

STATE BANK OF PAKISTAN

Library Handbook

A Guide for Doing Effective Library Research

Initial Draft

5/31/2011

This handbook is intended to make the SBP Library user better acquainted with its personnel, facilities, resources, services, and policies and to serve as a guide for conducting effective library research.

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Part-A

Chapter 1

Introduction to SBP Library

Established in 1949, SBP Library is ranked amongst the best libraries of Pakistan in terms of size and quality of collections, range of services and facilities for the patrons. Besides providing knowledge support to various functions of SBP, it also caters to the information and research requirements of the banking and business community in Pakistan. It serves over 5000 registered members representing SBP, commercial banks, public and private firms, insurance companies, brokerage houses, media, and numerous business schools.

At the time of its inception, the Library was housed at the old Victorian-Styled State Bank of Pakistan Building (presently Supreme Court Registry Office) situated opposite to Shaheen Complex at the crossing of I.I. Chundrigar Road (formerly Macleod Road) and M.R. Kayani Road. With the inauguration of new State Bank Building at I.I. Chundrigar Road in 1961, Library was shifted to its 5th floor and remained there until 1995 when due to space constraints it was moved to an adjacent building that was originally constructed for Imperial Reserve Bank of India. On 22nd November 2005, Library witnessed its third time shifting to the Bank Annexe specifically remodeled and renovated for the purpose of establishing a Learning Resource Centre (LRC). The ground and first floors of LRC building are presently occupied by the Library.

Library maintains a variety of information resources for its patrons including books, technical reports, journals, magazines, newspapers, CDs/DVDs, and online databases. Being the library of a central bank, the major focus of collection development remains on the subjects of economics, banking, finance, and commerce. However, literature on other auxiliary disciplines such as information technology, law, statistics, and management as well as on disciplines of general interest like philosophy, religion, politics, literature, history, and biographies, etc. is also adequately maintained.

Vision Statement

"To become the centre of intellectual enquiry for the whole banking community of Pakistan."

In this desired future, the Library ensures that its collections remain forward-looking, diverse in breadth and form, open to browsing, and of world-renowned quality. Through

promotion, the Library makes people aware of the resources available to them, and through innovation, it makes access to these resources easier. The Library's creation of an integrated, seamless web of information further streamlines access. To serve future users, the Library preserves information across all formats and ensures effective storage and delivery systems. The Library's physical and virtual spaces respond to the changing habits of its users to enrich the campus experience and to multiply the ways in which people can pursue inquiry. The Library's collaboration with expanding circles of partners yields unified access, broadening knowledge, and enhanced services. The Library continues to embrace change and align itself to thrive on diversity, to support professional growth and opportunity, and to reward flexibility and innovation.

Mission Statement

"To enrich the lives of Pakistani bankers by supporting their informational needs and intellectual pursuits through provision of high quality information resources and services."

To fulfill this mission, the library commits to:

1. acquire, organize and maintain appropriate information resources that adequately meet the research, learning, and general information needs of library members;
2. offer services those facilitate the use of the library and the pursuit of knowledge, provide appropriate and timely access to library's collections, and enable individuals to become independent learners;
3. develop and maintain facilities that are conducive to study and research, foster a sense of research community, and are sufficiently sized and equipped for the organization, storage and preservation of library collections.

Values

In all its interactions, the library is guided by these values:

Knowledge

- encourage the process of learning and the life of the mind
- celebrate truth seeking through discourse and investigation
- anticipate and contribute to scholarly inquiry
- promote the Library as both a real and virtual extended classroom
- embrace our role as collectors and custodians of the intellectual record

Service

- offer an environment that supports creativity, flexibility, and collaboration
- believe that each user of the Library is unique and important
- evolve to meet the changing needs of the Library and its users
- maintain a comfortable, welcoming and secure place for study, research, work, reflection and interaction

Quality

- commit ourselves to excellence
- seek out the best people and resources to accomplish our work

Introduction

- support individual growth and organizational development
- work diligently to exceed the expectations of those we serve

Integrity

- relate to each other with honesty and candor
- adhere to the principles of fairness, justice and equality in our work
- promote the highest standards of our profession, including open and equitable access to information
- demonstrate a strong work ethic, taking responsibility for our actions, keeping our word, and following through on our commitments

Respect

- treat everyone with equal consideration and courtesy
- encourage differences in perspective, opinions and ideas
- consider the needs of others
- provide an environment that is inclusive and diverse

Communication

- engage in open and honest communication at all levels
- recognize the importance of Library-wide participation
- reach out to all segments of our user communities
- share information and solicit opinions about decisions that affect the success of the Library

Administrative Structure

Since its inception, Library remained administratively associated with Research Department. However, as a result of restructuring and business process reengineering in SBP in 2005, it was placed under Corporate Services Department (CSD). A few months later, it became a division of Training & Development Department. Later, on 28th August 2008, Library emerged as a separate entity and placed in Monetary Policy and Research Cluster (MP&R) under the direct supervision of Chief Economic Adviser (MP).

Chief Librarian, being the Library Head, takes care of all operational and administrative affairs of the library. A Library Advisory Committee, headed by the Deputy Governor, looks after the policy issues, while all procurements are made with the approval of a five-member Books Selection Committee headed by Chief Economic Adviser (MP).

The entire business of the library is functionally divided into the following units:

1) Technical Services Unit

Deals with the procurement and technical processing (such as accessioning, classification, cataloguing, indexing, entering holdings' records into Library Information & Management System, bar coding, and labeling, etc.) of monographs & periodicals. It also manages the subscription of electronic resources and maintains audiovisual collection as well.

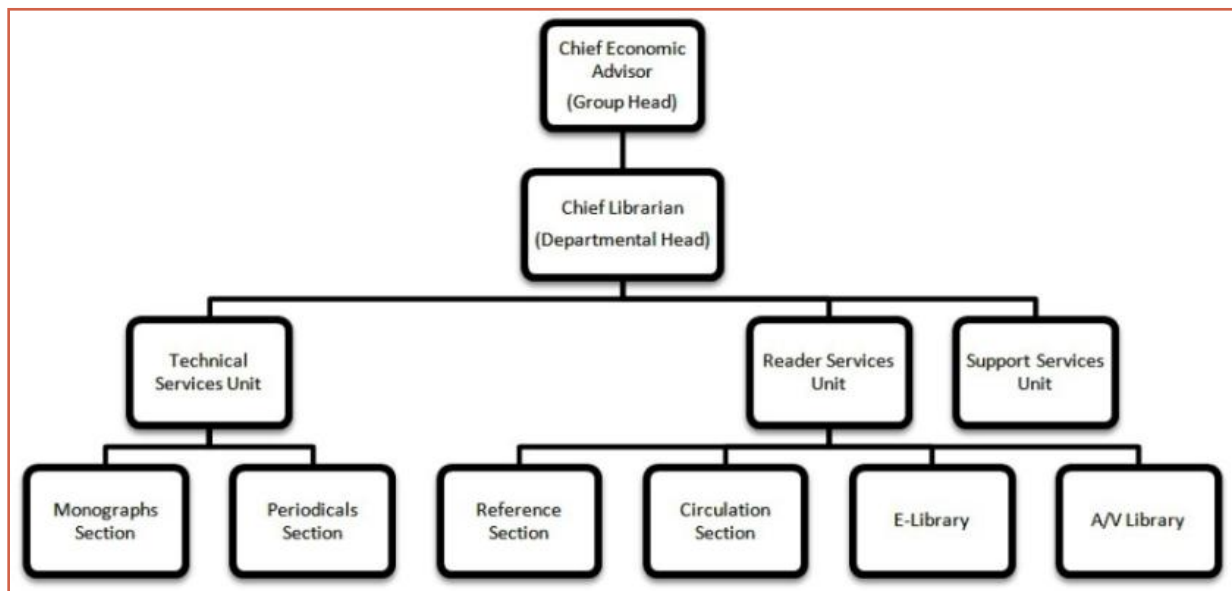
2) Reader Services Unit

Handles the matters pertaining to membership and lending; and provides reference/instructional support to library users.

3) Support Services Unit

Formulates yearly business plan; gets track of monthly & quarterly progress on key development initiatives; prepares annual budget and budget variance reports; maintains leave accounts of library officials; manage receipt and dispatch of letters, memos and circulars; maintains payment registers and proper filing of all invoices, approvals and related documents; acquires stationery, maintains imprest account, and provides administrative support to all other units of library.

Below is the pictorial depiction of library's organizational structure:



Introduction

Staff Directory



Mr. Bashir Ahmed Zia
Chief Librarian (OG-6)
Ph: + (92-21) 99212460; Ext: 3069
Fax: +(92-21) 99211009
Email: bashir.zia@sbp.org.pk



Ms. Razia Begum
Librarian (OG-3)
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Ms Ishrat Omar
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Mr. Saifullah Shahid
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Support Services Unit
Ext: 3068
Email: saifullah.shahid@sbp.org.pk



Mr. Amir Ahmad Abbasi
Assistant Director (OG-2)
Periodicals Section
Ext: 3061
Email: amir.abbasi@sbp.org.pk



Mr. Najam Ahsan Qureshi
Admin Officer (OG-1)
Ext: 3060
Circulation Section
Email: najam.qureshi@sbp.org.pk



Mr. Omar Farooq
Photo Assistant (S-7)



Mr. Nasim Ahmed
Messenger (S-4)

Hours of Operation



Except for the official holidays notified by the federal government, the Library remains open from 9:00am to 8:00pm on Mondays through Fridays and from 9:00am to 4:30pm on Saturdays.

A break between 01:00pm to 03:00pm is observed on Fridays for Juma prayer.

Chapter 2

Library Resources

Library has a wealth of information resources which are classified into the following categories:

- A. Audiovisual Resources
- B. Online Resources
- C. Print Resources

A brief account of these resources is described below:

A. Audiovisual Resources

Audio Visual (AV) Resources constitute an integral part of any library collection and their role in training and development is established. In order to enhance the effectiveness of in-house training programs at SBP, a plan to establish an audiovisual library was undertaken as a development project in 2007-08. Consequently, the primary equipment/peripherals needed for the project, such as TV, DVD player, Cordless headphones, etc. were acquired. The collection development was started with the procurement of management training videos. Later, the scope of AV collection was broadened to incorporate other disciplines as well. The current AV collection comprises of CDs / DVDs containing lectures, speeches, presentations, tutorials, and documentaries on a brand range of topics, including but not limited to: business continuity planning, banking, cosmology, Iqbaliat, comparative religion, and soft managerial skills.

Complete list of audiovisual resources can be found at Annexure 1.

B. Online Resources

Online resources comprises of internet-based library subscriptions categorized into the following:

a) e-Book Databases:

Contains collections of full-text online books on a variety of subjects that are searchable through a range of parameters like author, title, subject, year, ISBN, etc. Some prominent e-book collections subscribed by SBP Library include:

1. ***ebrary Academic Complete:*** Contains over 52,000 e-books from the world's leading publishers classified under 16 key subject areas.
2. ***IMF e-Library:*** An online searchable repository of IMF publications which covers the literature published by the International Monetary Fund on its own policies and activities as well on its 185 member countries.
3. ***World Bank e-Library:*** Provides access to a growing collection of more than 6,000 ebooks, journal articles, and working papers published by the World Bank.
4. ***New Palgrave Dictionary of Economics Online:*** Provides full-text online access to 1,872 scholarly articles written by over 1,500 eminent contributors from its 2008 print edition and 1,119 articles from 1987 edition.

b) e-journal Databases:

Include scholarly databases having thousands of full-text e- journals indexed at article level for efficient browsing and searching.

1. ***Blackwell Journals on Wiley InterScience:*** over 800 full-text scholarly journals spread across 20 major subjects that were previously available on Blackwell Synergy are now delivered through Wiley Interscience after Blackwell's merger with Wiley in 2007.
2. ***Business Source Premier:*** the biggest business research database, providing full text for more than 2,300 journals, including more than 1,100 peer-reviewed titles. This database provides full text back to 1886, and searchable cited references back to 1998. Its covers all disciplines of business, including but not limited to marketing, management, MIS, POM, accounting, finance and economics. The database is updated daily on EBSCOhost.
3. ***EconLit with Full-Text:*** A comprehensive index of journal articles, books, book reviews, collective volume articles, working papers and dissertations published on the subject of economics all over the world since 1969. It also provides full text for more than 600 journals, including the American Economic Association journals with no embargo. This database also contains many non-English full-text journals in economics & finance.
4. ***JSTOR:*** full-text searchable archive of over one thousand leading academic journals across humanities, social sciences, and sciences
5. ***ScienceDirect (Economics, Econometrics & Finance Collection):*** Covers 79 full-text peer journals with content dating back to 1995.
6. ***Springer Link:*** One of the world's leading online information services for scientific, technical, and medical books and journals. Over 1100 fully peer reviewed journals are available with back files starting from different dates.

