

Punjab Public Library System

Membership Guidelines

Membership

The membership of all the libraries is open to one and all only subject to fulfillment of certain eligibility conditions. These are:

- ✓ The user should be resident of the concerned District.
- ✓ He/she should be working in some public sector organization in the concerned District.

The member can obtain a membership form from the office personally or can download the same from this very site, fill it and get it attested from the **sarpanch/MC** of his area or **head of institution** (if student) or **his/her boss** with DDO powers (if public servant) and deposit it in the office along with **proof of residence** + one stamp sized recent **photograph**.

Security

The library services are free for the public, however the user has to deposit security for the same, which is refundable at the time of withdrawal of membership. The security is as under:

- ✓ For General Public = **Rs.500**
- ✓ For Govt. Employees = **Rs.250**

Important

- ❖ The security is payable **once only**.
- ❖ Membership is subject to fulfillment of all the conditions laid down for the same and furnishing of the required documents.
- ❖ The security can be deposited in the concerned library along with the form duly filled on any working day during office hours. A receipt will be issued for the same.

- ❖ Each member is issued a **Membership Card**. The user is responsible for the safe custody of the card. In case of loss, a new card can be issued on the payment of Rs.10 along with a written request for the same.
- ❖ The membership is for a limited period. It needs to be **renewed** from time to time before expiry date. The **expiry date** will be mentioned on the membership card itself.
- ❖ The user can get his/her **security refund** from the library. For this He/she should give a written request to the concerned library and deposit the membership card issued to him/her in the library.
- ❖ During their visits to the library the members are supposed to abide by certain rules and regulations especially in the stack room area. If they fail to do so their membership may be cancelled by the Librarian.
- ❖ In case of any correspondence with the office the existing members should quote the **member/card number**.

