

Dr. D.A. HENDERSON LIBRARY AND DOCUMENTATION CENTRE

- Cheque / DD should be in favor of “**IIHMR University**”.
- Attach **proof of your residential address** and professional address if working or college ID if a 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**

Passport size
photograph

NAME:
(in CAPS) **Surname** **First name** **Middle name**

INSTITUTE NAME & DESIGNATION.....

PRESENT ADDRESS:.....

.....

E-MAIL: **TELEPHONE/MOBILE**.....

PERMANENT ADDRESS.....

.....

PIN CODE **PHONE**

MEMBERSHIP FEE (Please (√) the Appropriate)

Every Year Annual Fee

a. Individual Rs. 300.00

b. Institutional Rs. 500.00

Security Deposit Refundable

Rs. 2000.00

Rs. 5000.00

PAYMENT DETAILS

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

BANK **Date**.....

I/We, hereby declare, that all the information furnished above is correct and I/we shall abide by the rules and regulations of the Dr. D.A. Henderson Library, IIHMR University Jaipur.

Attested by
(Name, Designation and Official Seal)

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Signature of the Applicant

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For Library use

The Applicant is registered as a member of the Dr. D.A. Henderson Library with LIBRARY MEMBER CODE

Date.....

Library In-charge



RULES OF THE LIBRARY

- Books are issued to the members for 15 days only but may be extended for further 15 days.
- Re-issue of the books/Journals will be done only when the Book/Journal is actually bought to the library.
- Readers will be issued the books only in their cards. No book will be issued in other reader's cards.
- Membership cards are non-transferable. The members are responsible for their safekeeping.
- Reference materials like Dictionaries, Directories, Thesis, Summer Placement Reports, New Journals, Newsmagazines, Newspapers, Newsletters and New books on display will not be issued.
- All losses of library books should be reported to the Library In-charge immediately in writing. If any book of a set is damaged or lost, the user concerned shall be liable to replace the whole set.
- All books on loan shall be returned on expiring of a stipulated period.
- Readers are responsible for any damage and loss of books or other items issued. They will be required to bear all costs associated with repair / replacement of such items. If the book is lost and it is out of print, then user has to pay the amount of the book plus 20%- service charges per book.
- The library staffs at the issue counter are authorized to examine all materials brought into and taken out of the library by the members.
- Return of all library cards and books is required for cancellation the membership.
- Silence shall be strictly observed in the library.
- Spitting, smoking, napping, drinking tea and edibles and such behavior and also mobile phones, which may disturb other users, are strictly prohibited inside the library.
- No user is allowed to write damage or make any mark on any book belonging to the Library.
- Books removed from the shelves should be left on the study table and no effort shall be made to replace these books.
- Readers entering the library shall keep their personal belonging such as books, bags, etc. at the property counter. Only notebooks are allowed inside the library.
- The library is kept open almost throughout the year except on a few public holidays when it remains closed.
- A member who has lost a ticket shall make a written report of the same to the Library In-charge.