



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

EXTERNAL LIBRARY MEMBERSHIP FORM

- Cheque / DD should be in Favor of “**International Institute of Health Management Research**”, payable at New Delhi.
- Attach Proof of your residential address and professional address if working or college ID (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.
- Membership can be cancel/withdrawn at any time at the discretion of IIHMR Library.

Affix latest
Passport size
Photograph

NAME.....

(In Capital Letters)

DESIGNATION

NAME OF INSTITUTE/ ORGANIZATION

CORRESPONDENCE ADDRESS

PIN CODE E-MAIL.....

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

MEMBERSHIP FEE (Please tick the Appropriate)

Type of Membership	Duration	Annual Fee (Rs.)	GST Rs. (18%)	Security Deposit Refundable	Total Amount (Rs.)
a) Individual	One Year	1500.00	270.00	Rs. 3000.00	Rs. 4770.00
b) Institutional	One Year	3500.00	630.00	Rs. 5000.00	Rs. 9130.00

PAYMENT DETAILS

Cheque/ DD No. Amount:

Bank Date

I/We hereby declare that all the information furnished above is correct and that I/We shall abide by the library's rules and regulations.

Signature of Applicant

Approved by Director

(Name, Designation and Official Seal)

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, briefcases, personal books, and parcels near the counter reserved for this purpose. However, they can carry loose papers and notebooks.
- 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 behavior which may disturb other Users are strictly prohibited inside the library.
- 9.- Books can be borrowed against a 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 card.
 - b. Book may be retained for a period not exceeding days 15 days for External/Outsider members. Otherwise, 5/- rupee fine will be charged as per library rules and regulations.
- 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.- The following are category-wise borrowing entitlements.

S.NO.	Category of Reader	Loan Limit
I. Outside Member	O	2 Books for 15 Days
II. Outside Institutional Members	OI	2 Books for 15 Days

- 12.- Once the Membership is expired, he/she is required to informed to the Librarian whether to renew his/her membership for the coming year within two months, if failed his/her membership will be cancelled.
- 13.- Security Deposit should be claimed within Two Months (from the date of his/her membership expiry date), if failed, he/she has no right to claim the security deposit.
- 14.- 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	9.00 AM To 8.00 PM
On Holidays	10.00 AM To 5.00 PM (On 2 nd & 4 th Saturdays and Sundays)
Circulation Hours: -	On Working Days 09.00 AM To 7.00 PM
	On Holidays 09.00 AM To 4.00 PM (On 2 nd and & 4 th 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