to the library.
12. Books may be renewed on request, if there is no demand by others.
13. Books lost, damaged or injured in any way shall be replaced by the borrowers. In case of set of volumes prices for the whole set will be charged.
14. A document issued to member may be recalled before the due date if required urgently in the Library.
15. A member can borrow only two books at a time for a period of 15 days.
16. Members proceeding on long leave or on deputation etc. should return the borrowed documents.
17. It is your responsibility to let us know when you have changed your mailing address, telephone number or email address so we may contact you regarding your library account.
18. Only registered library members are allowed to borrow library documents.
19. The library rules and regulations shall be modified from time to time with the approval of appropriate authority and shall be binding on all concerned.
20. The establishment of parent department should ensure that the respective candidate to submit "No Dues Certificate" of library at the time of retirement/resignation/retrenchment/ transfer etc.
21. LIBRARY HOURS - 9.00 A.M. to 5.00 P.M. Monday to Friday. Library shall be closed on All Govt. holidays. (during trainings library opens till 6 p. m)