



LIBRARY RULES



PGDM

(Banking and Financial Services)

2021-23



**National Institute of Bank Management
Pune, India**

LIBRARY RULES

With its unique collection of more than 69460+ Books and 130+ reputed international and national Journals (with 15615 + bound volumes) in various disciplines, NIBM Library is the centre of attraction for academics, researchers and the banking fraternity across the country. Though the library has been built up mainly to cater to the needs of the banking and financial sector, it is well equipped in subjects like Economics, General Management, Leadership, Behavioural Sciences, Quantitative Methods, Sociology, Agriculture, Rural Development, Microfinance etc. Apart from receiving important publications of various Indian Government agencies, NIBM library receives publications of international institutions like International Monetary Fund, World Bank and Central Banks of various countries, newsletters, house journals, economic bulletins issued by various Indian banks also. The library has a substantial collection of CD-ROMs, VCDs, audio tapes. These are available for reference purpose in the library. The Library also subscribes to various databases for which training programs are organized for students. NIBM Library is member of National Digital Library.

1. ADMISSION

- Students are entitled to use library during library hours.
- Keep your belongings on the shelves opposite to the counter.
- In case Personal books/already issued books from library are carried inside the library for study purpose then it should be disclosed at the counter by submitting the form with necessary details and the library staff member will check the books during entry and exit time.
- Entry in the register at the counter is compulsory both at entry and exit time.
- Please maintain silence in the library.
- Eatables/drinks are not allowed inside the library. A penalty of Rs. 500/- will be charged if found carrying eatables/drinks in the library.
- Smoking is strictly prohibited in and around library premises.
- Use of mobile phone in and around library premises is strictly prohibited
- Formal dress code is compulsory in the library.
- Please follow all Library Rules and co-operate with library staff.

2. LIBRARY HOLIDAYS

The library is open on all days except three national holidays viz. January 26, August 15, and October 2 and festive holidays like Holi, Gudi Padwa, International Labour Day, Ganesh Chaturthi, Dussehra and Diwali.

3. LIBRARY TIMINGS

Days	Reference Timing	Circulation Timing
Monday – Friday	9.00 am to 8.30 pm	9.00 am to 6.30 pm
Overnight Borrowing*		7.30 pm – 8.15 pm*
Saturday	9.00 am to 5.30 pm	9.00 am to 4.00 pm
Overnight Borrowing*		4.30 pm – 5.15 p*
Sunday & Holidays	9.00 am to 5.30 pm	No issue/return transactions of books except study room copies and return of books taken for Overnight borrowing on earlier day, if any.

* To be returned on next day by 2.00 p.m. – If fail, Rs. 20 will be charged per book per day

Note: No transactions of books for PGDM Students on Sundays and Holidays (Lunch break for library staff from 1.30 to 2.00 p.m. on Saturdays/Sundays/Holidays.)

4. BORROWING FACILITIES

- Students are responsible for any library material borrowed against their name. Sub-lending of documents is not permitted. All documents should be returned on or before due date. If book is taken with out issuing it properly at the circulation counter, then strict action will be taken.
- Students will be allowed 6 books for a period of 20 days. No loose issues of periodicals will be issued out.
- Books and other reading materials must be returned within the prescribed period.
- A book can be re-issued to the user (not more than twice), if there is no claim for it by other users. For re-issue, the book must be brought to the library physically.
- Reservation of books can be done by filling up the reservation-slips available at the counter. Reservation for a book is valid for 1 day after notification. After which, if not issued, the same goes to the next claimant or goes back to the shelf.
- A book can be called back at any time, if urgently required.
- Reference books and other notified materials as may be classified by the Librarian will not be issued out. These can be referred to within the library only.
- Students going on leave must return all the books outstanding in their names including group books.
- For summer internship, students may issue two books only after returning earlier borrowed books. These books have to be returned after summer internship immediately to avoid fine.
- In case of loss of books or any other library materials, the borrower will be required to replace the same with the latest edition or will have to pay the current procurement price of such books or materials as per library policy. **In case of book replacement (due to markings/damage) one month**

period will be given. But beyond one month of delay Rs. 600/- shall be charged per month. In case of out of print books, the borrower will be required to pay three times the original amount paid as per library policy.

