

RULES AND REGULATIONS

Library opening timings

- Monday to Fri. 8:00 AM to 8:00 PM (Issue/return of books from 8:30 am to 5:30pm)
- Saturday 8:00 AM to 8:00 PM (Issue/return of books from 8:30 AM to 1:30 PM)
- Sunday 8:00 AM to 8:00 PM (No issue/return of books)
- The TERI SAS Library shall remain open on all the days except list of holidays notified by the University (<http://www.terisas.ac.in/list-of-holidays>)

Loan period

Circulation Items	Faculty Members	Ph.D. Scholars	Master Students	Undergraduate Students
Textbooks	3 months (5 Books per borrower)	10 days (5 per borrower)	7 days (3 per borrower)	7 days (2 per borrower)
CDs	2 days (4 per borrower)	2 days (2 per borrower)	2 days (1 per borrower)	2 days (1 per borrower)
Loose Magazine	2 Days (2 per borrower)	Overnight (2 per borrower)	Overnight (2 per borrower)	Overnight (2 per borrower)

Documents issued overnight

- Reference books ((not available to borrow during examination period)
- Government documents
- Loose magazine issues (excluding the latest issue)

RULES AND REGULATIONS

Inter-library loan

- The University faculties / students can avail of the inter-library loan arrangement that TERI SAS library has with various libraries.
- The TERI SAS Library has Inter-library loan arrangement with important libraries in Delhi such as JNU, NCAER, Indian Statistical Institute, SPA, NPC, IIT Delhi, and National Science Library.
- For issuing/returning books from other libraries, Inter-library loan forms are available in the TU Library.
- The TERI SAS Library must be informed in writing about the books borrowed from other libraries.
- Books borrowed from other libraries must be returned within a week. No fresh loan forms will be issued unless any previous inter library loan account of the user has been settled.
- Fine is applicable from the due date given by the respective library. If this is not specified, fines will be applicable after 14 days from the date of issue of inter-library loan form by TERI SAS Library.
- Faculty and students are also encouraged to consult the above libraries as and when needed. A letter of introduction and request will be issued by the library for this purpose.

Clearance Certificate

- Required of faculty/student leaving TERI SAS or proceeding on long leave.
- Replacement cost is applicable for lost documents with latest price of the same.
- Photocopied documents are not acceptable as replacement for lost library journals/books if the original is available.
- For misplaced gratis publications which are unpriced, rate as approved from time to time is applicable.

Requests for new documents

- Requests for new books may be sent to the library with maximum ordering details available.
- Please allow 2 months if books are to be imported.
- Purchase of documents directly by individuals is discouraged.
- Duplicate copies, except textbooks, are usually not accepted for the collection.

Overdue and Fines

- Books may be reissued if not required by other users, at the Library Counter.
- Rs. 5/- per day for first 4 days. Rs. 10/- per day for next 10 days and thereafter Rs. 50/- a day.
- Subject to a maximum the cap of the fine at cost of book + 20%.
- Waiver of fines to be approved by the VC (Acting), and the Registrar.

Miscellaneous

- All Library documents are to be duly issued before taking them for your use.
- Two copies of all papers/reprints/publications of faculty / students are to be sent to the Library.
- Specific requests for downloading material for which costs are involved such as full text of journals and outputs from online/CD-ROM databases not available at TERI SAS Library, project code should be provided to debit such costs to the project.