



**LIBRARY MEMBERSHIP FORM
DEFENCE PUBLIC LIBRARY, DHA LAHORE**

Document Reference:
4466001-c

DOCUMENTS REQUIRED:

1. Copy of Allotment Letter
2. Copy of Valid Rent Agreement
3. Copy of CNIC valid CNIC/ Parents CNIC
4. Copy of Form "B" of children/ FRC
5. Copy of any current Utility Bill
6. 1 x Photograph Passport size 2"x1.5" (Blue Background)
7. Local Police Verification for Tenant
8. Authority Letter

Note: None of book/ reading material issuance is admissible

FOR OFFICE USE ONLY

1. **Date:** _____
2. **M/Ship No.** _____
3. **Type of Membership:** _____

1 x Photograph

**Passport Size
2" x 1.5"**

**(Blue
Background)**

Temporary Membership

| Category | FEE (PKR) |
|--|-----------|
| Smart (One Month) | 3,000/- |
| Premium (Three months with no extension) | 6,000/- |

(Please fill in CAPITAL letters)

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

Category of Members: _____ DOB: _____ Disability (If any): _____

Smoker/ Non Smoker: _____ 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

Dated: _____

Librarian: _____

APPROVED / NOT APPROVED

Dated: _____

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 to 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 Kameez
 - Shoes – Shoes, Sandals or Joggers but no Chappal or Sleepers.
 - **Female Members**
 - Clothing – Shalwar Kameez, Kurta / Full Sleeve T-Shirt with Trouser
 - Shoes – Shoes, Sandals or Joggers but no Chappal/ Sleepers.
- ✓ **Library Timings:**
 - Library Timings are 9:00 AM to 9:00 PM Sunday to Friday
 - Reception and internet section timings are 9:00 AM to 5:00 PM.
 - **Membership Registration Timings are 09:00AM to 04:00PM Monday to Friday.**
 - 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.
- ✓ 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.

Form Issued By (Name): _____

Issuing Signature: _____

Membership Status: _____

Membership Valid Upto: _____

Vaccination: _____

Date: _____