

MAIL AND COLLECT



MAIL AND RETURN

We are still here for you.

MAIL AND COLLECT

OPTION 1

All you need to do - **1, 2, 3 Go!**

STEP 1 - Browse our [Online Library Catalogue](#)

STEP 2 - Choose the materials you would like to borrow

STEP 3 -Mail Library-Chennai@goethe.de with cc to CHE-Praktikant8@goethe.de mentioning your membership number

OPTION 2

Activate and use personalised **OPAC**([Link to Video Presentation](#))

We will sanitize and package the items for collection.

We will notify you when the requested material- depending on availability, can be picked up

You can collect the material at the security gate after signing the register as an appointment is mandatory to visit the library.

COLLECTION DAYS - Tuesday and Saturday: 11:00 am – 4:00 pm

'**Mail and Collect**' is offered to

-Current online course participants who have completed their Library Online Registration Procedure.

-Patrons with annual / 6 months library membership.

MAIL AND RETURN

You can return media issued to you

Mail Library-Chennai@goethe.de with cc to CHE-Praktikant8@goethe.de mentioning your membership number

Kindly ensure that the media is packed safely.

Return the materials* at the security gate and sign the register.

RETURN DAYS - Tuesday and Saturday: 9:00 am – 6:00 pm

***GENERAL SAFETY: All returned items will be quarantined for 72 hours and sanitised before reissue.**

ADDITIONAL INFORMATION

You can borrow up to 5 media with maximum 3 DaF materials and 3 DVDs.

The loan period is 3 weeks and can be extended online once.

You can use 'Mail and Return' service **to return the media on time.**

Kindly wear a mask when picking up/returning the media and follow all required precautions.