

DEPARTMENT OF LIBRARIES
MEMBERSHIP FORM

Photograph

1" x 1"

(2 copies)

Applied for Membership (Tick the relevant)

☐ Islamabad Public Library ☐ Quaid Public Library ☐ Model Children Library

☐ ICL F-11 ☐ ICL G-7 ☐ ICL G-8 ☐ ICL G-11 ☐ ICL I-8 ☐ ICL I-10

Membership Category: ☐ General Reader ☐ Student ☐ Children

Name (Block Letters):-----

Son/Daughter/of: -----

CNIC/CRC #: -----

Date of Birth: -----

Gender: ☐ Male ☐ Female

Occupation/Institution: (if any) -----

Phone #: -----Mob #:-----

Present Address: -----

Permanent Address: -----

Email Address: -----

I-----apply for enrolment as member of the-----
and undertake the rules and regulations of the library.

Date: -----

Signature of Applicant

For Office Use only

Membership No. ----- Security fee ----- Renewal fee -----

Card lost fee ----- Date ----- Signature of card receiver -----

Approved by

Terms and Conditions:

- ❖ All residents of twins' city Rawalpindi and Islamabad are eligible to get membership of any library working under administration of Department of Libraries.
- ❖ All potential members of the libraries are required to fill the membership performa, they can also apply for membership through Mobile App of the Department.
https://play.google.com/store/apps/details?id=com.gov.pk.ictadministration&pcampaignid=web_share
- ❖ The potential members having age less than 18 years will fall in children category.
- ❖ The potential members should attach proof of residence at Rawalpindi or Islamabad along with a picture and copy of CNIC.
- ❖ It is necessary for potential members (e.g. general readers and students) to submit Rs.1000/- and for children Rs. 500 refundable security fee at the time of getting membership.
- ❖ Every registered member may borrow one book for a period of two weeks after presenting his/her valid membership/library card.
- ❖ Reference material/books can only be consulted within the library premises.
- ❖ Fine of Rs. 05/- per day per book will be charge if book is not returned on due date.
- ❖ Members are advised to check the books at the time of borrowing, in case of any damage or defect is noticed, it may be brought to the notice of the staff at the counter.
- ❖ If it is found that a book has been lost, spoiled or damage by the borrower, the borrower will have to pay the price determined by the incharge Acquisition Section with the approval of library committee.
- ❖ If a part of set of volumes is lost/damage the borrower will have to replace the full set/pay the price determined by the incharge Acquisition Section with the approval of library committee.
- ❖ Membership will be valid for five years. The members must apply for renewal for the next five years.
- ❖ RS. 300/- will be charged for renewal of membership.
- ❖ Rs. 300/- will be charged from members of the libraries in case of loss of membership card.
- ❖ If a member failed to get refund his Rs. 1000 security fee within one month after expiry of membership, the security fee will be forfeited.
- ❖ Membership form can also be downloaded from DOL website <http://dol.gov.pk/>