

## Mode of Access

Online access to the holdings of the LIBA library is available through OPAC (Online Public Access Catalogue), which allows searches with keywords, or through several access points such as the author, title, subject, call no. etc. Our user- friendly OPAC enables searches to be conducted with ease and speed.



Members can access online information resources free of charge. They can access them from their residences with the assistance of the library staff. The following are the online databases:

### EBSCO

*Business Source Complete* is the world's definitive scholarly business database, providing the leading collection of bibliographic and full text content. As part of the comprehensive coverage offered by this database, indexing and abstracts for the most important scholarly business journals back as far as 1886 are included. In addition, searchable cited references are provided for more than 1,300 journals.

### J-Gate Social and Management Sciences (JSMS)

J-Gate is an electronic gateway to global e-journal literature. It provides seamless access to millions of journal articles available online offered by 13,362 Publishers. It presently has a massive database of journal literature, indexed from 45,516 e-journals with links to full text at publisher sites. A comprehensive searchable database with 48,742,428 articles, with 10,000+ articles added every day.

## PROWESS

Prowess is a database of the financial performance of 35000 Indian companies. The database covers listed and unlisted companies. For listed companies, the database includes data sourced from the stock exchanges. It contains time-series data from 1998-99 and is updated continuously.

### Industry Outlook

Industry Analysis Service, a powerful package which represents reliable, regular and comprehensive analysis of a wide range of sectors of Indian Industry. This service covers around 200 industries.

### Book Bank scheme for needy students

LIBA Library offers the book bank facility for the benefit of the students of professional courses, who cannot afford to buy expensive books. A special assistance is given to such students to borrow most recent titles in core subjects on first-come-first served basis.

### Photocopying

At the library you can photocopy materials for your personal, academic and professional use, subject to copyright restrictions, at Re 1/- per exposure. Payment must be made directly to the service provider.

### Suggestions and comments

Members are welcome to offer suggestions for new books in the library. We also encourage you to give us feedback on our services.

We want you to enjoy the use of the LIBA Library, but it must never be forgotten that we are temporary custodians for the generations of collectors to come. It is our responsibility to help preserve the contents of this valuable research facility. Your help and co-operation is much appreciated.

**Best wishes for optimal use of the services and the resources !**

**Surya H Chandavarkar**  
Librarian

**Timings :** Monday – Friday : 7:30 am to 10:00 pm  
Saturday : 7:30 am to 9:00 pm  
Sunday : 9:30 am to 5:30 pm



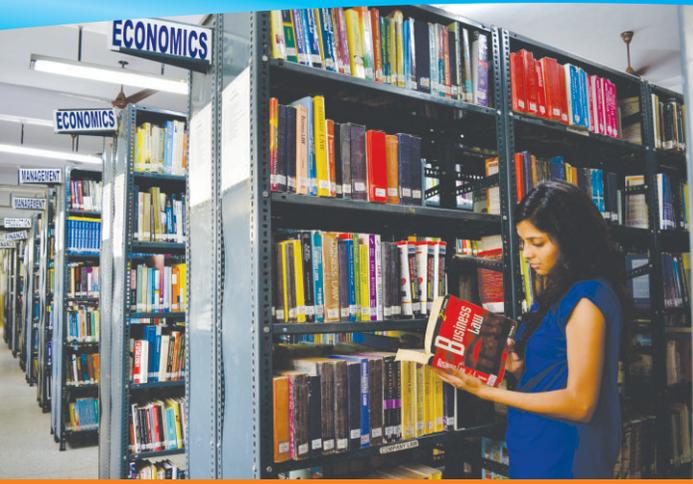
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# LIBA

LOYOLA INSTITUTE OF BUSINESS ADMINISTRATION  
LOYOLA COLLEGE, CHENNAI





## KNOW YOUR LIBRARY

Dear Member,

Welcome to the LIBA Library, Chennai.

This brochure is designed to be a handy reference to you as a prospective member of our library. In this brochure we strive to highlight the facilities and resources in our library, and our continuous commitment to provide you with the most contemporary information, which will be necessary and useful to groom yourselves to face the challenges of the global economy.

### Genesis and Growth

Established in 1979, this business school library has grown rapidly to become the hub of all its activities.

With its stock of a large number of titles, priceless, contemporary books on management, authored by doyens in the field among them, significant periodicals from the best business schools in the country and overseas, e-learning resources and outstanding case studies, the library has become one of the best of its kind in the country.

The tranquil ambience, provided by the air-conditioned workspace and comfortable facilities to work with one's laptop, besides the support of consultants, has made the library the haunt of scholars all the time it is open.

### Location and Holding

The library is accommodated in the ground floor of the LIBA Extension Centre. It has two apartments: the reading hall with stacks of books and journals, with arrangements for overnight check out, and systems to access databases; general books, project reports, bound volumes of journals and other reading materials are available in the stack-cum reading hall.

The library provides comprehensive services tailored to meet specific needs of faculty, scholars, students, alumni and also external users from industry. In addition to these, Internet Directory to facilitate browsing is available. Its holding comprises of over 30,000 volumes, about a hundred periodicals in print, 10,000 International journals in electronic format, over 1000 CDs and a large number of Indian newspapers, most of them providing current business news.

### Rules and regulations

1. Users of the library will co-operate by maintaining silence in the library premises.
2. Kindly carry your membership card to be produced, if required by the library staff.
3. Scrutinize materials borrowed from the library at the time of check-out, for any damages.
4. Users are responsible for safe-keeping of materials borrowed, and they will be required to pay for any damages caused to them, or to replace lost materials/books.
5. Materials and titles borrowed from the library must be returned on or before the due date stamped on the issue label. Overdue charges of Rs.2/- per day for the first five days of delay, and Rs.10/-per day thereafter, will be collected.
6. Books from the Reference shelf will be issued for overnight use from 6 pm to 9:30 am the next day. An overdue charge of Rs 50/- per hour of delay will be collected.

7. Most recent issues of Journals / Magazines kept on the display rack can be used in the library reading hall. Back numbers of the same can be checked out for two days at a time. Delayed return of the same will entail collection of overdue charges of Rs 2/- per day for first five days, and Rs 10/- per day thereafter.
8. Frequent default of delayed return of borrowed books and materials will entail forfeiture of library facilities.

### Extension of due date

You may extend the duration of borrowal time over phone.

You may do so any number of times, subject to the condition that the book/material pending return is either not in demand or not reserved by any other person. This will entail no fine.

Renewal of books may be made over phone by mentioning the bar/batch code number. A fresh date of return will be provided at the time of renewal.

### Reserving a book

You may reserve the books displayed on the "New Arrivals" stand or reserve online those already in circulation. If books are in circulation, you will be informed as soon as they are returned to the library.

### Display of New books

New books are displayed periodically in the library and they are available for borrowing after the completion of the period of display, which is, generally, three days.

### Access to Books of other libraries

Members have access to books and services of other libraries. As LIBA is an institutional member of the British Council and AIRC libraries, members have access to those resources and services. For details, please contact the Librarian-in-charge.