

**DOCUMENTS REQUIRED:**

1. Copy of DHA Allotment Letter
2. Copy of Valid Rent Agreement / Police Verification Form
3. Copy of CNIC
4. Copy of Form "B" of children
5. Copy of any Utility Bill
6. Copy of Employee Card / ION
7. 1 x Photograph Passport size (Blue/White Background)

**FOR OFFICE USE ONLY**

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: \_\_\_\_\_ Institute: \_\_\_\_\_

Applicant's Contact No.: \_\_\_\_\_ Father / Husband's Contact No.: \_\_\_\_\_

Occupation: \_\_\_\_\_ CNIC 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: \_\_\_\_\_

Sign of Applicant: \_\_\_\_\_

**RECOMMENDED / NOT RECOMMENDED**

Date: \_\_\_\_\_

Librarian: \_\_\_\_\_

**APPROVED / NOT APPROVED**

Date: \_\_\_\_\_

OIC Defence Public Library: \_\_\_\_\_

- ✓ 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 / leaving the library.
- ✓ Eatables and coffee / tea etc. be consumed in Café.
- ✓ Smoking is not allowed inside Library.
- ✓ Leave personal bags / belongings at designated places 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 Kameez
    - Shoes – Shoes, Sandals or Joggers but no Chappal or Sleepers.
  - **Female Members**
    - Clothing – Shalwar Kameez, Kurta / FullSleeve T-Shirt with Trouser
    - Shoes – Shoes, Sandals or Joggers but no Chappal or Sleepers.
- ✓ **Library Timings:**
  - Library 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 01:00 PM – 02:00 PM, Friday 12:30 PM – 01:00 PM.
- ✓ 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 to their places.
- ✓ Confine your reading and studies to your designated places. Do not disturb other members.
- ✓ Library is meant for studies and should not be used as business hub. Business activities or online professional services, while using library internet facility, is strictly not allowed.
- ✓ Political, religious or anti state discussions leading to conflicts / brawls must be avoided.

**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 online business 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.

**LIBRARIAN**