



SONGTSEN LIBRARY

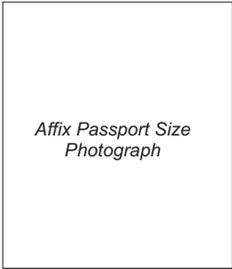
Center of Tibetan & Himalayan Studies

Library Membership Application Form

FOR OFFICE USE

Membership ID

Name



| Password | Category | Priority |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Membership Validity From To

Please select title *as applicable.* Ven. Mr. Ms.

FOR MEMBERS USE

Name

Organization

Department

Membership category (Select box as applicable.)

- Life Time Membership (Sponsorship)
- Research Scholar
- Institution
- General with Loans

- Student and General
- Monks, Nuns, Sr. Citizen & DK1 Staff
- Temporary

Contact Address

City/Town PIN

State Country

Phone Fax

E-Mail

Permanent Address

City/Town PIN

State Country

Phone Fax

E-Mail

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. I hereby authorize sharing of the information furnished on this form with the Administration of Songtsen Library.

Date:.....Place:.....

(Signature of Applicant)



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Guidelines for Library Membership

1. Library Hours

9:00 AM to 1:00 PM
2:00 PM to 5:00 PM

Holidays

Every 2nd and 4th Saturday
Every Sunday
Official holiday

2. Library Admission

Admission to the library reading room is restricted only members have access to the collections, Visitors can enter the reading room after obtaining "Visitors" Badge from the libraries reception desk.

3. Categories for Memberships

- a) **Sponsorship (Life Time Member):** any individual or institution can become a sponsorship member by making a contribution of US\$300 (for overseas resident) or Rs. 10,000/- (for residents of south Asian countries), these sponsorship members can access all Library resources including subscription of annual newsletter and a 25% discount on available publication of library.
- b) **Research Scholar :** An individual who completed a minimum of Masters degree or equivalent from any University, can become a research scholar Member, He/she also has to submit a valid personal Identification along with the letter from a recognized university or institutions, affirming your scholarly status without which library will not be entertaining a person to become a research member.
- c) **Institutions:** Recognized organizations can become an institutional member; Letter from the Head of Institute will only be recognized as an institutional member.
- d) **General member with loans:** Individual irrespective of any educational background but wishes to do his/her own research can choose to become general member with loans.
- e) **Student/ General:** Students from schools, colleges, Universities as well as general public can become a member under this category.
- f) **Monks, Nuns, senior Citizens & DKI staff:** Monks, Nuns, Senior citizens (above 60 years of age) and DKI staff can choose to become a member.
- g) **Temporary Members:** An individual can also choose to become temporary members.

Membership fee Obtained from the above will be used towards purchasing of additional books and for the general maintenance of the library.

4. **Procedure for becoming a member:** the membership registration form can be obtained from the reception desk at main office. Its should be duly filled and must be submitted along with 2 Passport size Photographs to the Directors office along with Photocopy of Identification proof (passport, Official Id etc). On the successful acceptance of registration form kindly deposit the specified fee at the accounts office and bring the fee deposit receipt to the library, You will then be issued a membership card for admission access of library resources like reading or borrowing books. In case of any kind delay in getting the membership card due to unforeseen reason members are advised to use the receipt as membership identification.

5. **Membership card and its Validity :**

- I. Membership is valid for 1 year from the date of issue.
- II. Temporary membership is valid for one months subjected for renewal after every month.
- III. Membership card is non transferable.
- IV. Members will be held responsible for any misuse of their membership card.
- V. In case of Loss of membership card member shall make a written report to the library. A duplicate membership card will then be issued on the payment of Rs. 10/-

6. **Membership Details**

| Category | Annual Fee (Rs.) | Entitlement | Security (Rs.) | Loan Period |
|--|----------------------------------|---------------------------------|----------------|--------------------------------|
| Life Time Member (Sponsorship) | 10,000/- (refer "a" of clause 3) | 3 Books | NIL | 2 Weeks |
| Research Scholar | INR. 600/- | 5 Books | 5000/- | 2 Weeks |
| Institutions | INR. 1200/- | 3 Books 3 Educational videos | 5000/- | 2 Weeks Books 1 Week Videos |
| General member with loans | INR. 600/- | 2 Books | 3000/- | 2 Weeks |
| Student/ General | INR. 300/- | No Loan | N/A | N/A |
| Monks, Nuns, senior Citizens & DKI staff | INR. 180/- | No Loan | N/A | N/A |
| Temporary Members | INR. 35/- | No Loan | N/A | N/A |

Note:

1. Transaction of books will be closed one hour before the closing of library.

2. Security Fee deposit is refundable.

7. **Loss of Books:** If a book borrowed from the library is lost, it must be replaced; falling which an amount equivalent to double the current price will be levied.

8. Facilities:

- 1) Reference services
- 2) Online public access catalogue
- 3) Audio/visual
- 4) Reservation of books/videos

9. Photocopying, Internet and other services:

| S.no. | Particular | Price |
|--------------|-------------------|--|
| 1 | Photocopy | Rs. 2/- Per page |
| 2 | Internet | Rs. 20/- flat charge (Available only 9 AM to 4 PM) |
| 3 | Computer Printing | Rs. 5/- For ordinary |
| 4 | Color Print | Rs. 10/- Per page |
| 5 | Laser Printing | Rs. 10/- Per page |
| 6 | Local calls | Rs. 2/- Calls |

10. General:

- a) All personal belongings (Bags, Books, briefcase etc) Must be deposited at the reception desk.
- b) The security personal of the library are entitled to check an person leaving the reading room.
- c) Drinks, edibles, sleeping, smoking and pets are strictly prohibited in the reading room.
- d) Members can take lunch (Vegetarian) after getting a receipt from reception desk on payment of Rs. 100/- at least 2 hour before Lunch.

Note: Members who infringe the rules shall be libel to forfeit their privileges.

RULES AND REGULATIONS MENTIONED HERE ARE SUBJECT TO CHANGES AS AND WHEN NECESSARY.