- 7. Taylor & Francis Journals:** A collection of over a thousand journals in humanities, social sciences and applied sciences.

c) Statistical Databases:

Include data portals of international financial institutions like the IMF, World Bank, etc. which provide authentic time series data on a wide range of social, economic and financial indicators. The databases covered in our current subscriptions are:

- 1. Balance of Payment Statistics (BOP):** Provides time series data about the economic transactions of an economy with the rest of the world through 1970 to date. It reports total goods, services, factor income, and current transfers an economy receives from or provides to the rest of the world as well as capital transfers and changes in each economy's external financial claims and liabilities.
- 2. Direction of Trade Statistics (DOT):** Provides time series data on the value of merchandise exports and imports between each country and all its trading partners since 1980. It reports total bilateral and multilateral exports and imports aggregated at national or regional group level.
- 3. Government Finance Statistics (GFS):** Contains budgetary and extra-budgetary financial operations data of governments such as revenues, expenses, transactions in assets and liabilities, and stocks of assets and liabilities of general government and its subsectors as reported by the member countries since 1990.
- 4. International Financial Statistics (IFS):** Contains time series data about all aspects of international and domestic finance like data on exchange rates, interest rates, international liquidity, prices, production, government accounts, and national accounts, etc. since 1948.

d) Web Portals of Learned societies:

It is a collection of some useful websites with paid access. These include:

- 1. ACM Portal & Digital Library:** Contains full text of ACM (Association of Computing Machinery) journals, magazines, transactions, proceedings, newsletters, and publications of affiliated organizations and special interest groups.
- 2. BIS International Directory:** provides up-to-date information on governors, board members, managers and certain other officials of central banks and various international organizations. The publication is prepared and regularly updated by Bank for International Settlements (BIS) External Services on the basis of particulars received from the institutions covered in it. The latest modifications are marked in bold type in the text. The monthly updates are generally available via eBIS by the 7th working day of the month.
- 3. Society for Human Resource Management (SHRM):** Provides access to SHRM publications & knowledge centre.

C. Print Resources

Print resources occupy major part of the library space. These are further classified into:

- a) Monographs collection; and
- b) Periodicals Collection

a) The Monographs Collection

Contains over 82,500 volumes of books and research reports organized under the following sub-sections:

1. Reference Section: Contains latest editions of prominent dictionaries, glossaries, encyclopaedias, concordances, yearbooks, atlases, almanacs, and gazetteers, etc. Some eminent reference works available in the library are:

- General Encyclopaedias, such as:
 - Encyclopedia Americana
 - Encyclopedia Britannica
 - Collier's, Encyclopedia
 - Everyman's Encyclopedia
 - Oxford Encyclopedia
 - New Universal Encyclopedia
 - World Book Encyclopedia
- Subject Encyclopaedias, like:
 - Encyclopedia of Islam
 - Encyclopedia of Seerah
 - Encyclopedia of Quran
 - Encyclopedia of Islamic Economy
 - Encyclopedia of Islamic Shariat
 - Law and Practice of International Finance
 - International Encyclopedia of Labor Laws & Industrial Relations
 - McGraw-Hill Encyclopedia of Science & Technology
 - Encyclopedia of Economics
 - Macmillan's Encyclopedia of Computers
 - Encyclopedia of Religions
 - Encyclopedia of Philosophy
 - International Encyclopedia of Statistics
 - International Encyclopedia of Social Sciences
 - Encyclopedia of Accounting
 - Encyclopedia of World Arts
 - Encyclopedia of Asia History
- Leading language dictionaries such as those of Oxford, Chambers, BBC, Ferozsons, National Language Authority, etc.
- Subject dictionaries / glossaries of accounting, banking, commerce, economics, finance, management, IT, and other subjects published by different publishers.

Library Resources

- Biographical Sources such as International Who is Who 1950 to 1996-97, McGraw-Hill Encyclopedia of World Biography, Dictionary of National Biography.
- Guinness Book of World Records 1990 to 2011
- Europa World Yearbook 1964 to 2010
- Pakistan Yearbook 1971 to 1994-95
- Statesman's Yearbook 1975 to 2010
- Yearbook of Middle East and North Africa 1981 to 1998
- Yearbook of Pacific South of the Sahara 1967 to 1998
- Yearbook of Far East and Australia 1979 to 1998
- Bankers Almanac 2008
- Pakistan Almanacs 2000-01 and 2005-06
- Whitaker's Almanacs (yearbook)
- World of Learning 1948 to 2010
- Educational Guide of Pakistan 2000 to 2005
- Different atlases published by reputed local and foreign publishers

2. Government Publications Section: Reports issued by various agencies of the federal government, periodically or occasionally, have been organized in a separate section called Government Publications Section. Being the sources containing primary and official data or view point on different socioeconomic aspects, these publications are extensively consulted by the SBP as well as outsider researchers. The library has almost complete archive of renowned government publications including:

- Pakistan Economic Survey, 1950 to 2009-10
- Pakistan Statistical Yearbook, 1947 to 2010
- Population and Housing Census Reports, 1951, 1961, 1971, 1981 and 1998
- Population Growth Surveys 1968 to 1979
- Pakistan Demographic Survey 1984 to 2005-06
- Pakistan Basic Facts 1949 to 1985
- Some Socioeconomic Trends 1980 to 1983
- Census of Agriculture, Agricultural Machinery and Livestock 1960, 1972, 1980, 1990, 1994 and 2004
- Census of Mining Industries 1969 to 2004-05
- Census of Manufacturing Industries 1954 to 2005-06
- FBR Yearbook 1986-87 to 2007-08
- Statistics Relating to Share Capital of Joint Stock Companies Registered in Pakistan 1956 to 1990
- Pakistan Rural Credit Survey 1985.
- Census of Establishments 1964, 1967
- The Pakistan Code. 19 Volumes (both old and revised editions)
- The Statutory Rules, Orders made under central Enactment. 2 Volumes.
- Unrepealed Central Acts. 11 Volumes.
- Government Sponsored Corporations 1966 to 1990
- Annual Report on Public Sector Industries 1984-85 to 2001-2002
- National Accounts of Pakistan 1969 to 2004-05

- Agricultural Statistics of Pakistan 1951-52 to 2008-09
- Acts and Ordinances 1948 to 1984
- Labour Force Surveys 1970-71 to 2007-08
- Enquiry on Labour Welfare 1971 to 1990
- Annual Establishment Enquiry 1973-74 to 1989-90
- Five Year Plans including their reviews and evaluation reports 1955-60, 1960-65, 1965-70, 1970-75, 1978-83, 1983-88, 1988-93, 1993-98, and 1998-2003
- Annual Plans 1965-66 to 2005-10
- 10 Year Perspective Development Plan 2001-11
- Annual Development Programme 1961 to 1977
- Public Sector Development Plans (PSDP) 1970-71 to 2010-11
- Medium Term Development Framework, 2010-15
- Pakistan Customs Tariff 1985 to 2010-11
- Pakistan Energy Yearbook 1983 to 2010
- Pakistan Insurance Yearbook 1948 to 2004-05
- Fertilizer Review (Annual) 1989-90 to 2009-10

All government documents are generally treated as reference only. However, Chief Librarian may allow the people from Research & Statistics Departments to borrow the reports for a limited period for discharging their official assignments.

3. **SBP Publications Section:** Maintains complete archive of all SBP Publications.
4. **Rare Books Section:** Includes over 900 books which have been declared RARE because of their scarcity and old archival value.
5. **IMF Publications Section:** Holds over a thousand publications of International Monetary Fund. Some regular IMF Publication Series maintained in the section are:
 - Balance of Payments Statistics (1947-2008)
 - Direction of Trade Statistics (1981-2008)
 - Foreign Direct Investment Statistics 2003
 - Global Financial Stability Report (2002-2010)
 - Government Finance Statistics (1977-2008)
 - International Capital Markets (1986-1998)
 - International Financial Statistics (1979-2008)
 - World Economic Outlook (1980-2010)
6. **World Bank Publications Section:** Contains around 800 books/research reports/working papers published by the World Bank. Some prominent monographic series of the World Bank maintained under this section are:
 - Doing Business (2004-2010)
 - Financial Performance and Soundness Indicators of South Asia(2004-2005)
 - Global Development Finance (1997-2009)
 - Global Economic Prospects (1991-2010)
 - Global Monitoring Report (2005-2010)
 - International Financial Reporting Standards (2005-2009)
 - World Debt Tables (1975-1996)
 - World Development Indicators (1997-2011)

Library Resources

- World Development Report (1978-2010)

7. UN Publications Section: The UN Publications section holds research reports of United Nations Agencies and its other organs like UNCTAD, WTO, ESCAP, FAO, World Economic Forum, etc. The most frequently consulted titles in this section are:

- Demographic Yearbook 1948 to 2006
- Economic and Social Survey of Asia and the Pacific 1976 to 2010
- Economic Survey of Europe 1948 to 1994-95
- Emerging Stock Markets Facts Book 1991 to 2002
- Foreign Trade Statistics of Asia and the Pacific 1971 to 2004
- Global Competitiveness Report 1999-2008
- Global Information Technology Report 2003 to 2007
- Global Stock Markets Facts Book 2003 to 2010
- Handbook of International Trade and Development Statistics (1976-1999)
- Human Development Report (1992-2010)
- International Trade (1953-1993)
- International Trade Statistics (2003-2009)
- International Trade Statistics Yearbook (1950-2008)
- National Accounts Statistics (1957-2007)
- Small Industry Bulletin for Asia and the Pacific (1977-1993)
- Statistical Yearbook for Asia and the Pacific (1974-2009)
- Trade and Development Report (1981-2009)
- UNCTAD Commodity Yearbook (1990-1995)
- UNCTAD Handbook of Statistics (2000-2010)
- Yearbook of the United Nations (1947-1995)
- World Debt Tables (1975-1996)
- World Economic and Social Surveys (1994 to 2010)
- World Economic Situation and Prospects (2002-2003)
- World Investment Report (1991-2008)
- World Trade Report (2004-2009)

8. ADB Publications Section: As depository library of Asian Development Bank, SBP Library receives all official publications of ADB comprising of books, selected country and economic studies, technical papers, annual reports, statistical publications, documents on loans and technical assistance projects, environmental impact assessments, and public information materials. A separate section for ADB publications is being maintained at SBP Library. Some key statistical publication besides monograph series in ADB holdings are:

- Asian Development Outlook (1989-2010)
- Key Indicators (1991, 2000-2010)

9. PIDE Publications Section: PIDE is the leading research and teaching institute of Pakistan that focuses on theoretical and empirical research in Development Economics in general and on Pakistan-related economic issues in particular. SBP Library maintains a separate section for PIDE publications in which all books, research reports, policy notes, and working papers of PIDE have been displayed.

10. Budgets Section: This section maintains archives of the following budget documents:

- Federal Government (1947-48 to 2010-11)
- Punjab Province (1970-71 to 2010-11)
- Sindh Province (1970-71 to 2010-11)
- N.W.F.P. (1970-71 to 2010-11)
- Baluchistan Province (1970-71 to 2010-11)
- Azad Jammu & Kashmir (2008-09 to 2010-11)
- Karachi Metropolitan Corporation (1974-75 to 2001-2002)

11. Gazettes Section: This section maintains archives of the following gazette documents:

- Government of India (1938-1965)
- West Pakistan Gazette (1954-1969)
- Dacca Gazette (1949-1970)
- Government of Pakistan (1970 to 2010)
- Government of Punjab (1950-1998)
- Government of Sindh (1950-1992)
- Government of N.W.F.P. (1950-1983)
- Government of Baluchistan (1971-1983)

12. General Section: Books that do not fall in the above listed sections are placed in the General Section classified language-wise under English, Urdu, Arabic, and regional languages.

b) The Periodicals Collection

The periodical collection comprises of journals, magazines, newspapers, and banks/companies reports. Besides subscribing to the latest issues, library also maintains back archives of the subscribed periodicals which in case of some journals date back to 1940's. Presently, library subscribes to 126 foreign and 21 local journals/magazines while 61 foreign and 46 local journals/magazines are arranged on complimentary basis. The newspapers subscriptions cover 37 titles containing 31 local and 6 foreign dailies. Library also maintains annual reports of 71 central banks, 58 commercial banks, and 506 companies belonging to various sectors of economy. Lists of periodical holdings are annexed at:

1.	Foreign Journals / Magazines	Annexure 2
2.	Local Journals / Magazines	Annexure 3
3.	Annual Reports of Central Banks	Annexure 4
4.	Annual Reports of Commercial Banks	Annexure 5
5.	Annual Reports of Companies	Annexure 6
6.	Newspapers	Annexure 7

Chapter 3

Library Services

SBP Library offers a range of valuable services to its patrons. Amongst those, the most commonly used services are:

A) Orientation Services

Library conducts regular orientations for the new Bank inductees as well as outsider friends and casual visitors to acquaint them with the resources & services of the library and make them independent learners. Orientations are normally arranged in groups. Interested groups can ask the Chief Librarian <bashir.zia@sbp.org.pk> to arrange a session for them.

