
IHS Library Tariff

Membership

Eligibility, Terms & Privileges	Period / Unit	Fee (INR)
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Personal Membership of Library

Any individual with two valid identifications one of which should be a photo id. Library access privilege is non transferable.	Annual	1,000
	Monthly	300
	Day	100

Institutional Membership of Library

An unit of any organisation, institution, corporation. Membership request should be signed by head of the unit or such other authorised correspondent. Two cards are issued to the Institution. Library access privilege is transferable among the institutions employees. Persons wanting to access the library using Institutional membership should present the membership card and a valid identity card issued by their institution.	Annual	5,000
	Monthly	2,000

Services

Photocopying up to 20 pages on A4 paper	Per Page	2
Photocopying of 20-50 pages on A4 paper	Per Page	2.5
Photocopying of 51 + pages on A4 paper	Per Page	3

Additional charges may apply for copying on to un size papers

Rules:

1. Working Hours: Monday to Saturday 9 am to 7 pm.
2. Photo Id such as the IHS Id card required for access to library services.
3. Reference books are not issued outside of the IHS premises and can not be photocopied.
4. Issuable books will be issued against caution money deposit 1.5 times cost of the book or as fixed by librarian. Full time employees after the provisional period and before beginning of separation process are exempt from caution money deposit.
5. Issued books should be returned within the time set by the librarian or five days which ever is less. Delayed return would attract charges @ Rs. 5/- per day per item and may be a ground for loss or suspension of library privilege.
6. Tampering of library materials will attract appropriate punitive charge and may be ground for loss or suspension of library privilege.
7. Limit oral communications in library to enquiries with library personnel. Talking and discussion
8. The Librarian may levy token or punitive charges for violation of library code of conduct.