

Membership Form

Full Name: _____

National ID Card #: _____

Home Address: _____

Tel: _____ Email: _____

Work/ Institution Name & Address: _____

Tel: _____ Email: _____

Designation: _____

Reading Interest: _____

Nationality: _____ Signature: _____

PHOTO

Membership Category:

Organizational member of RSPN

Member of HRD Network

Others

Individual

Individual

Student

(To be filled in by the guarantor)

Please have this session completed by a guarantor. The guarantor should be an employer or someone in a responsible position or department/ institutional head in the case of students.

I, hereby, certify that _____ is a reliable person who can be trusted to take care of books and other materials. I agree to cooperate with the AHK Resource Center in securing the return of any books and material retained beyond the period of loan.

Name: _____

Address: _____

Date: _____ Signature: _____ Office Stamp: _____

For official use only

Membership #: _____

Date of Joining: _____

Recommended by: _____

Category: _____

Valid till: _____

Approved by: _____

Akhter Hameed Khan Resource Center

NRSP - Institute of Rural Management

6, Street 56, F-6/4, Islamabad, Ph: 051-2822752, 2822792, Fax: 051-2823335

Email: ahkrc@irm.edu.pk, Web: www.ahkrc.net.pk

Guidelines for Membership

The membership of Akhter Hameed Khan Resource Center offers a wide range of services from borrowing of books to access to journals, video documentaries and magazines etc. on a variety of topics.

Membership Categories and Fee

Organizational members	:	Regular fee for organizational members is Rs. 1,000/- per annum
Individual members	:	Annual membership fee for individuals is Rs. 500/-
Students	:	Students will get 50% discount
Members of HRD Network	:	Will also get 50% discount
Staff of NRSP and RSPN	:	No fee is charged

Opening hours

0900 to 1600 - Monday to Friday

How to Apply for membership?

Please complete the membership form and hand it over, with the fee, to the librarian. The form should be accompanied with 2 passport size recent photographs and a copy of National Identity Card.

Rules & Regulations

1. Borrowing Books

- Each member is issued a membership card. Please remember to bring this card with you when borrowing books
- 2 books can be borrowed at a time
- Books are lent for a period of 15 days
- Extension in the period of loan can be guaranteed only if the book(s) are not required by any other member
- The loss of membership card should be immediately reported to the librarian. A duplicate membership card will be issued for Rs. 25/-

2. Borrowing books under organizational membership

For organizational membership, only 2 individuals from a particular organization can borrow books at a time.

3. Lost or damaged books

The cost of any book(s) lost or damaged, while in your possession, whether accidental or other wise will have to be reimbursed by you.

4. Return of books

Books should be returned within the period of loan. A daily fine of Rs. 3/- for each book returned late will be made. Regular returning late of books may mean a review of your borrowing privilege.