B) Online Public Access Catalogue

[Online Public Access Catalogue \(OPAC\)](#) is an electronic catalogue of the library's monographs and periodical holdings. It offers [basic](#) and [advanced search](#) options for limiting or broadening search results through variety of search parameters like author, title, subject, publisher and year, etc.

C) Reference Services

Our welcoming librarians at the reference desk entertain queries of patrons regarding availability of material/data on a particular topic. Technical assistance is provided to users in searching catalogues and locating required documents. Every possible effort is made to meet the needs of patrons through library's own resources. Where own resources are insufficient, referral to other libraries are provided.

D) Lending Services

All registered members are entitled to borrow items from the library in accordance with their borrowing privileges set forth in Library Lending Policy. Book(s) loaned to a member can be reserved by other members themselves through library portal or assistance can be had from library's circulation desk for the same. Similarly, members can ask for re-issuance of book(s), if not reserved by other members, upon expiry of the loan period.

E) Selective Dissemination of Information (SDI) Services

Library offers its members to stay updated by subscribing to [RSS Feeds](#) and TOC Alerts from the library website. The library staff also enjoys deep relations with the members. Interest profiles of the selected and potential users in core departments are maintained in the library. The members are periodically updated about the availability of newly published books, articles, monographs, etc. relating to their interests.

F) Current Awareness Services

In order to inform the members about library's current acquisitions, monthly *Fresh Arrivals* and *Content Alerts* bulletins are broadcasted through email to all State Bank Employees. The bulletins are also posted on SBP website for awareness of public at large.

In addition, patrons can subscribe to RSS feeds and email alerts by registering themselves freely on our subscribed databases to stay updated with the latest published content.

G) Inter-Library Loan Services

Though no formal inter-library loan agreement exists between the SBP Library and other libraries of the region, yet every possible efforts are made to arrange the needed material from other institutions like AERC, PIDE, SPDC, PILER, LUMS, and SMEDA, etc, using informal contact and personal relations. Similar requests from these libraries for their requirements are also considered to strengthen the mutual ties.

H) Photocopy Services

Within the limitations of copyright legislations, photocopy services are available in the library at very cheap rates. However, library does not provide scanning and printing services at the moment.

I) Document Delivery Services

The documents/data requests of remote users are entertained either by dispatching them the photocopies of their required material or by delivering them the documents in soft form through email, whichever found feasible.

Chapter 4

Library Policies

Likewise any established institution, the functioning of SBP Library is governed by certain policies which are described below:

A) Procurement Policy

Procurement of all library items (including books, periodicals, and online databases, etc.) is made with the approval of the Library Committee comprising of the following members:

- | | |
|-------------------------------|----------|
| – Chief Economic adviser – MP | Chairman |
| – Director – EAD | Member |
| – Director – BSD | Member |
| – Director – EPD | Member |
| – Director – SMEFD | Member |

Requisitions for the purchase of library items can be initiated by any individual library member, by departmental heads (in case of departmental requisition), or by the Library staff itself. The requisitions so received, either through email or office note, are forwarded to the Library Committee for approval. The Committee, in the light of expenditure regulations, the allocated budget, and suitability of the proposed item(s), approves or disapproves any requisition.

B) Membership Policy

Library offers membership to the following classes of persons:

- 1. SBP In-Service Employees:** Shall apply on FORM CD. 46-A (See Annexure), duly verified by HRD or respective HoD, along-with two colored photographs and a copy of CNIC.
- 2. SBP Retired Employees:** Shall apply on the same form as for the in-service employees *i.e.* FORM CD. 46-A along-with two colored photographs and a copy of CNIC. Additionally, they shall have to submit one personal surety of an in-service SBP employee having at least three years confirmed service in the Bank. Membership will be granted only after verification and undertaking from the surety. In the event

of resignation, retirement, termination, removal, dismissal, or death of “surety” they will be required to furnish another valid surety immediately, failing which their membership shall stand cancelled.

- 3. Outsiders:** Shall apply on FORM CD. 46-B along-with two colored photographs and a copy of CNIC. Additionally, they shall also have to provide surety of an in-service SBP employee having at least three years confirmed service in the Bank. Membership to outsiders will be granted only after the verification and undertaking from the guarantors. The membership will be valid for two years but renewable with fresh consent of the surety. In the event of resignation, retirement, termination, removal, dismissal, or death of “surety” the members will be required to furnish another valid surety immediately, failing which their membership shall stand cancelled.

A card known as the Borrower’s Card will be issued to each person accepted as library member. Such cards are strictly non-transferable and have to be presented at the counter at the time of drawing and returning books. A member, who loses his / her card, should at once inform the Chief Librarian in writing and can get a duplicate card issued on request. A penalty of Rs. 50/- will be payable on loss of the Borrower’s Card. At the time of getting clearance, the borrower’s card must be surrendered to the Library.

C) Lending Policy

The following regulations make up the lending policy of SBP Library:

1. Borrowing Privileges:

All registered members will be entitled to borrow books from the library against their borrower’s cards as per following scales:

Membership Category	Borrowing Limit
SBP In-Service Employees	15 books at a time
SBP Retired Employees	3 books at a time
Outsiders	3 books at a time

2. Loan Period:

Books will be issued to all categories of members for a period of 30 days

3. Renewals:

A book issued can be renewed on the due date for another term of 30 days provided there is no reservation against it.

4. Reservations:

Books lent to one member can be reserved by the others provided the person wishing to make a reservation has no outstanding books in his/her account as overdue. The reservation limit for each category of members is as follows:

- SBP employees (both in-service & retired) cannot have more than 5 reservations at any one time

Library Policies

b) Outsiders may have a maximum of 3 reservations at any one time
Upon return of a reserved book, a message (through email or phone) will be sent to the member who placed the reservation request for that particular book. If the member fails to collect the books(s) within 3 days from the date of intimation; the reservation may be forfeited and such book(s) may be placed on the shelves or issued to the next members in reservation queue.

5. Recalls:

A book issued can be recalled before the due date if required urgently by someone for official need. Failure to respond promptly may lead to suspension of Library privileges.

6. Reminder Notices:

Borrowers are strictly required to return the borrowed book(s) within the prescribed due date. The following follow-up mechanism will be adopted to ensure early returns:

- a) A due date reminder notice will be served to the member(s) one day prior to the due date.
- b) If the book(s) are not returned within the due date, the first friendly overdue notice will be served on the very next day of the due date which will follow five notices on a monthly basis.
- c) After the lapse of six months, a fine recovery notice will be dispatched intimating that the amount of fine accrued for the past six months on outstanding book(s) would be deducted from the borrower's next month salary.
- d) After the lapse of one year, a final notice will be issued intimating that if the book(s) are not returned within 7 days of the issue of the final notice, the replacement cost of the book(s) shall be recovered as per rules.
- e) Recovery of fine and replacement cost in case of Retired SBP members and Outsider Friends Members would be made from their concerned sureties in the light of sub paras (c) and (d) above. The sureties would be kept in the loop while issuing reminders to the Friends members for overdue books.

7. Damage/Loss of Borrowed Books:

- a) Library resources shall be dealt with due care. Underlining, marking, folding, or tearing of pages from library items is strictly prohibited.
- b) In case of irreparable damage to the book or its loss, the replacement cost, shall be recovered from the salary of the borrower. The replacement cost would be charged as double of the current market price of the book. The outsiders and the retired employees of SBP shall pay the replacement costs at Library's circulation desk. In case of failure on their part to pay such replacement costs, the same will be recovered from their surety / sureties.
- c) In para (b) above, the word loss shall be taken to mean: (i) the loss of the book as declared by the borrower himself, or (ii) a borrower's inordinate delay (12 months maximum) in returning the book. In any case, action to charge replacement cost shall be taken.
- d) The physical condition of book(s) should be checked while checking out. Mutilation of pages if found is to be brought to the notice of the circulation in-

charge. Otherwise, the borrower himself/herself shall be responsible for mutilation of the book if detected afterwards.

8. Fines:

A fine of one rupee per day per volume will be imposed for not returning the book(s) within the prescribed time. However, in no case, the amount of fine shall exceed the replacement cost of the book(s) as defined above.

In case of SBP retired employees and outsiders, the total fine accrued on outstanding book(s) will be collected at the library counter while receiving back the book(s). However, if they refuse to pay the fine, their memberships will be cancelled and their guarantors will be approached for settlement of their accounts.

9. Non-Lending Items:

Certain types of material, e.g. References Books, Rare Books, United Nations' Publications, Government Publications, Periodicals, Newspapers, and CDs/DVDs, are for consultation in the Library only and are not to be taken away. However, in special circumstances (such as for consultation in a meeting, workshop, etc.) the Chief Librarian may allow to lend such materials on short term basis.

10. Clearance:

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 Karachi to any field 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 along with the book(s), if any, outstanding thereon to the Library. SBP employees proceeding on ex-Pakistan study leave will have to return the books outstanding in their accounts and seek clearance before relieving.

D) General Rules of Conduct

- 1) Every visitor will be required to:
 - a. deposit his/her personal belongings such as bags, umbrellas, private books/folders, etc. at the security counter as carrying those inside the library is strictly prohibited.
 - b. allow the security guard(s) at the entrance of the library to examine everything that passes into or goes out of the library.
 - c. get his/her visit registered at the library reception
 - d. deposit the gate pass for the issued book(s) with the security guard(s) while going out of library.
- 2) Abusive behavior, whether physical or verbal, will not be tolerated by staff or patrons. Abusive patrons will be required to leave the library and the Internal Bank

Library Policies

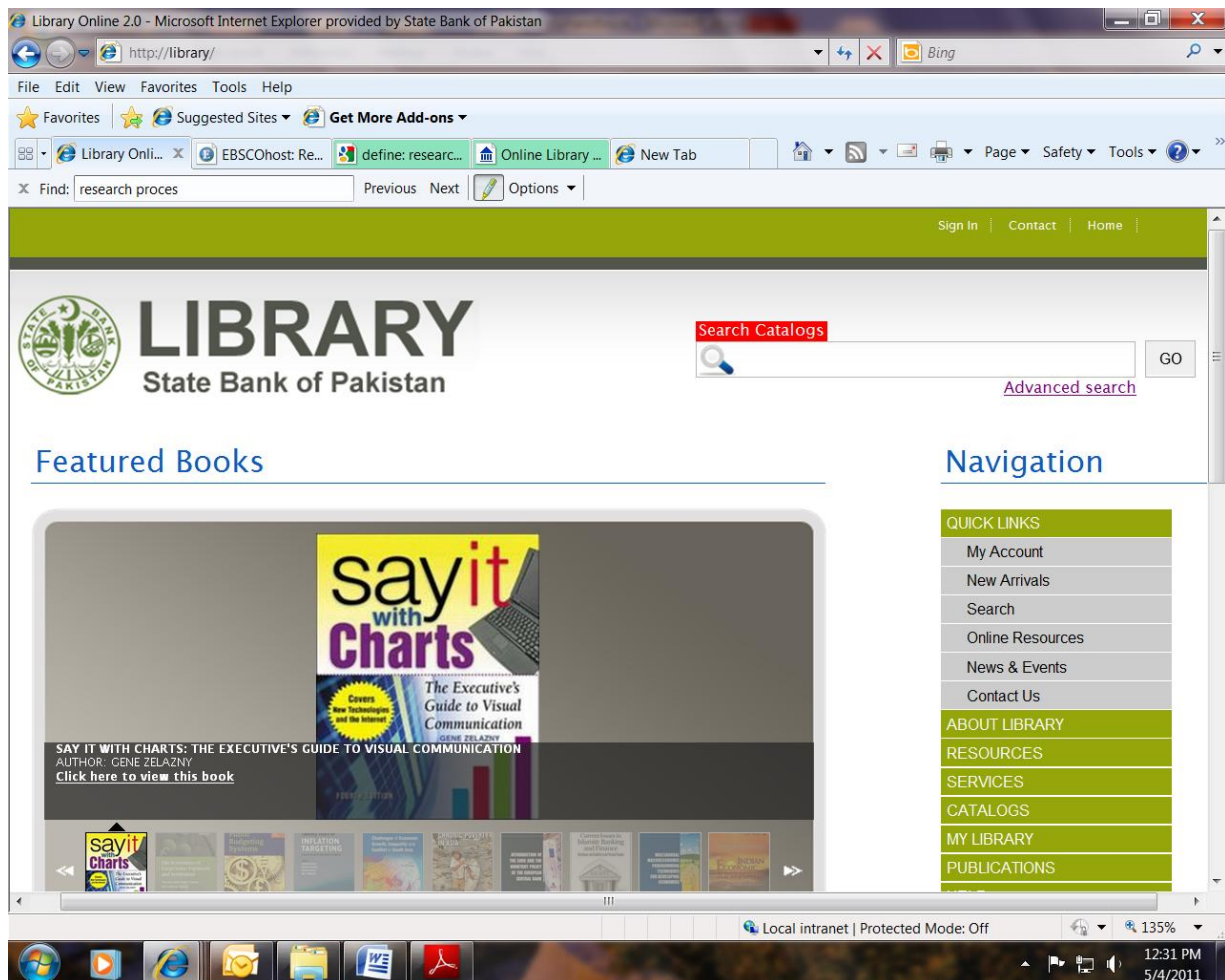
Security Department (IBSD) will be called if deemed necessary to deal with such untoward situation.

