



**SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**

# **RULES & REGULATIONS**

## **LIBRARY**





## SIAS- LIBRARY & INFORMATION CENTRE

Library is the soul of any academic institution. The Institute possesses an excellent Library and Information Centre. It has a collection of more than 10000 volumes and subscribes to more than 50 periodicals. SIAS- Library is totally digitalized with access to e-books, e-journals and a well-established Institute repository. The library has computerized its operations and services with standard software. Plagiarism software is also one of the attractions of the library. Access to e-resources has been provided by the Information and Library Network (INFLIBNET) Centre of UGC through National Library and Information Services Infrastructure for Scholarly Content (N-LIST) programme. The programme provides access to more than 6000 + e-journals and 3,00,000 + e-books. The Online Public Access Catalogue enables users to search the books with author, title, document type, subject & keywords. At the entrance, an impressive display board gives information about new arrivals in the library, current news, tit bits and the latest information. Library has access to Internet facility that encompasses a broad range of services to augment learning.

### LIBRARY RULES

1. All students and staff are members of the library.
2. The number of books issued to a Post Graduate student will not be more than five and to an Under Graduate more than three at a time.
3. General books are issued for a period of two weeks.
4. Members of the teaching staff may borrow up to ten books at a time and they have to return it within one month.
5. Reference books will not be issued.
6. A book may be reissued to the same user if there is no other applicant for it.
7. The Librarian can recall a book at any time.
8. A fine of Rs.1/- for general books will be levied per day if a book is retained beyond the permitted period.
9. Absence from the Institute will not be considered as an excuse for delay in returning the books.
10. Current periodicals will be issued for use in the library.



11. On no account shall a member spoil or disfigure a library book. If a book is lost, they shall pay three times the price of the book.
12. Students must return their “Reader’s Tickets” when leaving the Institute and should obtain “NO DUES CERTIFICATE”.
13. No issue, return and photocopy services will be provided after 4:45 pm.

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