 **LI/FO/009**

 **Library Membership Application**

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

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1. Category:

Affiliate Member Lecture

Associate Fellow Staff

1. Official Address: -……………………………………………………………………………………………………………………………

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Phone No: - ……………………………………………………………………………………………………………………………………

1. Residential Address: -……………………………………………………………………………………………………………………...

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1. Phone No: -…………………………………………… Mobile No: -………………………………………...
2. Email Address: - ……………………………………………………………………………………………………………………………..
3. National ID No: -……………………………………………………………………………………………………………………………
4. Receipt No: -……………………………………………………………………………………………………………………………………

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

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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 retuning 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

Date of Issue: 08/12/2007 Date of Revision: 12/12/2018 Revision No: 01

 **LI/FO/005**

 **CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT**

 **SRI LANKA (INC)**

No. 43, Vijayakumaranatunga Mawatha, Narahenpita, Colombo 05.

Tel: 4511137/8 Fax: 4511107 E-Mail: cipminfo@cipmlk.org web: www.cipmlk.org

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| --- | --- |
| **Full Name -** |  |
| **Address Office -** |  |
|  **Resident -** |  |
| **Contact Number -** |  **Mobile -**  |
| **Receipt Number -** |  |

I hereby confirm that the above particulars are true and correct.

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 Signature Signature Signature

 Librarian/Asst. Librarian Relevant Department

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| **DATE** | **BOOK NAME** | **ACC. NUMBER** | **RETURN DATE** | **SIGNATURE****Lecture/Member/staff**  | **SIGNATURE** |
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Date of Issue: 08/12/2007 Date of Revision: 12/12/2018 Revision No: 01



**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 membership fees are:

* Students – Rs. 2,500/-
* Lecturers and Members – Rs: 2,500/=

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**

1. In the event of loss or damage of any borrowed books, the borrower

should notify in writing to the librarian, of such happenings.

1. The borrower can either replace the identical book that is lost/damaged,

 or pay the full cost of such book, to the library.

1. 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 – 5.30 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.

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