- 3) Silence must be observed in the library. Loud, boisterous, and disruptive behavior will not be permitted. Disruptive patrons will be given an initial warning and will then be required to leave if this behavior persists.
- 4) Foods and beverages are not allowed inside the library.
- 5) Smoking is strictly prohibited.
- 6) Operation of cellular phones in not permitted.
- 7) Use of office equipment (telephone, computers, etc.) will only be allowed with permission of library staff.
- 8) Theft/vandalism of library property or private property of staff or patrons is a criminal offence. The person found guilty of doing such acts will lose all rights of using library facilities forthwith and further disciplinary action may be initiated against the offender.

Chapter 5

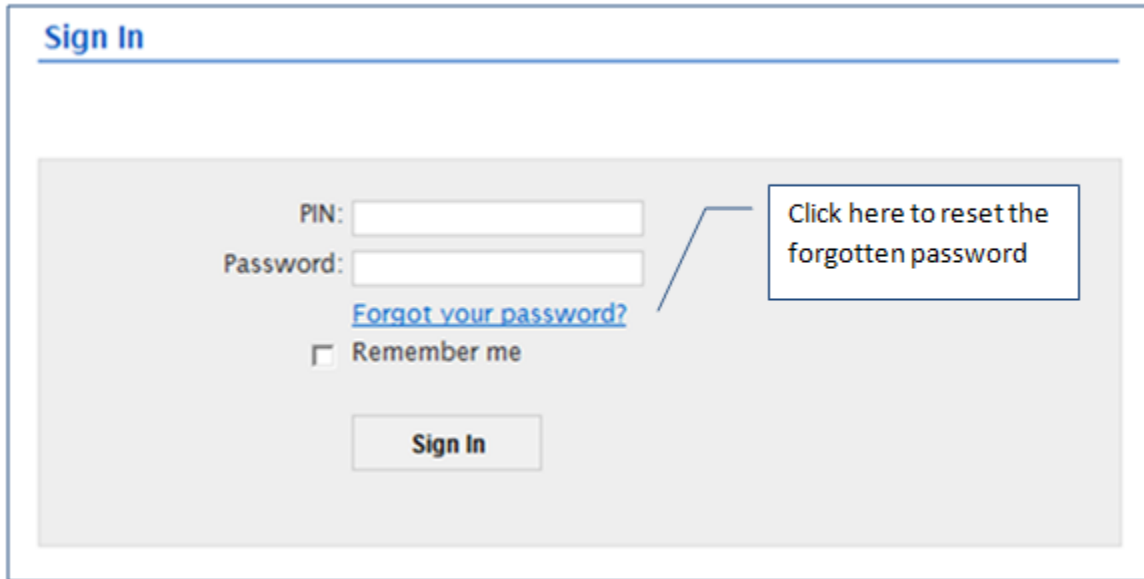
The Library's Web Portal

Library's web portal ([Library Online 2.0](http://library/)) is a gateway to finding all sorts of information about the library. Currently, this portal can be accessed within SBP intranet only. To launch the portal, open the browser and simply type <http://library/> in the address bar. The home page will be displayed as under:



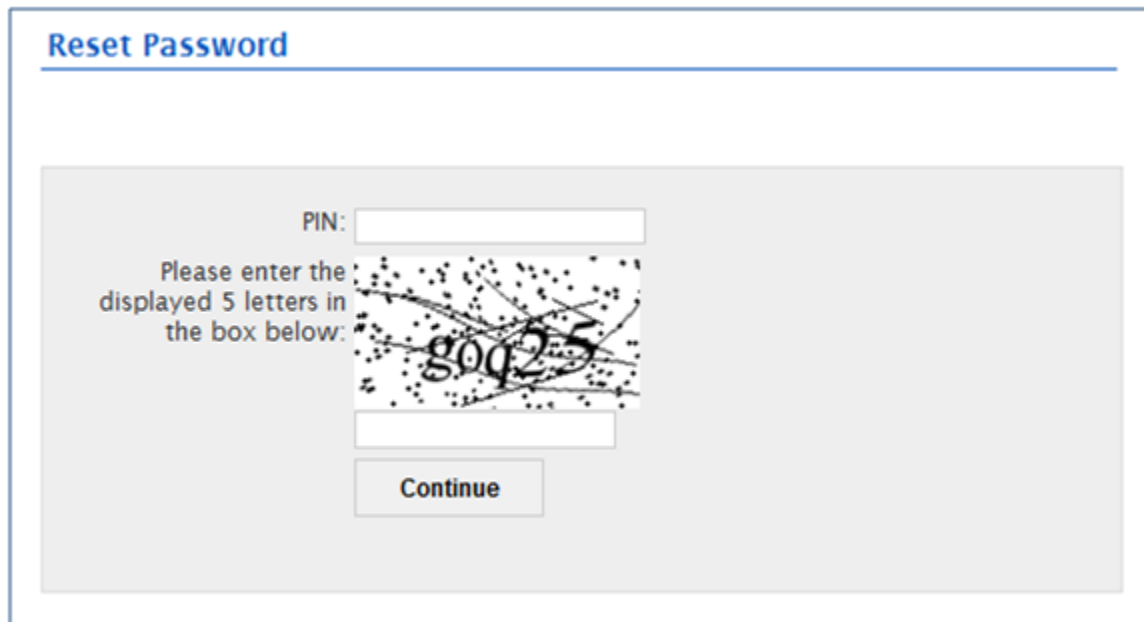
The Sign In Process

Except for *My Library* menu, all other menus of the portal are open to everyone for viewing. To get access to *My Library*, one has to be an SBP employee and a member of SBP Library. Persons meeting this criterion can sign in at <http://library/auth/login> with their PINs and Passwords. First time users can get their passwords from the library. Others who forgot their passwords can reset those by clicking on [Forgot Your Password?](#) link on the [Sign In](#) page as illustrated below:



The screenshot shows the 'Sign In' page. At the top left, the text 'Sign In' is underlined. Below it, there are two input fields: 'PIN:' and 'Password:'. Under the 'Password:' field, there is a blue link that says 'Forgot your password?'. Below the link is a checkbox labeled 'Remember me'. At the bottom of the form is a 'Sign In' button. A callout box with a pointer to the 'Forgot your password?' link contains the text: 'Click here to reset the forgotten password'.

The reset password page will appear which will ask the user to submit his/her PIN and a 5 letter human check code as shown below:



The screenshot shows the 'Reset Password' page. At the top left, the text 'Reset Password' is underlined. Below it, there is a 'PIN:' input field. To the left of the CAPTCHA is the text: 'Please enter the displayed 5 letters in the box below:'. The CAPTCHA itself is a box filled with black dots and lines, with the letters 'g0q25' visible. Below the CAPTCHA is an empty input field for the user to type the letters. At the bottom of the form is a 'Continue' button.

After submitting the PIN and a five letter code, a link will be emailed to the user through which password can be reset.

Signing in enable users see their library profile, summary of borrowed and reserved books, and make online reservations.

Getting Remote Access

SBP employees can access the Library Portal remotely over the internet through a secured VPN connection. All they have to do is to logon to < <https://vlib.sbp.org.pk> >using their official Windows IDs and Passwords.

Part-B

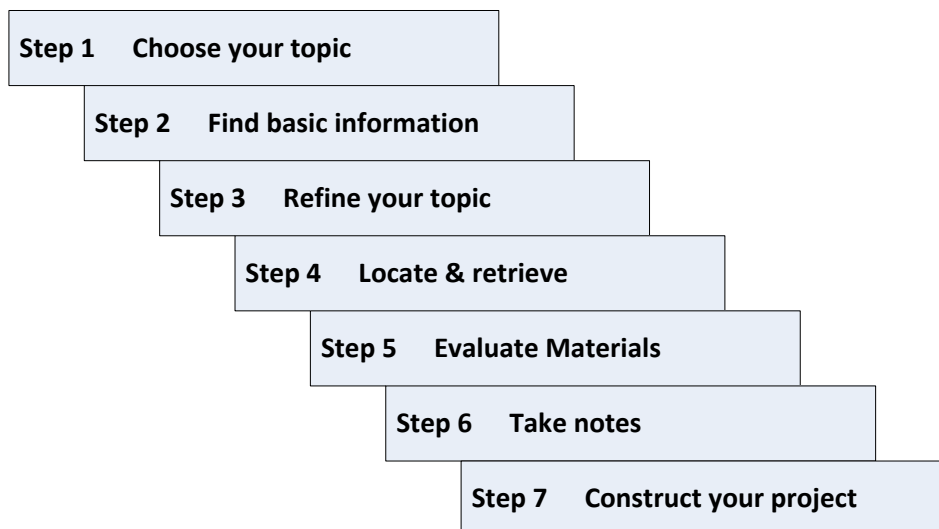
Chapter 6

The Research Process

The research process is a simple means of effectively locating information for a research project or paper, an oral presentation, or something else assigned by your supervisor. Because research is a process, you need to allow yourself ample time to refine and change your topic. You may find that your topic is too broad or too narrow. Your topic will need to be searched in different resources that may require numerous library visits or computer sessions. In addition, you may also find that you need help from a librarian or your supervisor. Research is not an overnight process. Selecting a topic and locating information resources early will facilitate the entire research process.

Basics of Research

The following seven steps outline a simple and effective process for conducting research for a paper, presentation, or other project. Depending on your topic and your familiarity with library research, you may need to rearrange or recycle these steps. Adapt this outline to your particular needs:



Step 1: Choose Your Topic

Select a topic that is of interest to you, or if you have been assigned a topic, select an aspect or perspective of the topic that interests you. If you are having trouble selecting a topic, you may find it useful to browse periodicals, such as magazines, journals, newspapers, reference sources, and online databases. Remember, selecting a topic is the most important decision you will make in the research process. Without a topic, you cannot go any further.

Step 2: Find Basic Information

Try to find some basic information on your topic. Select a few key terms from your topic and search for basic information in reference sources such as subject encyclopedias, bibliographies, handbooks, library catalogs, books, online databases, and Internet sources (Web sites). This preliminary search will help you determine how much or how little information is available about your topic.

Step 3: Refine Your Topic

Based on the quality and quantity of basic information located, you may need to refine your topic. If the initial search locates too little information, you will need to broaden your topic. You can broaden a topic by searching for related concepts/synonyms using different keywords, or by selecting different resources. Also, try examining book or article bibliographies for additional sources. If your initial search locates too much information, you will need to narrow your topic. You can narrow a topic by using more specific terms qualifying by date, region, or another aspect of your topic examining subject headings in books and/or online databases. If you need assistance refining your topic, ask a librarian and/or your supervisor.

Step 4: Locate and Retrieve Materials

Once you have your topic, you are ready to begin locating and retrieving materials. To locate and retrieve materials about your topic, you need to consider your information needs and select the appropriate research tools. The information that you need will depend on the requirements of your research assignment or topic.

Step 5: Evaluate Relevancy of Materials

After locating materials you need to determine their relevancy and usefulness to your topic. A clear, well-defined topic allows you to quickly eliminate irrelevant materials. After determining the relevancy of an item, you need to evaluate the quality of your information. Basic criteria to evaluate information are:

Authority – Who is the author? What are their credentials?

