

Library membership:

The library Membership is open to the Fellows, Visiting Fellows, Associates and Staff of the Institute. Besides, we may also extend the limited facility to external members and walk-in users. Broadly, the Library membership can be categorized in to following:

1. **Individual member:** Fellows, Associates and Staff associated with the Institute
 2. **External Member:** Individual working in Government R&D, Training centers etc.
 3. **Walk-in Users:** Retired government Employees, Independent researchers etc
1. **Individual Member:** The borrowing privileges and membership fee under this is as under:

Sr. No	Category	Borrowing privileges	Annual members Fee
(i)	Fellows	30	Nil
(ii)	Editorial Board Members: Residing in Shimla	5	Nil
(iii)	Associates	4	Nil
(iv)	Former Fellows who have submitted manuscript and are permanently residents in Shimla	2	Rs. 500/- (Non Refundable)
(v)	Former Fellows who have submitted manuscript and are residing outside Shimla	0	Rs. 500- (Non-Refundable)
(vi)	Guest Scholars	2	Nil
(vii)	Visiting Professors	2	Nil
(viii)	Visiting Scholars	2	Nil
(ix)	Staff	2	Nil

- *Seminar participants will be provided photocopy service facility on payment.*

2. External membership:

External Membership is for those who are not affiliated with the Institute but wish to refer the library resources for their research work. Since the Library has limited sitting capacity, the external membership facility can be extended and confined to only 25 people in a year. *(Under annual membership category).*

The academicians working and engaged in research work at Centre, State Government, R & D, Training centers and academic Institutes working in the state of Himachal Pradesh are eligible to apply for external membership of the Library. Such members are not entitled for issuing any book from the library.

Valid ID and residential address proof is required to be submitted with application. The applicant must provide a letter of recommendation from concerned Head of Department / Principal of College and a residential address proof.

The Membership does not include the facility of photocopy, borrowing privileges and remote access to the online journal collection. They can refer and consult the library resources, use internet facility and access to electronic resources. The membership fee under this category is as under:

Category	Period	Membership Fee in Rs.
External Membership:		
1.1 HP University <i>(Faculty only)</i>	Annual	1000/-
1.2 Short duration (Week)	1-7 Days	200/-
1.3 Fortnight	8-15 Days	500/-
1.4 One Month	16-30 days	1000/-
1.5 Annual	More than 30 days	2500/-

* *The external membership facility to 25 users shall be applicable under rule 1.5 only. It excludes the membership category listed under rule 1.1 to 1.4.*

3 Walk-in users: Walk-in access services are meant for non-library members to access the electronic resources of the Library where the license for an electronic resource permits such access. It excludes access elsewhere on campus, or off campus. The users will be given maximum two hours slots in one day for access to e-resources. The library will not charge any fee for this service. The membership will be available subject to the availability of seat and computers.**Library Timings:** The library remains open on all the working days, Saturday and Sunday, except the gazetted holidays. The library timings changes in winter when Fellows go for field study in winter. The library timings are :

Library opening hours : March to 15 th December	
Monday to Friday	8 AM to 7 PM
Saturday and Sunday	9 AM to 7PM
Library opening hours : 15 th December to 28 th February	
Monday to Friday	9AM to 5.30 PM
Saturday and Sunday	closed

4

General Rules :

1. The validity period of library membership to the Fellows will be initially for one year from the date of joining, It will further be extended for another year.
2. Only bonafide members are allowed to use the Library. Members must always carry their ID cards while visiting the Library.
3. No personal books/reading material/printed material will be allowed in the Library.
4. Walk-in users are entitled only to consult in the Library and will not be given borrowing facilities.
5. Walk-in users, visitors and members of other institutions may be granted reading and reference privileges at the discretion of the Director /

Secretary/ Librarian. Such users must seek permission in writing for using the privileges.

6. The Individual members must obtain "No Dues Certificate" from the Librarian before relinquishing membership or leaving the Institute due to completion of Fellowship, resignation, retirement, transfer, deputation, etc. It is a must for settling the dues with the Accounts Division
7. Any violation of rule(s) may lead to cancellation/suspension of membership.

(Librarian)