

Key Indicator – 4.2 Library as a Learning Resource

Metric No. 4.2.3 – Institution has subscription for e-sources and has membership / registration for the following



Any other relevant information

Copy of E-Sources Membership Card

Ajay Perumal
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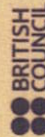
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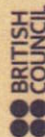
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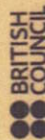
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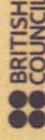
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Welcome to the British Council

We hope you'll enjoy being a member and exploring the many different things we have to offer. Please make sure that you bring this card with you every time you visit us. If for whatever reason your card is lost or stolen, make sure you report it to the British Council Customer Service team as soon as possible. Please note that this card is non-transferable.

Hope to see you often!

Indialibraries@britishcouncil.org
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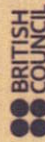
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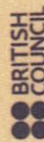
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INSTITUTIONAL MEMBERSHIP

Chennai

Date: 03/8/2019

Dear Sir/Madam,

Institutional Membership

We find from our records that your Institutional Membership (Membership No. IMA001799) due for renewal from **04 September 2019**. We trust you were able to make good use of the services offered by us. We, on our part, felt really glad to have you amongst our clients.

As an Institutional Member, your teachers enjoy easy access to our learning and development resources. Specific features included are:

- Best current collection of **British books & journals** – you can't get them anywhere else
- Access thousands of **books for children** – best sellers, classics, contemporary fiction, educational resources, illustrated editions, etc.
- Access to a range of widely acclaimed **movie DVDs and Shakespearean plays**
- Upgrade your skills with cutting edge **training materials**
- Key resources on management including **professional training DVDs** – simplify your training needs
- Meet key challenges by attending a popular series of **management workshops and video-screenings**
- Priority registration for our exclusive series of workshops
- Learn and teach English – access best of British books on speaking and writing skills
- Join us for **unique cultural programmes** – film screenings, musical performances, arts exhibitions and book launches

The enclosed document shows how the British Council has structured its resources and activities to meet your needs and to offer truly excellent service.

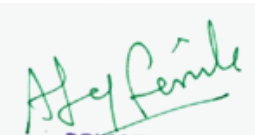
The normal renewal annual membership fee for all members of staff is INR 8500. Please feel free to contact me to discuss in detail.

Please feel free to contact me to register or to discuss our invitation in greater detail.

Best regards



Susan Chettri
Manager Operations, Library and Information Services
Email: susan.chettri@britishcouncil.org




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MANAGEMENT TRAINING, EDUCATION AND SKILLS DEVELOPMENT:

- **Training DVDs/CDs:** Your trainers and employees can use our training DVDs for their personal and professional development. Our CDs and DVDs cover a wide variety of skills including:
 - team work,
 - negotiation skills,
 - time management,
 - presentation skills,
 - marketing & sales,
 - customer service, telesales, telephones skills,
 - motivation and leadership,
 - effective delegation,
 - communication skills, etc. (You can see the list enclosed for more details.)
- **Training Manuals and Workbooks:** A collection of training manuals and reference workbooks are available in the library for use by institutional trainers and working professionals for self-development. As a supplementary material to training videos, you can use a wide range of such resources on topics like:
 - training games
 - stress management skills
 - understanding body language
 - mentoring
 - the performance coach
 - people development skills
 - emotional intelligence
 - skills of appraisals and performance review
 - maintaining disciplines and handling grievances
 - negotiation skills
 - team working skills
 - training for creative writing

You can use both, the manuals and the reference materials for your own learning and also for training your employees.

- **Series of Video Screenings on Management and Personal Development:** This year (2018-19), British Council will continue to provide learning opportunities through high quality video screenings on management and personal development, exclusively organized for Institutional members. Few upcoming programmes include:



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Positive Time Skills
Body Language at Work
Motivation and Delegation at the Workplace
The Unorganised Manager
Coaching for Results
Empowering the People
Leadership by Empowerment
Decision Making, Setting Goals and Plans

KNOWLEDGE AND INFORMATION: READING COLLECTION

British Council Library Institutional Membership will *also* offer you access to:

- **LEARN BUSINESS ENGLISH:** This broad collection has over 5,000 books, journals, CDs and online resources on English language and business communication skills for working professionals. Audio and video facilities and dedicated workstations with internet facilities to access resource materials are available for staff members interested in developing their English language and communication skills.

You will gain access to:

- **Books on writing, speaking and presentation skills** for better communication
- **Books on how to learn to write smart business correspondence** – you can access materials aimed at helping you reach your professional aspirations by developing your English skills.
- **Books on how to improve Grammar in the context of work** – you can access books and articles on how to become a better professional with the language you need for your workplace.
- **Books on job and career development skills** – you can access books that will also help you groom better for an interview, manage group discussions, write CVs and covering letters, etc.