Accuracy – Are the facts verifiable? Is the information correct?

Objectivity – What is the purpose? Is there a bias?

Currency – Is the information up-to-date?

Coverage – What is the scope of the information? What does it focus on?

Step 6: Take Notes

Throughout your research, keep accurate records of what research tools and search strategies you have used—that way you will not search the same thing twice and can easily reproduce a search if you need to. Record complete citations for all materials, even if you are unsure of whether or not you will end up using a particular resource. Trying to go back at a later date and locate the information for a citation can be quite difficult. A complete citation should include enough identifying information, such as the author, title, and source, so that a reader can locate a copy of the item. The most common citations are:

Book citation—book title, author, publisher, edition (if any), year of publication, place of publication and ISBN (if known)

Article citation—article title, periodical title (magazine, journal, or newspaper), author, publication date, volume number, issue number and page(s).

The order in which the citation elements are placed will depend on the style manual that you use.

Step 7: Construct Your Project

You are now ready to start preparing your paper, presentation, or project. You should have enough research materials to support your thesis. Be careful to cite any materials that you quote directly or that you paraphrase. This way you will avoid plagiarism. Remember that the research is a cyclical process. You may need to go back and locate additional information that your previous searches did not locate. Allow yourself enough time to be able to conduct additional research if needed.

Developing an Effective Research Strategy Worksheet

<p>Step 1: Identify Research Topic Given by instructor, textbook or general research interest</p>						
<p>Step 2: Develop Your Topic Write a clear research statement or question to narrow your topic focus.</p>						
<p>Step 3: Identify Topic Keywords List three keywords from your research topic statement or question.</p>	Keyword (A)					
	Keyword (B)					
	Keyword (C)					
<p>Step 4: Identify Related Keywords Select synonyms and related terms for each of your main keywords.</p>	Keyword (A)					
	Keyword (B)					
	Keyword (C)					
<p>Step 5: Devise Search Strategy Formulate a search strategy using “Boolean operators” (‘AND’ / ‘NOT’/‘OR’) to connect your keywords.</p>	Search Strategy: #1		AND		AND	
	OR					
	Search Strategy: #2		AND		AND	
	OR					
	Search Strategy: #3		AND		AND	
<p>Step 6: Identify Research Tool(s) Search and select journal articles, books, etc.,)</p>						
<p>Step 7: Evaluate Search Results Review and determine the relevancy and quality of your search results.</p>	<p><u>Not enough results:</u> Revise your search terms and/or remove one of your keywords to broaden your results.</p> <p><u>Too many results:</u> Use limits (scholarly journals, or by publishing year, etc.) and/or add another keyword to narrow your results.</p>					

Part-C

Chapter 7

Finding & Locating Library Resources

A) Finding Print Resources

Library's electronic catalogue, also called [Online Public Access Catalogue](#) (OPAC), is the key to finding information about library's print holdings including books, company reports, journal articles, etc. Two dedicated OPAC terminals are placed in the library, one at the ground floor and the other at the first floor, for library visitors. SBP employees can search OPAC at their own workstations. Here is the navigation path:

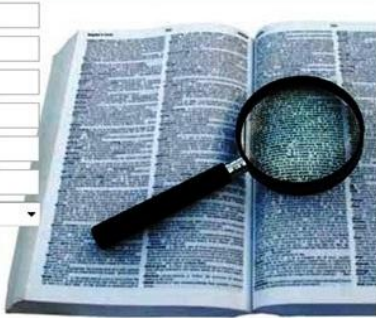
<http://library/search/advanced>

Advanced Search

QUICK LINKS
ABOUT LIBRARY
RESOURCES
SERVICES
CATALOGS
New Arrivals
Browse by Subject
Basic Search
Advanced Search
MY LIBRARY
PUBLICATIONS
HELP

Books Journals Articles Annual Reports

Library: State Bank of Pakistan
Title:
Author:
Publisher:
Subject:
ISBN:
Accession No:
Language: ... All Languages ...
Year From:
Year To:
Search
[Basic Search](#)



Clicking on **Advanced Search** under the **Catalogs** menu will open up the **Advanced Search Form**. At the top of search form, syntax for using Boolean operators is provided under the heading 'Query Language'. Then, there are four tabs in the form representing databases for books, journals, articles, and company reports as illustrated below:

Depending upon your specific research requirements, you can choose any of the given tabs and start searching through the available fields. The searching procedure for each database is illustrated below:

Searching for Books

Under the Books tab on Advanced Search form, first select the library which you want to search against the field tag Library. The default value for this field has been set to SBP main library which may be changed as per requirements. Then put your keywords in the title, author, publisher, or subject fields to find out your required books. You can put more than one keywords in a single field combined with Boolean operators using the query language given at the top of the form. Search can be further narrowed down by selecting a language and specifying a range of publication years. More precise search for a particular book can be done through ISBN or Library's Accession No.

Advanced Search

Query Language:
AND: By default all words are searched using AND operator
OR: Use pipe (|) sign between words, e.g. 'Banking | Finance' will return all results containing either Banking, Finance, or both.
NOT: Use minus (-) sign before a word, e.g. 'Pakistan -India' will return all results that contain Pakistan but not India.
PHRASE: Enclose words in double quotes (" ") to search exact match.

Books Journals Articles Annual Reports

Library: State Bank of Pakistan
Title:
Author:
Publisher: Cambridge University Press
Subject: Econometrics
ISBN:
Accession No:
Language: ENGLISH
Year From: 2000
Year To: 2011

Search
[Basic Search](#)

After submitting the values, click on the Search Button to perform search. A set of bibliographic records meeting the search criteria will be displayed as follows:

Finding & Locating Library Resources

Sign In | Contact | Home
Library - State Bank of Pakistan

[ABOUT LIBRARY](#) | [RESOURCES](#) | [SERVICES](#) | [CATALOGS](#) | [MY LIBRARY](#) | [PUBLICATIONS](#) | [HELP](#)

Search Results [Books]

[← New Search](#)

Sort results by: ISBN

Showing 1 - 10 of total 10 results.

1 **CONCISE INTRODUCTION TO ECONOMETRICS: AN INTUITIVE GUIDE**
 Author(s): PHILIP HANS FRANSES
 Imprint: CAMBRIDGE: CAMBRIDGE UNIVERSITY PRESS, 2002.
 Subject(s): ECONOMETRICS, ECONOMETRICS - CASE STUDIES
 Call No: 330.182 FRA
 Accession No: 70475

2 **ECONOMETRICS OF QUALITATIVE DEPENDENT VARIABLE**
 Author(s): CHRISTAIN GOURIEROUX, PAUL B. KLASSEN
 Imprint: CAMBRIDGE: CAMBRIDGE UNIVERSITY PRESS, 2000.
 Subject(s): ECONOMETRICS, MATHEMATICAL ECONOMICS
 Call No: 330.182 GOU
 Accession No: 70478

3 **STATISTICS, ECONOMETRICS AND FORECASTING**
 Author(s): ARNOLD ZELLNER
 Imprint: CAMBRIDGE: CAMBRIDGE UNIVERSITY PRESS, 2004.
 Subject(s): STATISTICS, ECONOMETRICS, FORECASTING
 Call No: 330.182 ZEL
 Accession No: 70931

Quick Links

- [My Account](#)
- [New Arrivals](#)
- [Search](#)
- [Online Resources](#)
- [News & Events](#)
- [Contacts](#)

[Bookmark](#)

The search results so retrieved can be sorted by author, title or date of publication in ascending or descending order. The titles of books are hyperlinked. Clicking on any title will show the detailed bibliographic record of that particular title along-with its status as shown below:

Sign In | Contact | Home
Library - State Bank of Pakistan

[ABOUT LIBRARY](#) | [RESOURCES](#) | [SERVICES](#) | [CATALOGS](#) | [MY LIBRARY](#) | [PUBLICATIONS](#) | [HELP](#)

ECONOMETRICS OF QUALITATIVE DEPENDENT VARIABLE

[← Back](#)

Christain Gourieroux
Translated by Paul B. Klassen

[Read more about this book at Google Books](#)

Call No: 330.182 GOU

Accession No.	70478
Accession Date:	03-SEP-04
Author(s):	CHRISTAIN GOURIEROUX
Year of Publication:	2000
Subject(s):	MATHEMATICAL ECONOMICS
ISBN:	0 521 58985 1
Pages:	372
Language:	ENGLISH

This book is available for borrowing.

Related Stuff

[Sign In](#)

Quick Links

- [My Account](#)
- [New Arrivals](#)
- [Search](#)
- [Online Resources](#)
- [News & Events](#)
- [Contacts](#)

[Bookmark](#)

Book Preview

37

SBP Library Handbook

If the record shows that the book is available for borrowing, just note down its *Call No.* which tells its location on shelves, pick it up from the specified location and get it borrowed from the circulation counter. Instead, if the status is unavailable, the user can reserve the book by clicking on the link appearing in the unavailability notice, as illustrated below:

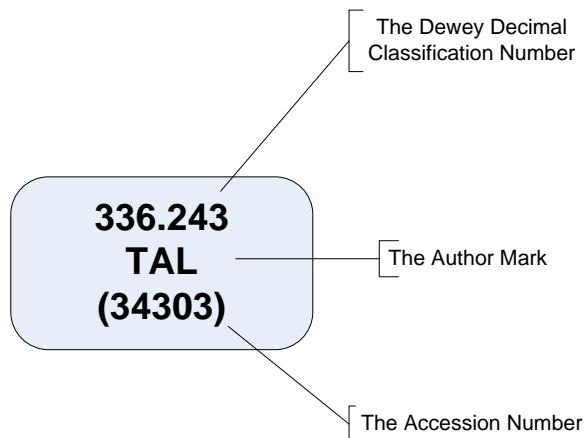
The screenshot shows the SBP Library website interface. At the top, there is a navigation bar with links for 'ABOUT LIBRARY', 'RESOURCES', 'SERVICES', 'CATALOGS', 'MY LIBRARY', 'PUBLICATIONS', and 'HELP'. The main content area displays the book record for 'INTRODUCTORY ECONOMETRICS FOR FINANCE' by Chris Brooks. The call number is 332.015195 BRO. A table lists the following details:

Accession No.	74510
Accession Date:	04-OCT-07
Author(s):	CHRIS BROOKS
Year of Publication:	2002
Subject(s):	FINANCE
ISBN:	9780521793674
Pages:	701
Language:	ENGLISH

Below the table, a notice states: 'This book is currently unavailable for borrowing, it is expected to be available by 23-MAY-11. Please click [here](#) to reserve a copy.' To the right, there are sections for 'Related Stuff' (Reserve this Book, Sign In) and 'Quick Links' (My Account, New Arrivals, Search, Online Resources, News & Events, Contacts). At the bottom, there is a 'Book Preview' section with a search bar and navigation controls.

How to locate a book in SBP library?

Books are arranged on shelves by Call Numbers pasted on the back of books spines. Call Number consists of three elements as described below:



The Classification Number: It is a numeric subject code devised from Dewey Decimal Classification (DDC) Scheme which ensures placement of books on similar topics close together on shelves and allows new titles to be incorporated with them. The scheme has ten major classes; each further divided into ten forming hundred divisions; and then each further divided into ten forming thousand divisions. The decimal expansion makes the

Finding & Locating Library Resources

number even more specific. The more the numbers, the more specific the subject. In this way, the Dewey classification system progresses from the general to the specific. In the example above, 336.243 represents corporate taxation. Its hierarchical expansion from general to specific subject is described below:

300	Social Sciences
330	Economics
336	Public Finance
336.2	Taxes
336.24	Income Tax
336.243	Corporate Income Tax (including capital gains)

A summary of 100 main divisions of DDC are given at [Annexure 10](#).

The Author Mark: The second line of the call number is the author mark which is usually the first three letters of the last name of the principal author as in the above example where TAL represents the author John E. Talbot.

The Accession Number: A unique number assigned sequentially to each item acquired by library.

Books are primarily placed on shelves in the order of DDC Number, then by Author Mark and finally by Accession Number. The books on the same subject will be having the same DDC number so that those can be put together on shelves at one place. In such cases, the arrangement is made in order of Author Mark. But if there are certain books which have the same authors and topic, then obviously those will be assigned the same DDC Number and Author Mark. In such cases the sorting is done in order of accession number.

The shelf diagram below explains the correct shelving order of books from left to right:



To locate a book in the library, first make a search for your required book in Library's Online Public Access Catalogue, note down its Call Number, and then pick it up from its relevant position on shelves as explained above.

