

Library Membership Application

1. Name:-.....
.....

2. Category:

Affiliate Member Lecture

Associate Fellow Staff

3. Official Address: -.....
.....

Phone No: -

4. Residential Address: -.....

Phone No: -.....

Mobile No: -.....

5. National ID No: -.....

6. Receipt No: -.....

I certify the details mentioned above are true and correct according to my knowledge and agree with the Library rules and regulations.

.....
Signature of the Applicant

.....
Date

.....
Approved by Librarian

Consent Letter

I.....hereby
apply to obtain borrowing facilities and agree to abide by the rules and regulations.

I give my consent to pay the fines imposed by the library for delays in returning book/s on the due date.

I hereby authorized to deduct from my salary/lecture fees the cost of the book/s plus 100% in the event of losing or failing to return book/s borrowed from the library and not settling the payment on time or not replacing the book.

.....
Signature

.....
Date

.....
Recommend by
Manager Mem. Services & CR/Manager BS/HOD

.....
Approved by
CEO/Director F & A/Director of Studies

Library Guidelines and Rules

Chartered Institute of Personnel Management Sri Lanka(INC)

OUR AIM

To facilitate users (members) a relaxed environment for reading, referencing and borrowing books.

MEMBERSHIP

You must become a member to make use of the CIPM library facilities. The **refundable** membership fees are:

- Students – Rs. 2,000/-
- Lecturers and Members – Rs: 2,000/=

The payments should be made to the **Finance Division** of the institute.

GENERAL RULES

- Students cannot enter the library without the membership card.
- The membership card should be available with you to be checked by the library staff member, at any time.
- Personal belongings should not be brought in to the library. They should be placed at the baggage counter.
- You should not act in a manner to disturb or disrupt the other users in the library.
- Consumption of food or beverages is not allowed inside the library.
- Smoking is strictly prohibited inside the library.
- Visitors are not allowed to a company you to the library.
- Group discussions, meetings are not allowed in the library.
- Mobile phones should not be used in the library.
- Replacing books on the shelves will be the responsibility of the library staff. Therefore, the books must be left on the table after use.

BORROWING RULES

- Books on reference, journals and magazines are not allowed to be borrowed.
- If any damages, missing pages in the books are noticed, the library staff should be informed before you borrow such books or take them out of the library.
- In the event borrowed books or Membership card is lost or damaged, it should be notified in writing immediately to the librarian.
- Only two books are allowed to be borrowed at a time.
- Period of borrowing is two weeks.
- Borrowed books must be returned in the same condition on or before the due date, which is marked in the issuing slip.
- A fine of Rs: 10/- per day per book will be levied, if the books are not returned on the due date.

RENEWING OF BORROWED BOOKS

Only the library staff are allowed to renew the borrowed books, and the students must make such requests individually and in person.

LOSSES AND DAMAGES

- (a) In the event of loss or damage of any borrowed books, the borrower should notify in writing to the librarian, of such happenings.
- (b) The borrower can either replace the identical book that is lost/damaged, or pay the full cost of such book, to the library.
- (c) In the case of a loss/damage of a Membership Card, a duplicate will be issued, on payment of Rs: 250/-

The library staff will not accept responsibility on damage to the books, unless otherwise notified before the books are removed from the library, by the borrower.

CANCELLATION OF MEMBERSHIP

The Management reserves the right of issuing, suspending, cancelling Membership, on breach of regulations/conditions/and misbehavior of the student/students

LIBRARY HOURS AND HOLIDAYS

Monday to Sunday - 8.30 am – 5.00 pm

The library will be closed on Statutory holidays, Poya days and special holidays declared by the state and the IPM.

SUGGESTIONS

The IPM welcomes your valuable ideas, suggestions and recommendations to enhance the library facilities to the users. We therefore kindly request you to drop your suggestions, in writing to the suggestion box in the library.