Users can access 'British of British' books on English for International Education, IELTS, BEC, preparatory material on exams like CELTA, GRE and GMAT.

- **GENERAL BOOKS** on various disciplines such as
 - **Management:** A broad collection of books includes those on Marketing, Public Relations, Advertising, Sales, Economics, HR and Training, Personal Development, Entrepreneurship, Interviewing Skills etc.
 - **Literature:** Access a vast collection of books and British authors in Literature. You can choose from books on Introduction to British and Irish Literature, Anthology of English Literature, Post-Colonial Literature, Reforms and Cultural Revolution, Poetry and Prose of different centuries, Romanticism and Post-Romanticism and Creative Writing. Authors include Robert Browning, Rudyard Kipling, Emily Bronte, W.B. Yeats, P.B. Shelley, Wordsworth, Chaucer, S.T. Coleridge, John

Keats, T.S. Eliot and several others. The collection also includes books under fiction and non-fiction spanning across many British authors and publications.

- **Arts, Music & Design:** You can use an exquisite collection of books on digital photography and editing, stories of music – classic and contemporary, animation, filming, popular music, art of decoration, British textiles, contemporary design and art of paper crafts, Origami and ceramics.
- **Education and Society:** This includes a wide range of books on Sociology, Law, History and Political Science including volumes on Evolution of Man, social psychology, functional and human behaviour, media culture and society, globalization, gender and change, literary cultures in History, inspirations from the British Museum.

KNOWLEDGE AND INFORMATION: READING COLLECTION

- **CHILDREN'S BOOKS** for the children of employees
 - Users can access thousands of the UK's best books for children, between 5 – 14 years. Award-winning books, best sellers, classics, contemporary fiction, educational resources, illustrated editions and hundreds of interactive CDs are on hand in an environment that is comfortable and stimulating.
- **BRITISH JOURNALS AND NEWSPAPERS**
 - **Wide selection of British Periodicals / Newspapers** including BBC Good Food Magazine, Computer Active, Yoga Magazine, Guardian Weekly, New Statesman, All Out Cricket, BBC Music, Marie Claire, BBC Wildlife, Cosmopolitan, Lonely Planet, ELT Journal, English Teaching Professional, English Today, Health and Fitness Sports magazine, Nature, New Scientist, PC Advisor, Practical photography, Sight and Sound, Spectator, The Economist, The Sunday Times Travel, The Week, Times Literary Supplement, Wildlife, etc.
- **REFERENCE BOOKS**
 - British Council's reference section is where you can find, in one place, copies of your favourite language reference books, including dictionaries (Oxford, Webster), books of quotations, books of synonyms, thesaurus (Rogets), and linguistics.
- **REMOTE ACCESS TO ONLINE SERVICES** available at www.library.britishcouncil.org.in
 - This provides access to:
 - **books** – you can read the latest book reviews, find out about the latest additions to the collection, and browse the all India library collection;
 - **event listings** – you can find out all about our upcoming events for the year;
 - **search, renew and books online**
 - **real time updates** - check real time availability of books online



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ENTERTAINMENT AND EXTRACURRICULAR

- **Arts, Film Screenings and Cultural Programmes:** We make it our priority to inspire as well as engage with and entertain audiences by connecting them to UK creativity. You will be invited to British Plays, musical performances, book reading sessions, special film screenings, seminars and other unique cultural events.
- **Access to film DVDs** covering feature films, comedy, music, Shakespeare, thrillers, action, mystery, children films, etc. The library is home to a range of widely acclaimed DVDs, for example: Harry Potter, James Bond, Robin Hood, Charlie Chaplin, Mr Bean, Transformers, Beatles, Spice Girls, Fast and Furious, Jamaica Inn, The Bridge on river Kwai, Lawrence of Arabia, Ivanhoe, documentaries and many more.
- **Free Internet access** from library premises for academic and research purposes
- **Join the Reader's Group** and discuss what excited moved or annoyed you about a book. You may also find yourself reading books you wouldn't normally touch or recommending books that had an impact on you. Whatever book is chosen, there is always a lively discussion.

MEMBERSHIP OPTIONS

ACCESS 10	ENTITLEMENTS (BOOKS, JOURNALS, WORKSHOPS, TRAINING VIDEOS, FILM DVDS, FILM SCREENINGS AND CULTURAL PROGRAMMES)
1	10 membership cards
2	Any 30 documents Books, periodicals, movie DVDs (max 10) for three weeks
3	One management training video for three weeks
4	Library access for all members of staff
5	Books, periodicals, training DVDs can be reissued on the phone or e-mail for an additional equivalent period.

- The annual membership renewal fee is **INR 8500 (Eight thousand five hundred only)**
- Fee payment by an A/c Payee Cheque or Demand Draft in favour of 'British Council Division'

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