Indian Council of World Affairs
The Sapru House 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 category:

S. No.	Category	Annual Charges	Security (Refundable)	
1.	Borrowing	Rs. 4,000.00	Rs. 2,800.00	Please affix recent photograph
2.	Borrowing-Student	Rs. 500.00	Rs. 2,800.00	
3.	Consultation	Rs. 6,000.00		
4.	ICWA/MEA Officials	NIL		
5.	Referral	Rs. 200.00 per week		
6 (a)	Others	Rs. 4,000.00	Rs. 2,800.00	
(b)	General	Rs. 7,000.00		

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

Profession/ Occupation: .....

Academic Qualification: .....

Area of Study: .....

Institution/Organization/Department (Currently Affiliated with or Attended Previously) .....

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

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

..... Permanent Address.....

Adhar Card Details:-..... □**For Renewal:-**Membership ID No.....Valid up-to.....

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: .....

Application Approved/ unapproved .....

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