

PERSONAL INFORMATION		MEMBERSHIP FORM (PN CIVILIAN)	
O.NO _____	Rank _____	Photo	
Name _____			
Father/Husband Name _____			
Date of Birth _____	CNIC _____		
Branch _____		Blood Group _____	
Address _____		Office / Unit	Residence
_____ _____ _____ Telephone _____		_____ _____ _____ Telephone _____	
Permanent Address _____			
Mobile _____ Email _____			

AUTHORISED FAMILY MEMBERS

S. No.	Name	Relation	D.O.B.	Contact number	Signature

UNDERTAKING

I have read and understood all the rules, regulations and instructions for PNCL members and shall abide these. I also undertake that I shall be responsible for any damage or loss to library / books / periodicals incurred by me and any of my dependents.

Signature _____ Name _____ Date _____

Recommendation by CO / HOD/PN OFFICER

I recommend him for the membership of PNCL.

Stamp	Signature _____ Rank / Name _____ P.No _____ Unit _____ Contact # _____
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Please submit following along with:-
 1. One 1" x 1" size photographs (self and others)
 2. Photocopy of NICs (self and others) / Form B

Officer In-Charge

General Rules

PNCL has a commitment to provide environment conducive to reading and research work for our worthy members. For your Safety and comfort, we request you to observe following rules:

- Do not bring any valuable item in the Library. Bags, extra books, boxes etc. should be left outside the Library. PNCL shall not be responsible for any loss of item left unattended by a member.
- Use of mobile phone, mobile camera, Food and Drink, Smoking, Eating, sleeping, group discussions (only allowed in hall-3), unnecessary movements, swinging on chair, stretching legs on the tables/chairs, sitting on stairs etc are not allowed inside/outside the library halls.
- Books drawn from the shelves for study should be left on reading table for proper shelving by the staff.
- Use Library material or its facilities with care. Any damage to PNCL property due to mishandling or misuse will be recovered from the members as per actual price of the item.
- Non members are not allowed to use Library services unless prior permission is obtained.
- Members are requested to follow proper dress code while entering in library premises.
- Members are requested to follow "silence code" in library Hall 1 & 2. Discussions, if so required may be conducted in Hall 3.
- Members are requested to cooperate in maintaining discipline in the library premises. Membership can be suspended/cancelled in case of any serious violation of PNCL rules.

Membership

Following can avail the Library Facility by showing Service / Medical Identity / Membership card:

- PN Service & Retired Officers + Spouse + Children (over 18 yrs)
- CPOs Sailors (serving/ Retired) + Spouse + Children (over 18 yrs)
- PN Civilians(serving/ Retired) + Spouse + Children (over 18 yrs)
- Other Services
- Civilians

Library Services

Written request is required for availing following Library Services:

- Query/Help for searching book/Material on a specific subject.
- Photocopying
- Printing
- Scanning

Charges for acquiring library services are as mentioned below:

Photocopy @ Rs. 3 per page, Scan @ Rs 5 per page & Print @ Rs 10 per page.

Borrowing

- Maximum 03 Books / Periodicals can be issued at a time for 03 Weeks.
- Note: - Reference / new books & current periodicals will not be issued.

Late FEE

Rs 10 per book / day and Rs 5.0 per periodical / day.
The defaulters will not be issued any further books / periodicals till submission of fine and return of book/ Periodical.

Loss of Books/Periodical

In case of loss of any book/Periodical by the member, a Library member should either pay the current cost of the book/periodical or purchase the same book/periodical from market and return it to Library.

Library Timings

Monday to Thursday: 8:00 A.M. To 8:00 P.M.

Friday: 08:00 A.M To 01:00 P.M

Saturday and Sunday: 9 A.M. To 6:00 P.M.

Member Sig: _____

PN Service & Retired Officers + Spouse + Children (over 18 yrs)
CPOs Sailors (serving/ Retired) + Spouse + Children (over 18 yrs)
PN Civilians
Other Services
Civilians

Persons interested in acquiring membership of the library are required to fill the library membership forms with all the necessary documents required for the membership. Membership form can be obtained from library reception at the cost of Rs.30/-

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