Searching for Journals

For finding record of particular journal/magazine holdings in SBP Library System, open the [Advanced Search Form](#) {Catalogs ⇒ Advanced Search} and click on the *Journals* tab. Select the name of library which you want to search from the drop down list provided against the field tag *Library* and then put your keywords in the *Title* or *Publisher* fields using the query language given at the top of the form. Search can be further narrowed down by specifying the ISSN (International Standard Serial Number), frequency (weekly, fortnightly, monthly, bimonthly, quarterly, biannually, annually, biennial, etc.), category (foreign or local), and/or language.

After specifying the search parameters, click on the *Search* button to execute search as illustrated below:


Advanced Search

Query Language:
AND: By default all words are searched using AND operator
OR: Use pipe (|) sign between words, e.g. 'Banking | Finance' will return all results containing either Banking, Finance, or both.
NOT: Use minus (-) sign before a word, e.g. 'Pakistan -India' will return all results that contain Pakistan but not India.
PHRASE: Enclose words in double quotes (") to search exact match.

Books Journals Articles Annual Reports

Library: State Bank of Pakistan
Title: "financial stability"
Publisher:
ISSN:
Frequency: ... All Frequencies ...
Category: Foreign
Language: ENGLISH

Search
[Basic Search](#)



Finding & Locating Library Resources

The search for foreign journals in English language having the phrase “financial stability” in their titles will retrieve the following results:

Search Results [Journals]

[← New Search](#)

Sort results by:

Showing 1 - 8 of total 8 results.

- [BANK OF ENGLAND FINANCIAL STABILITY REVIEW](#)**
Publisher: BANK OF ENGLAND
Frequency: HALF YEARLY
Category: Foreign
- [BANK OF KOREA FINANCIAL STABILITY REPORT](#)**
Publisher: BANK OF KOREA
Frequency: BIANNEAL
Category: Foreign
- [BANQUE DE FRANCE FINANCIAL STABILITY REVIEW](#)**
Frequency: BIANNEAL
Category: Foreign
- [CENTRAL BANK OF ARGENTINA FINANCIAL STABILITY BULLETIN](#)**
Publisher: CENTRAL BANK OF ARGENTINA
Frequency: BIANNEAL
Category: Foreign

The results retrieved can be sorted by title, publisher, frequency, or category in ascending or descending order. Further, the titles of journals/magazines are hyperlinked. Clicking on any title, will show the complete list of issues of that particular journal/magazine maintained by the library. For example, the figure below shows the holding list of *Bank of England Financial Stability review*:

BANK OF ENGLAND FINANCIAL STABILITY REVIEW

[← Back](#)

Accession No.	4840
Accession Date:	12-NOV-96
Frequency:	HALF YEARLY
Category:	Foreign
Publisher:	BANK OF ENGLAND
ISSN:	1365-7267
Language:	ENGLISH

ISSUES

Volume No.	Issue No.	Start Date	End Date	Year	Month
	28			2010	December
	19			2005	December
	18			2005	June
	17			2004	December
	16			2004	June
	15			2003	December
	14			2003	June
	13			2002	December
	12			2002	June
	10			2001	June
	9			2000	December
	8			2000	June
	6			1999	June
	1			96	

How to Locate Journals in SBP Library?

The latest issues of journals are displayed at the ground floor in alphabetical order of their titles. The back issues are bound together in annual or half-yearly volumes depending upon the volume width and placed in the periodical section on the first floor, first in alphabetic order of journal titles and then in chronological order of journal volumes.

Searching for Articles

Journals subscribed in print format are indexed in SBP Library System using JEL classification scheme. The articles of these journals are searchable through library's online catalogue. For searching articles, open the [Advanced Search Form](#) {Catalogs ⇒ Advanced Search} and click on *Articles* tab to activate it. The tab will turn to green from blue. Now select the name of Library which you want to search from the drop down menu given against

Finding & Locating Library Resources

the field tag *library*. Then following the guidelines given at the top of the form under the heading *Query Language*, put your keywords in *Title*, *Author*, *Publisher*, and/or *Source Periodical* search fields. The search can be further narrowed down by specifying category (local foreign), language, or year range. After indicating the search parameters, click on the *Search* button to run the search as illustrated below:

Advanced Search

Query Language:
AND: By default all words are searched using AND operator
OR: Use pipe (|) sign between words, e.g. 'Banking | Finance' will return all results containing either Banking, Finance, or both.
NOT: Use minus (-) sign before a word, e.g. 'Pakistan -India' will return all results that contain Pakistan but not India.
PHRASE: Enclose words in double quotes (") to search exact match.

Books Journals **Articles** Annual Reports

Library:

Title:

Author:

Publisher:

Source Periodical:


Category:

Language:

Year From:

Year To:

[Basic Search](#)



The search for articles published since 2000 in the local journals having the keywords *Takaful* OR *“Islamic Insurance”* in their title will retrieve the following results:

Search Results [Articles]

[← New Search](#)

Sort results by:

Showing 1 - 20 of total 80 results.

[< Previous](#)
1
2
3
4
[Next >](#)

1 **"TAKAFUL MALAYSIA RECORDS ROBUST FINANCIAL PERFORMANCE"**
Author(s): DATO MAHD. FADZLI
Periodical: NEW HORIZON: GLOBAL PERSPECTIVE ON ISLAMIC BANKING & INSURNACE
Collation: Issue 125/126, January 2003, Pages 11 - 12

2 **AN OVERVIEW OF THE TAKAFUL INDUSTRY**
Author(s): MOHD. FADZLI YUSOF,
Periodical: NEW HORIZON: GLOBAL PERSPECTIVE ON ISLAMIC BANKING & INSURNACE
Collation: Issue 107, March 2001, Pages 9 - 11

3 **BANK NEGARA MALAYSIA RELEASE THE 2001 TAKAFUL ANNUAL REPORT**
Periodical: NEW HORIZON: GLOBAL PERSPECTIVE ON ISLAMIC BANKING & INSURNACE
Collation: Issue 117,, March 2002, Pages 13 - 13

The results can be sorted by title, author, publisher or date in ascending or descending order. Bibliographic information given on this page is sufficient enough to trace or cite the article. However, titles of articles are hyperlinked to display some additional technical information like the ISSN & Accession Number of the bound volume, etc. Click on any title to display its full record as shown below:

EMERGENCE OF TAKAFUL IN PAKISTAN: A HISTORICAL PERSPECTIVE

[← Back](#)

Author(s):	WAHEED AKHTER
Periodical:	JOURNAL OF ISLAMIC BANKING AND FINANCE (LOCAL)
Volume No:	26
Issue No:	3
Month:	September
Year:	2009
Start Page No.:	47
End Page No.:	63
Publisher:	INTERNATIONAL ASSOC OF ISLAMIC BANKS
ISSN:	1814-8042
Language:	ENGLISH
Article No.:	151309

How to Locate a Journal article in SBP Library?

To locate an article, first make a search for it in Library's online catalog. If found, note down the bibliographic details of the article, especially the description of Periodical and *Collation* fields on the *Search Results [Articles]* screen. The *Periodical* field describes the name of journal/magazine while the *Collation* field gives publication details like volume number, issue number, date of publication, and page numbers of the article. After noting down the bibliographic description of the article, go the periodical section on the first floor of Library where all periodicals are placed on shelves in alphabetic order of their titles and within each title the individual issues are arranged in chronological order. Pick up the issue of journal that you require and get the needed article photocopied.

Searching for Annual Reports of Banks / Companies

The annual reports of banks or companies maintained in SBP Library System can be searched using library's [online catalog](#). For making a search, open the [Advanced Search Form](#) by navigating to {Catalogs → Advanced Search} and then press the *Annual Reports* tab. In the search fields, first select the name of library which you want to search. Then following the guidelines given at the top of the form for using search operators, put your keywords in *Title* or *Organization* fields. Search can be further narrowed down by specifying the *Organization Sector* like banks, insurance, investment & leasing Companies, etc. After indicating the search parameters, click on the *Search* button to run the search as illustrated below:


Advanced Search

Query Language:
AND: By default all words are searched using AND operator
OR: Use pipe (|) sign between words, e.g. 'Banking | Finance' will return all results containing either Banking, Finance, or both.
NOT: Use minus (-) sign before a word, e.g. 'Pakistan -India' will return all results that contain Pakistan but not India.
PHRASE: Enclose words in double quotes ("") to search exact match.

Books Journals Articles **Annual Reports**

Library: State Bank of Pakistan ▼
Title:
Organization:
Organization Sector: INSURANCE ▼

[Basic Search](#)



The search for 'insurance' in *Organization Sector* field will retrieve the following results:

Search Results [Annual Reports]

← New Search

Sort results by: Title A-Z ▾

Showing 1 - 20 of total 32 results.

< Previous
1
2
Next >

1	ADAMJEE INSURANCE COMPANY LIMITED: ANNUAL REPORT Organization: ADAMJEE INSURANCE COMPANY Sector: INSURANCE
2	ALPHA INSURANCE COMPANLY LIMITED ANNUAL REPORT Sector: INSURANCE
3	AMERICAN LIFE INSURANCE COMPANY (PAKISTAN) LTD. ANNUAL REPORT Sector: INSURANCE
4	ASIA INSURANCE CO. LTD. ANNUAL REPORT Sector: INSURANCE
5	ASKARI GENERAL INSURANCE CO. LTD. ANNUAL REPORT Sector: INSURANCE

The titles of company reports are hyperlinked to their detailed records where information about back archive holdings can be found. For instance, the holdings page for *Adamjee Insurance Company Annual Report* will somewhat look like this:

ADAMJEE INSURANCE COMPANY LIMITED: ANNUAL REPORT

← Back

Accession No.	5583
Accession Date:	08-JUL-08
Category:	Local
Language:	ENGLISH

ISSUES

Volume No.	Issue No.	Start Date	End Date	Year	Month
	2009			2009	
	2008			2008	
	2007			2007	
	2006			2006	
	2005			2005	
	2004			2004	
	2003			2003	
	2002			2002	
	2001			2001	
	2000			2000	

Finding & Locating Library Resources

How to Locate a Bank / Company's Annual Report in SBP Library?

The annual reports of banks and companies are maintained in the Periodical Section of the Library at the first floor. The reports are arranged in alphabetic order of their titles. Then within each title, the individual reports are put in chronological order. For finding an annual report, first search for it in Library's online catalogue. If found, go straight to the periodical section pick up the report from the open shelves and get your required pages photocopied.

B) Finding Audiovisual Resources

The audiovisual resources are enlisted at http://library/documents/resources/AV_Resources.pdf on library portal. As per policy, these resources are not lent but can only be consulted within A/V section located at the first floor of the Library. To save time, it is advised that you take an appointment from the Librarian @ Ext: 3100 before visiting the library.




C) Finding Online Resources

[E-Resources Directory](#) is the pathway to finding access to library's online resources. This directory is available on Library Portal under the menu *Resources* as illustrated below:

The screenshot displays the Library - State Bank of Pakistan website. At the top, there is a navigation bar with links for Sign In, Contact, and Home. Below this is a main menu with categories: ABOUT LIBRARY, RESOURCES, SERVICES, CATALOGS, MY LIBRARY, PUBLICATIONS, and HELP. A dropdown menu is open under RESOURCES, listing: Online Resources, Audio/Visual Resources, Printed Resources, Companion CDs, and Useful Links. A curved arrow points from the 'Online Resources' option to the 'e-Resources Directory' section below. The 'e-Resources Directory' section is divided into four categories: CD-ROM Databases, e-Journal Databases, e-Book Databases, and Statistical Databases. Each category includes a brief description and a 'View' link. On the right side of the page, there is a 'Related Stuff' sidebar with links to Online Resources, Printed Resources, Audio/Visual Resources, Companion CDs, and Useful Links. Below this is a 'Quick Links' sidebar with links to My Account, New Arrivals, Search, Online Resources, News & Events, and Contacts. At the bottom of the sidebar, there are social media icons for Facebook, Twitter, and YouTube, along with a Bookmark icon.

SBP Library Handbook

The directory uses three types of access indicators:

	Bank Wide Network Access through IP Authentication
	Global Open Access
	Restricted access to e-library corner through Password Authentication

Except for CD-ROMs and portals of some learned societies, majority of the online resources (like e-books, e-journal, and statistical databases, etc.) are configured on SBP country-wide network through IP authentication and the users are not prompted to enter any kind of IDs/Passwords to access those resources as long as they remain connected to SBP network.

Part-D

Chapter 8

Citing Sources

Citing is the process of acknowledging and giving credit to the sources used in any research work. This section will briefly describe the commonly used style guides for citing references and the popular software tools of citations management.

