



**Indian Council of World Affairs Library**  
 Sapru House, Barakhamba Road,  
 New Delhi – 110 001  
 EPBAX – 23317246-49 (Extn-432), Tel/Fax:23359159  
 Email ID: librarian@icwa.in

**Application Form for New/ Renewal of Library Membership**

Please tick ✓ any one of the following:- I) Category:- <input type="checkbox"/> PG Student <input type="checkbox"/> M. P./ Legislator <input type="checkbox"/> ICWA Personnel <input type="checkbox"/> Govt. officials <input type="checkbox"/> Research Scholar <input type="checkbox"/> I.F.S./ A.I.D. Member <input type="checkbox"/> Others	Please affix recent photograph
<input type="checkbox"/> Rs.500/- Membership Charges <input type="checkbox"/> Rs.2800/- as Security Deposit (Refundable)                      Total Charges:-.....	

Name: .....Date of Birth: .....

Profession/ Occupation: .....

Academic Qualification: .....

Area of Study: .....

Institution/Organization/Department: .....

Mobile No: .....Email ID: .....

Current Residential Address (with proof):- .....

.....

Adhar Card Details:-

.....

**For Renewal:-**My old card having Membership ID No.....Valid up-to..... Is enclosed

**Signature of Applicant:** .....Date.....**Librarian**.....

Received Smart Card with ID No.....Valid up-to.....

Signature of Applicant: .....

**(For office use only)**

Received an amount of Rs. .... towards Library charges.

Receipt No.....Book No.....Date.....

**Signature:** .....

### **Guidelines for Members**

1. **Silence and Conduct:** Maintain silence at all times. Discussions, conversations, and noisy activities are prohibited.
2. **Food and Beverages:** Only water is permitted in the library. All other beverages and food items must be left outside the library.
3. **Resting and Sleeping:** Sleeping or resting in the library is not allowed.
4. **Cell Phone Use:** The use of cell phones inside the library is prohibited. Your devices should be kept on silent mode.
5. **Personal Items:** Items such as sticks, umbrellas, briefcases, boxes, and other similar articles are not permitted inside the library.
6. **Security of Belongings:** Do not leave personal items unattended. The library is not responsible for any loss or theft of belongings.
7. **Handling Library Materials:** Treat all library documents with care. Do not mark, underline, write on, or tear pages. Any damage to materials will invite disciplinary action/penalty.
8. **ID Scanning:** Every member must scan their ID card upon entering and exiting the library to ensure proper record-keeping and security.
9. **Cyber Library Use:** The cyber library facilities are designated for academic and research purposes only. General browsing is prohibited.
10. **Media and Games:** Watching movies etc. or playing video games on library premises, including on personal devices, is not allowed.
11. **Disciplinary Actions:** Library membership may be suspended or cancelled at the discretion of the ICWA authorities.
12. **Membership Fee Revision:** In case of a revision to the library membership fee, existing memberships, regardless of the renewal date, will stand cancelled without a refund, except for the security deposit. To continue membership, individuals will need to enroll anew with the revised fee.
13. **Rs. 200/** will be charged for loss of membership card.
14. **Violation Consequences:** Any violation of these guidelines may result in suspension or termination of library membership.

I have read the guidelines and shall abide the same.

Signature of Member