



INTERNATIONAL INSTITUTE OF HEALTH MANAGEMENT RESEARCH  
DWARKA, NEW DELHI-110075

LIBRARY MEMBERSHIP FORM FOR STUDENT

Affix latest  
Passport  
size  
Photograph

NAME.....

In Capital Letters)

(Last Name)

(First Name)

NAME OF COURSE.....

AREA OF SPECIALIZATION.....

YEAR OF ADMISSION.....

ENROLMENT NO.....

CORRESPONDENCE ADDRESS .....

.....

PERMANENT ADDRESS .....

.....

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

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

Attested by Director / Dean  
(Name, Designation and Official Seal)

Signature of Student

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 policy.
- 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.- The Library remains open on all days of the year except on National Holidays and institute announced holidays. The library hours are:

**On Working Days** 9.30 AM To 8.00 PM

**On Holidays** 9.30 AM To 5.00 PM (On 2nd & 3th Saturdays and Sundays)

**Circulation Hours: -** 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

\_\_\_\_\_.

**Signature of the Applicant**