

# LIBRARY RULES



National Institute of  
Bank Management  
Pune, India

## LIBRARY RULES FOR PGDM STUDENTS

With its unique collection of more than 70350+ 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.
- Incase 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.600/- 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 TIMINGS**

<b>DAYS</b>	<b>TIMING</b>	<b>CIRCULATION TIMING</b>
Monday – Friday	9.00 am to 7.30 pm	9.15 am to 6.30 pm
<i>Overnight Borrowing*</i>	<i>6.30 pm – 7.15 pm*</i>	
Saturday	9.00 am to 5.30 pm	9.15 am to 4.00 pm
<i>Overnight Borrowing*</i>	<i>4.30 pm – 5.15 p*</i>	

\* To be returned on next working day by 2.00 p.m. – If fail, Rs. 25 will be charged per book per day

(Lunch break for library staff from 1.00 to 1.30 p.m. on Saturdays)

## **3. LIBRARY HOLIDAYS**

The library will be closed on all Sundays and NIBM 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 / three students may issue the books (1 copy) for full term and it will be the responsibility of the whole group. But only group leader (1<sup>st</sup> named person in the group) shall issue / return the books as per the requirement for whole group.
- Even if any library book is taken for reference / study purpose in the library only still user is advised to write his / her name, membership number and date on book card with remark LR (Library reading) and submit card to library staff at circulation counter. While leaving the library, user must return the book at the counter and inform the staff to cancel it as it was taken for LR. If book is not returned at counter then book will be kept outstanding against user name till it is found and returned at counter by the user.
- 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 AND E-JOURNALS SUBSCRIBED BY LIBRARY:

- The list of databases and e-journals subscribed by the library is shared on library website under E-resources. These resources can be searched, browsed and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited.
- Please be aware that systematic downloading will cause the publisher to block to the entire community of users from accessing these resources.
- Library will organize the training sessions for the users so that they can use these databases more effectively
- The users are expected to follow all instructions and use the library resources including the e-resources as per copyright / license terms and conditions. For more details user may contact librarian.

- Details such as user id and password should not be disclosed with any outside / unauthorized members.
- For any technical issue or information requirement, email may be sent to the librarian preferably with screen shot of error message if any.

### Permitted

- Viewing, downloading, copying, printing and saving a copy of search results for personal and educational use only
- Viewing, downloading, copying, printing and saving individual articles for personal and educational use only
- Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes
- Sending a copy of an article to another authorized user (i.e. current faculty, students or staff)

### Not Permitted

- Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted
- Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources is not permitted
- Using e-resources for commercial gain is not permitted (i.e. reselling, redistributing or republishing licensed content)
- Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards) is not permitted
- Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article which will allow only authorized users access)

### **LIBRARY SERVICES: LIBRARY PROVIDES FOLLOWING SERVICES TO USERS**

- |                                |                                       |
|--------------------------------|---------------------------------------|
| • Daily News Alerts            | • Program Library                     |
| • Resource Alerts              | • Online databases                    |
| • New Arrivals – Books         | • Library Membership to outside users |
| • Books Display (Latest Books) |                                       |

- Reference service
- Bibliographical Services
- Inter-library loan service
- Training for using online databases.

## **6. 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***

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|--------------------------------------|--------------------|
| 1. Xerox charges                     | Re 1.50/- per page |
| 2. Bibliographical reference charges | Rs 6/- per page    |

## **7. 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](mailto:gole@nibmindia.org)

Phone: 020-26716306 (Direct) / 26716302 (Library Counter)

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