

State Bank of Pakistan

Karachi

Library Rules

(As per Manual of Office Procedure for Central Directorate-Appendix-C)

Note: The text shown as underlined are the additions recently made in order to regulate the membership facility offered to outsiders.

- (i) “The employees/retired employees of the Bank and the outsiders including universities’/colleges’ students, academicians, bankers, lawyers, business men, journalist, retired employees, etc. will be issued book(s) after they become members of the Library on their applying for membership on the prescribed form. The employees in the service of the bank shall apply on form No. CD-46, the retired employees on form No CD-46 and the outsiders on Form No.CD-46-B. After becoming members of the library they will be issued borrower’s card on the forms prescribed for the purpose. Members shall be required to present their Borrower’s Cards at the counter of the Library at the time of borrowing or returning the book(s). If a book is not returned within the prescribed period, or if the book is lost or subjected to irreparable damage, fine / replacement cost of the book at the rate prescribed in the Rules of Library will be recovered from the defaulting members. The Rules are given in “ Appendix-C “.
- (ii) The Library Rules given in Appendix `C` are as under -
 - (A) The in-service and retired employees of the Bank and outsiders can become members of the Library. They will be provided with borrowers’ card after applying for the membership in the prescribed form. The membership to the retired employees shall be granted on their furnishing two personal sureties of Bank employees having at least five years permanent service in the Bank. In the event of resignation, retirement, termination, removal, dismissal or death of the “Surety” they will be required to furnish another valid surety immediately, failing which their membership shall stand cancelled. The outsiders applying for membership shall provide surety of departmental head / principal officer of the institution where they are working or studying. The outsiders desirous for membership but not studying in any institution or not working or retired, may also become member if they provide surety from the institution where they were previously studying or working, or on surety of a SBP employee. They will be issued Library Cards only after the verification and undertaking from their Guarantors. The surety will be valid till such time the Guarantor holds that post in the institution. In the event of resignation, retirement, termination, removal, dismissal or death of the “Surety” the members will be required to furnish another valid surety immediately, failing which their membership shall stand cancelled.
 - (B) The card will be kept by the member, who will present it at the Library counter whenever he borrows or returns a book.
 - (C) The entries in the borrower’s card will be made by the Library Staff.
 - (D) The members will be issued books at the following scales:-

- (i) The bank employees (in-service & retired) may borrow as many books as they need at a time.
 - (ii) The outsider members will be allowed to borrow three books at a time.
- (E)
- (i) The books will be issued to bank employees (both in-service & retired) for a period of thirty days.
 - (ii) The period of loan for the outsider members will be 30 days. However, the books issued to the outsiders can be called back in case these are immediately required by any bank employee.
- The books may be renewed for another term provided there is no demand from other members.
- (F) The books will be issued during officer hours.
- (G) Books issued can be called back in case of official need.
- (H) Rare Books, Reference Books, United Nations' Publications, Government Publications and Periodicals will not be issued in any case.
- (I) The members will not be allowed to lend the books issued on their cards to others.
- (J) At the time of stock taking, the members will return all the books issued on their cards, and no book will be issued till the stock taking is over.
- (K) In all cases when employees leave the Bank's service, they will return the borrower's card otherwise the clearance certificate will not be issued to them. In case of the transfer of an employee from the Central Directorate or Karachi Office to any other office, he will be required to collect a clearance certificate from the Library. In the event of permanent shifting of the retired employee out of Karachi or his death the retired employee or his surety will surrender the borrower's card alongwith the book(s), if any, outstanding thereon to the Library. The outsider (in case of employee of an institution) will have to surrender his library card alongwith books issued thereon in case of his own transfer, retirement, resignation, dismissal from service and obtain clearance from the Library. In case of student members, they will have to surrender the library cards and books issued thereon when their academic session is over, and must have to obtain clearance before issuance of admit card / roll number slip or award of degree / certificate.
- (L) A fine @ Re 1/- per day per book be imposed for not returning the book(s) within the prescribed time and the same will be recovered from the salaries of the members who are employed in the Bank. In no case the amount of fine shall exceed the replacement cost of the book(s). In the case of retired employees and outsiders, the fine will be recovered at the library counter and in case of their failure to pay the fine the same shall be recovered from the salary of their sureties for retired employees. For the outsiders, their respective Guarantors shall be approached who will be responsible to pay the fines imposed.
- (M) The members will return their cards, when completely filled-in to the Library for issue of fresh one.

- (N) In case of loss of the Library card the member will immediately notify the same to the Chief Librarian and can get a fresh card issued on request. A penalty of Rs.50/- will be payable on loss of the Library card.
- (O) (i) In case of irreparable damage to the book or its loss, the replacement cost, as the competent authority may fix, shall be recovered from the salary of the borrower. In case of failure on the part of retired employee and outsider members to pay such replacement cost, the same will be recovered from their surety / sureties.
- (ii) In para (i) above, the word loss shall be taken to mean: (a) the loss of the book as declared by the borrower himself, or (b) a borrower's inordinate delay in returning the book; provided that in the case of inordinate delay in returning the book, the Librarian shall issue a final notice stating that if the book is not returned immediately, the same may be presumed to have been lost by the borrower and action to charge replacement cost shall be taken.
- (P) Smoking in the library premises will not be allowed.
- (Q) The persons desirous to study in the Library will not be allowed to bring in their personal books etc.
- (R) Silence will be observed in the Library premises.