

SCILET

Study Centre for Indian Literature in English and Translation The American College, Madurai- 625 002

Application for use of the Library

Registration Number

(For Office Use Only)

--	--	--	--

Name of the Applicant (In BLOCK LETTERS) Mr./Ms. _____

Name of the degree pursuing, if any _____

If so, specify under which university
or college with address _____

If the applicant is employed,
please furnish details:

Position: _____

Name and address of the institution: _____

Specific author, subject or subjects in
Indian Literature/Commonwealth/Others
on which the applicant wishes to focus _____

Current residence address of the applicant
in BLOCK CAPTIALS
(where mail will always reach now) _____

State: _____ PINCODE

--	--	--	--	--	--

Phone Number with STD Code _____

Mobile _____

E-mail _____

Permanent residence address of the applicant
in BLOCK CAPTIALS _____

State: _____ PINCODE

--	--	--	--	--	--

Phone Number with STD Code _____

E-mail _____

This application must be accompanied by the annual membership fee of **Rs.500/- (Rupees Five Hundred)** to be paid in cash by person, by Money Order or by Demand Draft drawn in favour of "**Study Centre, Library Users Account**", sent to **The Librarian / SCILET, The American College, Post Box. 63, Madurai 625 002.**

Signature of the Applicant

--

Date _____

SCILET, AMERICAN COLLEGE, MADURAI

LIBRARY USER'S PERSONAL UNDERTAKING: PLEASE READ AND COMPLETE CAREFULLY

(This form should be submitted in person or by mail before any requests for services are made)

I have read the Rules and Regulations of the SCILET library and understand that my ability to continue using the SCILET library depends on my absolute compliance with each of these Rules and Regulations. I wish to state that I will strictly abide by them.

I also state that I will settle immediately whatever amount is incurred by SCILET as costs for all facilities used on an in-house basis. For Distance User's services, I will settle all charges within twenty days from date of receipt of materials.

I am aware that my membership will be confirmed and that library services will begin only after I return this form to the library with both the Referees' signatures, and all the details asked for.

I wish to enroll as a member in the SCILET Library for Ph.D / M.Phil / M.A./ Reference Work: _____

My area of research is _____ Literature. I am working on the following author/s and work/s

And on the topic _____

Name: _____ **Signature of the Library User:** _____

Dated: _____ Membership Number: _____ (To be filled by Office)

Referee I: Research Guide

Name:

Designation:

Institution:

Residence Address:

Phone No: Res.....

Off.....

Mobile:.....

E-Mail:.....

Signature:.....

Seal:

Referee II: Financial Guarantor

Name:

Designation:

Relationship
with the Member:

Office:

Residence Address:

Phone No: Res.....

Off.....

Mobile:.....

E-Mail:.....

Signature:.....

Seal:

SCILET is a Research Library. To help make your research successful, we have acquired one of our country's largest collections of Indian Literature in English and Translation. But it is difficult to keep this collection safe and in good condition. To protect our books and journals, so that you and others can continue to enjoy them, we require all our library members to follow strictly and unconditionally the Rules and Regulations, which are given here. These are subject to change without any advance notification.

Please note that the Rules and Regulation given here are specific to Distance Users Services. If a member visits the SCILET library he/she is requested to get the Rules and Regulation pertaining to use of the library in person.

The library is kept open from 9.00 A.M. to 05.00 P.M. weekdays and 9.00 A.M. to 01.00 P.M. on Saturdays. Sundays it is closed. Weekdays, the library will be closed from 1.20 P.M. to 2.00 P.M. for Lunch.

Filling up the Membership Forms:

You will need to fill up the basic membership form and the Personal Undertaking Form to enroll in the library. In the Personal Undertaking Form, details of your research author/s, their work/s and your research topic have to be filled up. The details asked under **Referee I** column should be filled up by your Research Guide. **Referee II** column could be filled either by a colleague or Head of the Institution or a family member. The membership will be given and services will start only after the completed Membership Form and the Personal Undertaking Form are returned to the library.

Checklist

The Member can request a checklist on author/s or title/s (ex. checklist on "R.K. Narayan" or on the title "The Guide"). We cannot provide **subject wise** checklists like "Social Milieu in the Novels of R.K. Narayan". The Member should request the checklist accordingly and in relation to his/her research topic as given in his/her Personal Undertaking Form. Under no circumstance will a checklist be provided for an author or title outside the area of research as given at the time of becoming member.

