



LIBRARY MEMBERSHIP FORM
DPL DHA LAHORE 042-35734031



For Office Use Only

Documents Required:

1. Copy of DHA Allotment Letter
 2. Copy of Valid Rent Agreement
 3. Copy of Valid N.I.C/Parents NIC
 4. Copy of Form "B" of children / FRC
 5. Copy of any Current Utility Bill
 6. 1xFresh Photograph Passport size (Blue Background)
 7. Local Police Verification for DHA Tenant
 8. Copy of School Fee Challan (Last Paid)
 9. Authority Letter
- * None of book/reading material issuance is admissible

1 .Date: _____

2 .M/Ship No: _____

3. Type of Membership: _____

Membership Category

Category	Registration Fee	Annual Fee	Card Charges
General	1,000	300	200
DHAES Students	1,000	200	200
Life Time	10,000	-	200
DHA Tenants	5,000	1,000	200
Temporary Membership*			
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: _____ 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

(Librarian)

Dated: _____

OIC Comments: _____

APPROVED / NOT APPROVED

Dated: _____

(OIC Defence Public Library)

DHA Library Code of Conduct / Rules

- ✓ No entry w /o valid Library Membership card.
- ✓ Expired cards are 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 / OUT register while entering and leaving the library.
- ✓ Eatables are 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 Sunday to Friday
 - Reception and internet section timings are 9:00 am to 5:00 pm.
 - **Membership Registration Timings are 9:00 am to 4:00 pm 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: _____

Date: _____