- Students are requested not to write or make markings on the pages of books or other library materials. If found doing so, users will be required to pay the cost of the book as per library policy.
- The borrower should carefully examine the book for any missing pages, disfiguration, etc., before taking it and bring to the notice of the library immediately; otherwise he/she will be held responsible for such damages and the cost of the same will be recovered from the borrower.
- The library group consisting of two students may issue the books (1 copy) for full term and it will be the responsibility of the whole group. But only group leader (1st named person in the group) shall issue / return the books as per the requirement for whole group.
- Users of the library are not allowed to take inside the library, any bags (including handbags), books (other than notebook) or personal belongings. These things have to be deposited, at the owner's risk, at the entrance of the library.
- Students should carry their belongings especially laptops at the time of exit even for short duration. The library staff shall not be responsible for loss, if any.
- The library staff has the authority to check the users for verification of materials being taken out of the library premise.
- The students must wear their Identification (ID) cards in the library.
- The library reserves the right to ask any user to leave the premise for reasons of breach of conduct or indiscipline.
- Friends/acquaintances of students will not be allowed to use library.

Library Late Fee/ Fine

- The library will charge a fee for late return of books/ materials.
- For documents issued for overnight borrowing has to be returned next day by 2.00 p.m – If fail, Rs. 25 will be charged per book per day.
- Books - Rs. 6.00 per book per day. If book is not returned after the expiry of the second week from the due date, the Librarian will inform the same.
- Rs. 600/- fine will be charged to PG Students for violating any rule per incident.
- Students should clear the (library) fine before every trimester exam. Those who will not clear fine will not be allowed to appear for the exam.

Recovery of Late Fee

- Late-fee slips will be issued to students as and when it is due. Please pay late fee on time.
- The institute reserves the right to alter, amend or change any of the above rules and regulations as and when it is found necessary to do so.

5. Databases Subscribed by Library

- As of now, following databases are subscribed by the library.

Sr.No.	Database
1.	Ace Equity
2.	CMIE Prowess IQ
3.	CMIE Economic Outlook (IP) database
4.	EBSCO Business Source Complete Database
5.	EBSCO E-Book Collection
6.	EPWRF database
7.	IMF eLibrary (Free)
8.	JSTOR
9.	J-Gate Social & Humanities database
10.	National Digital Library (NDL) (Free)
11.	EIKON Including Datastream (Data terminals)
12.	ProQuest ABI/ Inform Complete
13.	HBS case Study database

6. LIBRARY SERVICES: LIBRARY PROVIDES FOLLOWING SERVICES TO USERS

- Daily News Alerts
- Resource Alerts
- New Arrivals – Books
- Books Display (Latest Books)
- Program Library
- Online databases
- Banker's Brief- A weekly on-line news and views digest containing abstracts of news items, articles, data etc. from newspapers/weeklies. It is available on subscription basis.
- Library Membership to outside users
- Reference service
- Bibliographical Services
- Inter-library loan service
- Training for using online databases.

7. FACILITIES

- Multimedia machines: Four machines in the library are kept for watching VCD / DVD collection and for accessing the online databases subscribed.
- OPAC (Online Public Access Catalogue) – The library database is made available for searching
- Wi-fi connectivity
- Photocopying services

Photo copying (other than books and copyrighted materials) facility is also available at the library on payment at the prevailing rates.

Xerox/Service Charges

1. Xerox charges Re 1/- per page
2. Bibliographical reference charges Rs 5/- per page

8. CONTACT DETAILS

Students can contact Incharge Library for any query by email.

Dr. Mrs. Bhakti R Gole

Incharge Library

National Institute of Bank Management

NIBM Post Office

Kondhwe Khurd

Pune 411048 INDIA

Email: gole@nibmindia.org

Phone: [020-26716306 \(Direct\)](tel:020-26716306) / [26716302 \(Library Counter\)](tel:020-26716302)