Commonly Used Editorial Style Guides:

All scholarly publications follow certain standards for citing references. Here is the list of some commonly used citation guides which have been accepted as standards in their respective disciplines:

1. For General Academic Writings:

- The Chicago Manual of Style {SBP Library Call No: [808.0270973 UNI \(72969\)](#) }
- A Manual for Writers of Research Papers, Theses, and Dissertations = the Turabian Manual {SBP Library Call No: [808.02 TUR \(67218\)](#) }
- The Oxford Style Manual {SBP Library Call No: [808.042 RIT \(75737\)](#) }
- Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy Editors, and Proof Readers {SBP Library Call No: [808.027 BUT \(75508\)](#) }

2. For Legal Writings

- The blue book : A Uniform System of Citation
- ALWD Citation Manual
- Oxford standard for Citation of Legal Authorities

3. For Literature, Arts & Humanities

- MLA (Modern Language Association of America) Handbook for Writers of Research Papers

4. For Medical, Health, and Biological Sciences

- American Medical Association (AMA) Manual of Style

5. For News Media:

- The Associated Press Style Book
- The New York Times Manual of Style and Usage
- The Wall Street Journal Guide to Business Style and Usage
- The BBC News Style Guide
- The Economist Style Guide {SBP Library Call No: [428 ECO \(76569\)](#) }
- The Guardian Style Guide
- The Times Style and Usage Guide

6. For Scientific Writings

- Scientific style and format: the CSE manual for authors, editors, and publishers

7. For Social & Behavioral Sciences:

- Publication Manual of American Psychological Association (APA)
- American Sociological Association (ASA) Style Guide

Popular Citation Management Tools

Citation management tools enable researchers to extract bibliographic information from scholarly databases, create personal database of references, and generate bibliographies in variety of formats. Some tools also have the feature of sharing references with other researchers. The popular citation management tools are:

- **BibDesk:** A free web based open source software for MAC OS X used to manage bibliographic references and their linked documents. It allows import of references directly from online scholarly databases and library catalogues using protocols like Z39.50 or Entrez. It can also export references in standard bibliographic format like RIS, BibTeX, EndNote, etc. For online collaboration, BibDesk allows both bibliography sharing with fellows and export to HTML and RSS, to keep everybody in the group up-to-date.
- **BibMe:** A free web-based online bibliography-maker which helps generate MLA, APA, Chicago and Turabian citations
- **Bibus:** A free open source cross-platform bibliographic and reference management software that is designed for collaboration, hierarchical organization of resources, and live query of medical databases, such as PubMed
- **Bookends:** A commercial reference management software for Mac users with support for retrieving bibliographic information and related files from the Web, and automatically generating bibliographies, etc.
- **Citeline:** A free web-based service developed by Massachusetts Institute of Technology to facilitate the web publishing of bibliographies and citation collections

Citing Sources

as interactive exhibits and facilitate the sharing of this type of data. Can import Zotero and BibTeX files.

- **CiteULike:** A free web service for managing and discovering scholarly references. It can: easily store references you find online; discover new articles and resources; provide automated article recommendations, share references with your peers, find out who's reading what you're reading; and store and search your PDFs.
- **Connotea:** A free online reference management tool for all researchers, clinicians and scientists. It can quickly save and organize links to references which can be accessed from any computer and be shared with fellow colleagues with much ease. References can be exported to, or imported from, desktop reference managers. References can be public, private, or shared with a selected group of colleagues. There is no limit to the number of references that can be saved or tagged on Connotea.
- **EasyBib:** A free web-based bibliography and citation maker in MLA, APA, Turabian or Chicago Styles
- **EndNote:** A commercial desktop as well as Web-based tool for managing and citing references in papers and creating bibliographies...integrates the following tasks into one program: Search bibliographic databases on the Internet; organize references, images, PDFs and other files; construct your paper with built-in manuscript templates; watch the bibliography and figure list appear as you write" (Commercial, web-based)
- **Heurist:** A free, web-based, open access initiative that serves as collaborative knowledge space for humanities scholars. It captures and manages web bookmarks, bibliographic references, personal notes and a host of other specialized data types (expandable) in a simple, searchable web interface, available anywhere. Researchers can easily and quickly find, capture and share relevant information, organise information resources and publish teaching/research project web site content automatically using Heurist
- **JaRef:** An open source bibliography reference manager that uses BibTeX as its native file format. JabRef runs on the Java VM (version 1.5 or newer), and should work equally well on Windows, Linux and Mac OS X.
- **KnightCite:** An online citation generator service provided by the Hekman Library of Calvin College. This service simplifies the often tedious task of compiling an accurate bibliography in the appropriate style by formatting the given data on a source into a reliable citation, eliminating the need to memorize minute details of style for multiple kinds of sources. The service is provided free of charge by the college, and is available to members both within and outside of the Calvin community.

- **Mendeley:** A free web-based reference manager and academic social network that can help you organize your research, collaborate with others online, and discover the latest research.
- **MyPeers:** A coding seed application that allows users to follow their peer researchers and get updated on their latest publications and new ideas, read publications online, and measure impact factor of authors by H-index or G- index.
- **NoodleTools:** A collection of free as well as subscription based web tools with MLA, APA, Chicago, and Turabian integrated citing and note-taking features.
- **OttoBib:** A free web service that generates book citations in APA, MLA, Chicago/Turabian, BibTex, and Wikipedia styles for any given ISBN
- **Purdue Online Writing Lab:** A reference site, maintained by Purdue University, which offers free writing resources and instructional materials on conducting and reporting research.
- **Papers:** A software program for Mac OS X that allows users to search for, automatically retrieve, organize, annotate, and read PDFs on their computers. PDFs already saved on computer may be imported into Papers. Conduct searches of PubMed, Web of Science, Google Scholar, and other databases directly through the program and Papers will find and download the full-text when available. Papers uses Spotlight for full-text searching.
- **RefBase:** A free web based, platform- independent, multiuser interface for managing scientific literature and citations
- **Reference Manager:** A commercial software for publishing and managing bibliographies on the Windows and the mackintosh desktops.
- **Referencer:** "a Gnome application to organise documents or references, and ultimately generate a BibTeX bibliography file" (Open source, Linux)
- **RefWorks:** An online commercial research management, writing and collaboration tool which help s researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies.
- **Sente:** A commercial academic reference manager for Mac OS users which helps in finding references from hundreds of online databases, maintain a personal repository of PDFs, and format bibliographic in standard styles.
- **Son of Citation Machine:** A free online interactive tool to help create reference citations for research papers.

Citing Sources

- **Zotero:** A free stand alone as well as online tool which helps users to collect, organize, cite, and share research sources. Compatible with Windows/Mac/Linux but requires Firefox browser to run.

Annexures

Annexure 1

List of Audiovisual Resources

Sr. No.	Author	Title	Publisher	Year	Format
1	Not Given	Managing People Problems: Motivating Employees Trapped on a Plateau	Britannica Educational corporation	1987	DVD
2	Not Given	More than a Gut Feeling 111	Training Leader's Guide	N/G	DVD
3	Not Given	Motivation: Igniting Exceptional Performance	American Media Incorporated	N/G	DVD
4	Not Given	Team Participation	Makau: Your training Partner	N/G	CD ROM
5	Not Given	Managing Team conflict	Makau: Your training Partner	N/G	CD ROM
6	Not Given	Enabling Teams	Makau: Your training Partner	N/G	CD ROM
7	Not Given	Leading Teams	Makau: Your training Partner	N/G	CD ROM
8	Devlin, Edward S	Business Continuity Program (Disk 1)	BCP Media	2006	DVD R
9	Devlin, Edward S	Business Continuity Program (Disk 2)	BCP Media	2006	DVD R
10	Harun Yahya	Allah is known through the reason	PGS Gulf inc		DVD
11	Harun Yahya	Altruism in nature	PGS Gulf inc	N/G	DVD
12	Harun Yahya	Answers from the Quran - 1	PGS Gulf inc	N/G	DVD
13	Harun Yahya	Behind the veil of War	PGS Gulf inc	N/G	DVD
14	Harun Yahya	Biomimetics Technology imitates nature	PGS Gulf inc	N/G	DVD
15	Harun Yahya	Deep Thinking	PGS Gulf inc	N/G	DVD
16	Harun Yahya	For Men of Understanding 1	PGS Gulf inc	N/G	DVD
17	Harun Yahya	For Men of Understanding 2	PGS Gulf inc	N/G	DVD
18	Harun Yahya	For Men of Understanding 3	PGS Gulf inc	N/G	DVD
19	Harun Yahya	The Miracle of man's creation	PGS Gulf inc	N/G	DVD
20	Harun Yahya	Islam Denounces Terrorism	PGS Gulf inc	N/G	DVD
21	Harun Yahya	Love and Cooperation in Living things	PGS Gulf inc	N/G	DVD
22	Harun Yahya	The Miracle Planet -1	PGS Gulf inc	N/G	DVD
23	Harun Yahya	Miracles of the Brain: Smell and Taste	PGS Gulf inc	N/G	DVD
24	Harun Yahya	Miracles of the Qur'an	PGS Gulf inc	N/G	DVD

25	Harun Yahya	Perished Nations - 1	PGS Gulf inc	N/G	DVD
26	Harun Yahya	Perished Nations - 2	PGS Gulf inc	N/G	DVD
27	Harun Yahya	The Quran leads way to Science	PGS Gulf inc	N/G	DVD
28	Harun Yahya	Satanism; Satan's Bloody Teaching	PGS Gulf inc	N/G	DVD
29	Harun Yahya	Solution; the values of the Quran	PGS Gulf inc	N/G	DVD
30	Harun Yahya	Splendors in the Seas	PGS Gulf inc	N/G	DVD
31	Harun Yahya	Teaching in Nature	PGS Gulf inc	N/G	DVD
32	Harun Yahya	The Bloody History of Communism - 1	PGS Gulf inc	N/G	DVD
33	Harun Yahya	The Bloody History of Communism - 2	PGS Gulf inc	N/G	DVD
34	Harun Yahya	The Collapse of Atheism	PGS Gulf inc	N/G	DVD
35	Harun Yahya	The Collapse of the Theory of Evolution	PGS Gulf inc	N/G	DVD
36	Harun Yahya	The Creation of the Universe	PGS Gulf inc	N/G	DVD
37	Harun Yahya	The Disasters Darwinism Brought to Huminity	PGS Gulf inc	N/G	DVD
38	Harun Yahya	The End Times and the Mahdi	PGS Gulf inc	N/G	DVD
39	Harun Yahya	The Fact of Creation	PGS Gulf inc	N/G	DVD
40	Harun Yahya	The Miracle in the Ant	PGS Gulf inc	N/G	DVD
41	Harun Yahya	The Miracle in the Cell	PGS Gulf inc	N/G	DVD
42	Harun Yahya	The Miracle of Respiration	PGS Gulf inc	N/G	DVD
43	Harun Yahya	The Miracle of Seed	PGS Gulf inc	N/G	DVD
44	Harun Yahya	The Miracle of Planet - 2: The Design in Light and Water	PGS Gulf inc	N/G	DVD
45	Harun Yahya	The names of Allah	PGS Gulf inc	N/G	DVD
46	Harun Yahya	The Secret Beyond Matter	PGS Gulf inc	N/G	DVD
47	Harun Yahya	The Secret of the Test	PGS Gulf inc	N/G	DVD
48	Harun Yahya	The signs of the Last Day	PGS Gulf inc	N/G	DVD
49	Harun Yahya	The Truth of Life of this World	PGS Gulf inc	N/G	DVD
50	Harun Yahya	The End Times -2 - The golden Age	PGS Gulf inc	N/G	DVD
51	Harun Yahya	A superstitious religion in Modern times: The new age	PGS Gulf inc	N/G	DVD
52	Harun Yahya	The Error of Buddhism	PGS Gulf inc	N/G	DVD
53	Harun Yahya	The signs in Living things	PGS Gulf inc	N/G	DVD
54	Harun Yahya	Order of the Heaven	PGS Gulf inc	N/G	DVD
55	Harun Yahya	The Prophet Muhammad (s.a.w.)	PGS Gulf inc	N/G	DVD
56	Harun Yahya	The Prophet Musa (a.s.)	PGS Gulf inc	N/G	DVD

