

Approved by EC on January 24, 2012

# Canadian Studies Library Membership and Usage Guidelines- India Office

## **Background**

Inaugurated in 1991, the Canadian Studies library (CSL), which is the main information resource centre of the Canadian publications in India, is located in the premises of the Shastri Indo-Canadian Institute, India Office, New Delhi. The financial support is generously provided by the International Academic Relations Division, Department of Foreign Affairs and International Trade, Canada.

## **Who can join or use the library?**

- Any scholar or student from central or state University/ Institution in India that has a Canadian Studies Center can join or use the library.
- The Universities/ Institutions that are members of SICI are eligible to use the services in the library.
- The state and central Universities/ Institutions that are interested to start a course in Canadian Studies in their respective Institutions can also join.
- The Universities/ Institutions that have shown interest in activities related to Canadian Studies, such as holding of a conference or workshop on Canadian Studies or plans to hold such events are also eligible. Previous events held under Canadian Studies Development Programme (CSDP), which are now known as Programme Development Grant, is also be taken into account to evaluate interest of the Institutions.
- Individuals who have done distinguished work on Canadian themes or have published/ presented a paper on Canada or a subject related to Canada at any conference or seminar is also eligible to join and use the library.
- Individuals from non- member institutions can also use the library on payment of yearly security deposit of Rs.2500/- for outstation and Rs.1500/- for Delhi/ NCR.

## **Facilities and Services offered by the library**

- Reference and Referral Services
- Circulation (issue, return of books)
- Document Delivery Services
- Photocopying Services
- Interlibrary Loan Services
- Loan from NLC, Canada
- Audio-Visual Services
- Individual Loan Service
- On-line Support

## **Loan/ Borrowing Facility**

- a) Teachers/Fellows- 6 Books for one month
- b) Students- 4 books for 15 days
- c) Institutional members- 8 books for 15 days
- d) Research Scholars- 6 books for one month

### **Conditions for borrowing or taking a book on Loan**

- The loan is not renewable ordinarily. In other words, a book once borrowed for a period of time, cannot be renewed.
- An overdue charge of Rs. 5/- per volume per day per book will be charged if the book is kept beyond permissible borrowing period . An additional fine will be levied @ Rs.10/- per book if the book is not returned even after two reminder.
- Reference, Textbooks, reports, thesis and rare books are placed in a restricted category and are not issued.
- A book cannot be borrowed for being taken outstation by a scholar from a non-member institution unless the security amount is deposited.
- If the borrower loses a book, he/ she will have to pay a fine equivalent to the cost of the book.