

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. In order to avail our library services fully well, the library members have to follow strictly and unconditionally the Rules and Regulations, which are given here. These are subject to change without any advance notification.

The library is kept open from 9.00 A.M. to 05.00 P.M. weekdays. Sundays and Government Holidays 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:

To enroll in the SCILET library, one has to fill up the basic Membership Form and the Personal Undertaking Form. (**Fee for membership: Rs. 750/- for Ph D; Rs.500/- for M. Phil. and Rs.300/- for B.A. and M.A students**). These two forms along with the Rules and Regulations can be obtained either in person or by sending an email request to scilet@gmail.com. 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 and his/her seal must be affixed in the appropriate place. **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.

Note for Ph. D. scholars: Ph. D. scholars, in addition to all the above, **MUST** submit a copy of the **Topic Approval Notification** obtained from the university concerned without which their registration to our SCILET library will not get confirmed.

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. Note once the checklist is generated for a user, he/she will not be allowed to make any change in the writer/title. Therefore members are advised to finalise the topic before starting to avail our library services.

Request for materials:

Members are requested to tick mark on the Checklist relevant articles that they need and return the same to us. If they prefer to retain the original checklist, they can take a photocopy of the same with the appropriate tick marks. We cannot promise that all that are tick-marked will be photocopied. We have our own policy on this, and at the same time we will try our best in providing ample material to the users. The materials, if they are huge, 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.

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 and dissertations.

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. Requests for materials not paid for within this period **will be discarded**. Payment of the Advance amount, in respect of requests made, is a **MUST**. The amount will vary according to the services availed.

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. **In this regard, the decision of the Librarian will be final.**

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.

Users are not allowed to bring friends, companions or family members to SCILET or the College campus. 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. After sending any post/courier, the users are advised to inform us by phone and make sure whether the material they sent us reached in tact or not.

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 or NEFT. Neither Cheques nor at par cheques will be accepted.

If the payment is made online, you can make use of the details of the **NEFT** given below:

Account name: "**SCILET - Library User's Account**" - Account Number: **496027186**; Bank Name: **Indian Bank**; Branch: **Tallakulam, Madurai 625 002, Tamilnadu**; IFSC code: **IDIB000T003**; CBS code: **00233**

While making NEFT payment, you are requested to send an email informing us of the Reference Number and the Date of Payment.

Demand Drafts should be drawn in favour of "**SCILET 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 covering letter.

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: (If courier, Professional Courier is preferable)

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@gmail.com ; Web: www.scilet.org