Request for materials:

Members are requested to tick mark on the Checklist relevant articles that they need and send the same to us. If you prefer to retain the original checklist you can always send a photocopy of the checklist with the appropriate tick marks. There are no limits in marking the number of articles that you request. But the materials will be sent in batches. Users are also requested to check on the articles before they tick mark, as there might be duplication of entries due to publication of the same article in different books or journals. And in cases of larger entries (wherever several articles are listed in a single entry) it is advised to underline the particular article/s that the member needs.

Members are expected to give an appropriate advance payment initially for services requested. In case the cost of the materials exceeds the advance, the members are requested to settle the account within **TWENTY DAYS** of the date of the letter accompanying the material. Failure to do so will result in our writing a letter to your Guide/Institution Head/Financial Guarantor to recover the amount. Payment of the Advance amount, in respect of requests made, is a **MUST**. The amount will vary according to the services availed.

If the cost of the requests from a checklist exceeds the advance amount, members must send the remaining amount we stipulate within two months. Requests for materials not paid for within this period **will be discarded**.

Members are allowed to acquire materials only in the area of their research, as it is mentioned in the Membership Form/Personal Undertaking Form. Any changes in the area of research author/topic/work should be intimated promptly to the Librarian and supported by a letter from the user's Research Guide, before making further use of the SCILET facilities.

Please note that full books will not be photocopied. Also, in some cases photocopying services will not be available for the following: books that are in the Reference Section; books that are Closed Access; books and journals that are in damaged condition; and unpublished **Theses**.

Requests for materials will be processed according to the date they are received and on a first-come first-serve basis. The request will be processed at the earliest possibility but no set time frame can be given. We require a MINIMUM OF FOUR WEEKS for processing any request; a longer time may be required during the months of January, February and March, when there is a heavy pressure as we approach the end of the academic year.

When you visit the Library in person

Users are requested to obtain a copy of the Rules and Regulation pertaining to the use of the Library in person as soon as they visit SCILET.

Turnover.....

Users are not allowed to bring friends, companions or family members to SCILET or the College campus. Any such person accompanying the member should leave the campus immediately after the member arrives. The Users also are strictly prohibited from loitering in the corridor or the campus. The security personnel will evacuate from the campus any one, user or person accompanying the user, found on the campus, and the member stands the risk of his/her membership being cancelled.

Rules governing the use of materials

Please note that the Checklists and photocopied materials are meant exclusively for the user requesting them, for his or her own academic research purposes only. They are not transferable, and are not to be bound or kept in a department or a library. Use of this material for other than individual research purposes is strictly prohibited. These materials cannot and should not be given to other students or researchers. Any member indulging in such activities is subject to action as deemed fit by the Librarian / Director.

Basic Do's and Don'ts:

If your advance payment exceeds the cost of the materials you receive, please write a letter immediately to request the return of the unused portion of the advance. This **MUST** be done during the membership validity period.

If you do not hear from us within two months of sending a request please call us by phone or email us to confirm receipt of your request.

SCILET Membership entitles the members to make use of the Library **ONLY** for their own research purposes. Helping others to acquire materials is strictly prohibited. Doing so will be dealt with severely and will attract cancellation of membership.

When you correspond:

When you send a request always send a **LETTER** quoting your membership number and full mailing address including the pincode. Providing a Phone number, if possible, will be an added advantage as we send the materials through courier wherever service is available.

Change of address should be intimated immediately. Loss of delivery due to incorrect address, or any other reason which is not in SCILET's control, does not absolve the member from making payment for the charges incurred by the library in preparing the materials you have requested.

Mode of Payment:

Payment is to be made strictly through Money Order or Demand Draft. Neither Cheques nor at par cheques will be accepted.

Members are requested to go through our letter that will accompany the requested materials and strictly follow the instructions it contains.

Demand Drafts should be drawn in favour of "**Study Centre Library User's Account**" and made payable at "**Madurai.**" They should be sent to the address given below. Please do not send Demand Drafts without a letter informing the purpose of the DD.

Money Orders should be sent to the address given below. Members **MUST** write their Membership Number, their full mailing address, and the purpose for which the money is sent, in the given "**space for communication**" in the Money Order.

Contact Information:

Mail or Courier:

The Librarian
SCILET, The American College
P.O. Box 63 (Omit the P.O. Box number only whenever it is not accepted)
Madurai, T.N. 625 002

Phone: 0452- 2533609 (Members have to call between 2.00 PM to 5.00 P.M. for specific queries)

E-Mail: scilet@sancharnet.in or scilet@gmail.com ; Web: www.scilet.org