

LIBRARY MEMBERSHIP FORM
DPL, DHA, LAHORE



For Office Use Only

Docus Required

1. Copy of DHA Allotment Letter
2. Copy of Valid Rent Agreement
3. Copy of N.I.C
4. Copy of Form "B" of children
5. Copy of any Utility Bill
6. Copy of Emp Card
7. 2xPhotograph Passport size (Blue/White Background)

1 .Date: _____

2 .M/Ship No: _____

3. Type of Membership: _____

Type of Membership

Category	Security	Annual Fee	Quarterly Fee	Card Charges	Only for Family Category
General	500	150	-	100	Family Members (Photos attached)
Student	500	100	-	100	1.
Family	800	500	-	100	2.
Life Time	One Time 5000 Rupees only				3.
DHA Employee	-	-	-	100	4.
Temporary	1000	-	300	-	5.
DHA Rented cases	1500	500	-	100	6.

(Please fill in capital letters)

Full Name (Mr. /Miss): _____ Father / Husband's Name: _____

Category of Members: _____ DOB: _____

Education: _____ Institution: _____

Applicant's Contact No. _____ Father / Husband's Contact No. _____

Occupation: _____ NIC No. _____

Present Address: _____

Permanent Address: _____

E-Mail _____

I hereby apply for membership of the Defence Public Library, DHA, Lahore. I have read and agreed to observe the lib rules. I will pay the replacement value of any book issued to me which is lost or damaged by me.

Date: _____

Sig of Applicant: _____

RECOMMENDED / NOT RECOMMENDED

Dated: _____

(Librarian)

APPROVED / NOT APPROVED

Dated: _____

(OIC Defence Public Library)

DHA Library Code of Conduct / Rules



- ✓ No entry w/o valid Library Membership card.
- ✓ Expired cards be renewed w/o delay.
- ✓ **No Co** sitting. Male and Female members are to sit in respective study halls /rooms.
- ✓ Show your bags/objects for inspection on demand of gate keeper / Library staff.
- ✓ The library staff is not responsible for personal items which are lost, stolen or damaged in library premises.
- ✓ Enter 'Check in' Time and 'Check out' time in IN / OUT register while entering and leaving the library.
- ✓ Eatables be consumed in Café.
- ✓ Smoking is not allowed inside Library.
- ✓ Leave personal bags / belongings at designated place of Library.
- ✓ Guests / relatives of Library members are not allowed inside Library.
- ✓ Misbehavior with Library Staff will tantamount to withdrawal of membership.
- ✓ **Dress**
 - **Male Members**
 - Clothing - Lounge suit, Safari suit, pant shirt, shalwar qameez
 - Shoes - Shoes, sandals or Joggers but no chappal or sleepers.
 - **Female Members**
 - Clothing - Shalwar Qameez, Kurta / Full sleeve T shirt with trousers
 - Shoes - Shoes, joggers or sandals but no chappal / slippers
- ✓ **Lib Timings**
 - Lib Timings are 9:00 AM to 9:00 PM Monday to Sunday
 - Reception and internet section timings are 9:00 am to 5:00 pm.
 - Lunch Break 1300 – 1400 hrs, Friday 12:30 – 1400 hrs
- ✓ No Mobile phone calls or making noises inside Library.
- ✓ Park your Cars/MCs/Cycles in parking area at own responsibility.
- ✓ Damage to Library equipment / facilities will be charged.
- ✓ Members are not allowed to take newspapers, journals and magazines away from prescribed area. Please read and return newspapers, magazines at their places.
- ✓ Confine your reading and studies to your designated places. Do not disturb other members.
- ✓ Library is meant for studies and not for business activities or online professional services, while using library internet facility.

NOTE: Any violation of rules will lead to cancellation of membership at any time.

INTERNET SECTION RULES

- ✓ Library computers are meant for studies and not for business activities or online professional services.
- ✓ Internet section timings are 9:00 am to 5:00 pm.
- ✓ No noise or use of Mobile phones inside internet section.
- ✓ Library internet facility will not be used for immoral, illegal or anti Pakistan activity.
- ✓ Watching movies, games and obscene material is not allowed.
- ✓ Use of computers is allowed free, only to members with valid library card.
- ✓ Use of internet by group of members is not allowed
- ✓ Members are not allowed to interfere with library computers settings.
- ✓ Members having outstanding fines / dues of library will be denied to use computer facility.
- ✓ Food and beverages are not permitted near the computers.