

## Procedures for submission of English Books

1. Details of Publisher / Distributor in **Form-A** and details of Books as per model form given in **Form-B** should be duly filled in Arial font size 12. (In case the same Publisher is offering Tamil / English books together, forms should be submitted separately for Tamil books and separately for English books)
2. Duly filled **Form-A** and Books List should be prepared in the format given in **Form-B** should be sent as MS-Excel Format to the email address [kclbookselection@gmail.com](mailto:kclbookselection@gmail.com).
3. Forms should be stamped and duly signed. Forms shall not be signed by anyone, other than the publisher or distributor or their authorized representatives.  
  
The original forms should be sent in person or by post to the Chief Librarian and Information Officer, Anna Centenary Library, Kotturpuram, Chennai – 600085 on or before **09.12.2022 at 5.00 pm**.
6. Submission of only one specimen copy per title is sufficient.
7. The price of the book should be printed on the book. If price of the book is rubber stamped or paper pasted, then the book will not be accepted.
8. Only latest Editions of the books shall be accepted and the **remainder titles** shall not strictly be accepted.
9. Defective, damaged titles shall be replaced at the cost of Publisher/Distributor.
10. The Book Selection Committee and the Director of Public Libraries have the right to select or reject any book.
11. Pin stabled bound books, xerox copies, books printed with long spaces, title page affixed books, edition year corrected books will not be considered.
12. Books printed on quality paper only will be considered for selection. Books printed on newsprint or substandard paper will be rejected.
13. All taxes, postage / freight charges or any other charges of delivery of books shall be borne by the publisher / distributor only.
14. Any discrepancy such as charging of higher price, the supply of old edition, the supply of cheap edition in place of the foreign edition etc. will not be considered for selection.
15. It is not practically possible to issue orders for all the books received for consideration. Book purchase orders will be issued only to publishers of books selected by the Book Selection Committee.

16. Copies of the books selected by the Selection Committee will be decided based on the available funds. The decision of the Director of Public Libraries in this regard is final.
17. Dispute, if any, shall be subject to the jurisdiction of the court at Chennai only.
18. The Director of Public Libraries has full right to make changes in the above terms and conditions.

For further details, you may contact to

**Chief Librarian and Information Officer,  
Anna Centenary Library,  
Kotturpuram,  
Chennai – 600085  
[kclbookselection@gmail.com](mailto:kclbookselection@gmail.com)  
044-22201033 / 044-22201011**

**Director of Public Libraries (F.A.C)**