57	Harun Yahya	The Prophet Yusuf (a.s.)	PGS Gulf inc	N/G	DVD
58	Harun Yahya	Prophet Moses (PBUH) and the ark of the covenant	PGS Gulf inc	N/G	DVD
59	Harun Yahya	A call to an Islamic Union	PGS Gulf inc	N/G	DVD
60	Harun Yahya	Islam Denounces Terrorism	PGS Gulf inc	N/G	DVD
61	Harun Yahya	Answers from the Quran - 2	PGS Gulf inc	N/G	DVD
62	Harun Yahya	Answers from the Quran -3	PGS Gulf inc	N/G	DVD
63	Harun Yahya	Makkah the mothers of the cities and the Holy site of Kaaba	PGS Gulf inc	N/G	DVD
64	Harun Yahya	The excellent moral values of believers -2	PGS Gulf inc	N/G	DVD
65	Harun Yahya	The excellent moral values of believers -3	PGS Gulf inc	N/G	DVD
66	Harun Yahya	The character of the satan arrogance	PGS Gulf inc	N/G	DVD
67	Harun Yahya	Only Love can Defeat Terrorism	PGS Gulf inc	N/G	DVD
68	Harun Yahya	The Perfect creation in Not by Chance	PGS Gulf inc	N/G	DVD
69	Harun Yahya	Al-Tib Al-Nabawi Medicine of the Prophet (s.a.w.)	PGS Gulf inc	N/G	DVD
70	Faiez Seyal	Badlain Gay	Ace One	N/G	CD ROM
71	Faiez Seyal	Ghusay ko Khatam kijaiy	Ace One	N/G	CD ROM
72	Faiez Seyal	Musbath Soch ka jadoo, Musbath tarz-e-Zindagi ka Jadoo	Ace One	N/G	CD ROM
73	Faiez Seyal	Hamesha saath saath	Ace One	N/G	CD ROM
74	Faiez Seyal	Zindagi ka Maqsad aor us ka Hasool	Ace One	N/G	CD ROM
75	Faiez Seyal	Alm Islam aor Trki Yfta Qoumai	Ace One	N/G	CD ROM
76	Faiez Seyal	Insaani Tafawath: Rehmat ya zehmat	Ace One	N/G	CD ROM
77	Faiez Seyal	Ilm Muft hai taaleem nahi	Ace One	N/G	CD ROM
78	Faiez Seyal	Aitidaal aor tawazun Musalmaan ke Pehchaan	Ace One	N/G	CD ROM
79	Faiez Seyal	Media - Tafreeh ya Hathyar	Ace One	N/G	CD ROM
80	Faiez Seyal	Road to Success	Ace One	N/G	CD ROM
81	Faiez Seyal	Born Again	Ace One	N/G	CD ROM
82	Faiez Seyal	Effective Communication skills	Ace One	N/G	CD ROM
83	Faiez Seyal	Road to Success (complete set of 7 Cd's)	Ace One	N/G	CD ROM
84	Faiez Seyal	3 Aham qwaneen-e-qudrat aor zindagi mai un ka amal dakhil	Ace One	N/G	CD ROM

85	Faiez Seyal	Zaathi karkardagee kaisay baraiy? Peak perofmance	Ace One	N/G	DVD
86	Faiez Seyal	Mushkil muashi halaath: Kya karay kya na karay	Ace One	N/G	DVD
87	Faiez Seyal	Mushkil Adwaar mai Musbath tarz-e-Zindagi	Ace One	N/G	DVD
88	Faiez Seyal	Success-Myths and Realities	Ace One	N/G	DVD
89	Faiez Seyal	Mamsafar ka intikhaab: Marrying aright	Ace One	N/G	CD ROM
90	Faiez Seyal	Shadian kaisay Bachaain	Ace One	N/G	CD ROM
91	Faiez Seyal	Shadi kay baad ghar aor khandaan ki Mazboothee	Ace One	N/G	CD ROM
92	Faiez Seyal	Musalmaano par mushkil wakat: Kya karay kya na karay	Ace One	N/G	CD ROM
93		Multimedia Islamic Ecnyclopedia	Darussalam	N/G	Multimedia
94	Allama Iqbal	Kulyaath-e-Iqbal (Allama Iqbal collected urdu works) recitations: 3CDs	Iqbal Academy Pakistan	N/G	Audio CD
95	Allama Iqbal	Mera Iqbal: Iqbal ke Munthkhab Shairee bachoo kai lai: 5 CDs set	Iqbal Academy Pakistan	N/G	DVD
96	Allama Iqbal	Kalaam-e-Mashriq: 3 CDs set	Iqbal Academy Pakistan	2001-03	CD ROM
97	Allama Iqbal	Mera Payam Aur Hai: 3 CDs set	Iqbal Academy Pakistan	N/G	CD ROM
98	Allama Iqbal	Iqbal the Poet Philosopher: 3 CDs	Iqbal Academy Pakistan	N/G	CD ROM
99	Allama Iqbal	Iqbal ki Pulwaaree	Iqbal Academy Pakistan	N/G	DVD
100	Allama Iqbal	IQBAL: telefilm DVD	Iqbal Academy Pakistan	N/G	DVD
101	Allama Iqbal	An Inspiring Legacy: life, time and works of Iqbal	Iqbal Academy Pakistan	N/G	DVD
102	Allama Iqbal	Tulooa-e-Islam: Allama Iqbal ki taweel nazmai	Iqbal Academy Pakistan	N/G	CD ROM
103	Allama Iqbal	Seerat-e-Pak (PBUPH)	Iqbal Academy Pakistan	N/G	CD ROM
104	Allama Iqbal	Ahang-e-Iqbal	Iqbal Academy Pakistan	N/G	CD ROM

Annexure 2

List of Foreign Journals Maintained At SBP Library

Sr. No.	Title	Frequency	Publication Place
A) SUBSCRIBED JOURNALS			
1.	American Economic Journal: Applied Economics	Quarterly	USA
2.	American Economic Journal: Economic Policy	Quarterly,	USA
3.	American Economic Journal: Microeconomics	Quarterly	USA
4.	American Economic Review	Quarterly	USA
5.	American Journal of Agricultural Economics	Quarterly	USA
6.	American Journal of Economics: Macroeconomics	Quarterly	USA
7.	American Journal of Islamic Social Sciences	Quarterly	USA
8.	Applied Economics	Monthly	UK
9.	Applied Economics letters	Monthly	UK
10.	Applied Financial Economics	Quarterly	UK
11.	Asian Banker Journal	Bi-Monthly	Singapore
12.	Asian Economic Review	3 Issues/year	India
13.	Asian Journal of Management Cases	Biennial	India
14.	Bank Quest	Quarterly	India
15.	Cambridge Journal of Economics	Bi-Monthly	UK
16.	Canadian Journal of Economics	Quarterly	Canada
17.	Central Banking	Quarterly	USA
18.	Copy Editing	Monthly	UK
19.	Cotton Outlook	Weekly	UK
20.	Cotton Review of World Situation	Bi-Monthly	USA
21.	Developing Economies	Quarterly	Japan
22.	Development	Quarterly	India
23.	E. I. U. Country Report on Pakistan	Quarterly	UK
24.	Econometrica	Bi-Monthly	UK
25.	Economia Internazionale / International Economics	Quarterly	Italy
26.	Economic and Political Weekly	Weekly	India
27.	Economic Inquiry	Quarterly	USA
28.	Economic Journal	Monthly	UK
29.	Economic Letters	Monthly	Holland
30.	Economica	Quarterly	UK
31.	Economist	weekly	UK
32.	Editing Matters	Bi-Monthly	UK

33.	EIU Country Forecast: India	Quarterly	India
34.	English Today	Quarterly	UK
35.	Euromoney	Monthly	UK
36.	European Economic Review	8 issues/year	Netherland
37.	Financial World	Quarterly	UK
38.	Financing Agriculture	Quarterly	India
39.	Foreign Affairs	Bi-Monthly	USA
40.	Foreign Policy	Bi-Monthly	USA
41.	Growth and Change	Quarterly	USA
42.	Harvard Business Review	Monthly	USA
43.	Human Resource Management	Bi-Monthly	UK
44.	IIUM Journal of Economics and Management	Half yearly	Malaysia
45.	IMF Staff Papers	Quarterly	USA
46.	India Today	Monthly	India
47.	Indian Defence Review	Quarterly	India
48.	Indian Economic Review	Bi-Annual	India
49.	Indian Journal of Agricultural Economics	Quarterly	India
50.	Indian Journal of Economics, (Quarterly) India	Quarterly, India	India
51.	Information Management	Monthly	USA
52.	Institutional Investor	Monthly	USA
53.	Int'l Journal of Disclosure and Governance	Quarterly	UK
54.	International Currency Review	Quarterly	UK
55.	International Economic Review	Quarterly	USA
56.	International Journal of Forecasting	Quarterly	Netherland
57.	International Journal of Middle East Studies	Quarterly	UK
58.	International Sugar Organization: Monthly Statistical Bulletin	Monthly	U.K
59.	Journal of American Statistical Association	Quarterly	USA
60.	Journal of Applied Psychology	Bi-Monthly	UK
61.	Journal of Banking and Finance	Monthly	Netherland
62.	Journal of Banking Regulation	Quarterly	UK
63.	Journal of Business & Economic Statistics	Quarterly	USA
64.	Journal of Business Continuity & Emergency Planning	Quarterly	UK
65.	Journal of Common Market Studies	5 Issues/year	UK
66.	Journal of Credit Risk	Quarterly	UK
67.	Journal of Development Studies	8 issues/year	UK
68.	Journal of Economic History	Quarterly	UK
69.	Journal of Economic Literature	Quarterly	USA
70.	Journal of Economic Perspectives	Quarterly	USA
71.	Journal of Emerging Markets Finance	Tri-Annual	India
72.	Journal of Finance	Bi-Monthly	UK

73.	Journal of Financial Economics	Monthly	Netherland
74.	Journal of Financial Management & Analysis	Bi-Annual	India
75.	Journal of Financial Regulation and Compliance	Quarterly	UK
76.	Journal of Forecasting	8 issues/year	UK
77.	Journal of Income and Wealth	Bi-Annual	India
78.	Journal of International Economics	Bi-Monthly	Netherland
79.	Journal of Islamic Economics, Banking and Finance	Annually	Bangladesh
80.	Journal of Monetary Economics	Bi-Monthly	Netherland
81.	Journal of Money Credit & Banking	Bi-Monthly	USA
82.	Journal of Operational Risk	Quarterly	UK
83.	Journal of Payments Strategy & Systems,	Quarterly	UK
84.	Journal of Political Economy	Bi-Monthly	USA
85.	Journal of Post Keynesian Economics	Quarterly	USA
86.	Journal of Public Economics	Monthly	Netherland
87.	Journal of Quantitative Economics	Bi-Annual	India
88.	Journal of Royal Statistical Society Series A	Quarterly	UK
89.	Journal of Royal Statistical Society Series B	Quarterly	UK
90.	Journal of Royal Statistical Society Series C	Quarterly	UK
91.	Journal of Small Business Management	Quarterly	USA
92.	Kyklos	Quarterly	UK
93.	McKinsey	Quarterly	USA
94.	Migration Letters	Half Yearly	UK
95.	Muslim World	Quarterly	USA
96.	National Geographic	Monthly	USA
97.	New Zealand Economic Paper	2 issues/year	New Zealand
98.	News Week	weekly	USA
99.	OECD Economic Outlook,	2 issues/year	France
100.	OECD Economic Surveys	18 issues/year	France
101.	OECD Observer	18 issues/year	France
102.	Open Economies Review	5 issues/year	USA
103.	Oprisk and Compliance	Monthly	UK
104.	Oxford Economic Papers	Quarterly	USA
105.	Pakistan Business Forecast Report	Quarterly	UK
106.	Public Ledger	Weekly	UK
107.	Quarterly Journal of Economics	Quarterly	UK
108.	Readers' Digest	Monthly	Hong Kong
109.	Review of Economics and Statistics	Quarterly	USA
110.	Review of Income and Wealth	Quarterly	UK
111.	Review of Islamic Economics	2 issues/year	UK
112.	Risk Magazine	Monthly	UK

113.	Scandinavian Journal of Economics	Quarterly	UK
114.	Scientific American	Monthly	USA
115.	<i>Significance</i>	Quarterly	UK
116.	South Asian Economic Journal	2 issues/year	India
117.	South Asian Survey	2 issues/year	India
118.	Southern Economic Journal	Quarterly	USA
119.	Speed	Quarterly	UK
120.	Structured Products	Monthly	UK
121.	T + D Magazine	Monthly	USA
122.	The American Statistician	Quarterly	USA
123.	The Banker	Monthly	UK
124.	The RMA Journal	10 issues/year	USA
125.	The Treasurer	10 issues/year	UK
126.	Third World Quarterly	8 Issues/year	UK
127.	Time Magazine	Weekly	Hong Kong
128.	World Bank Economic Review	Quarterly	USA
129.	World Bank Research Observer	2 Issues/year	USA
130.	World Development	Monthly	Netherland
131.	World Economic Outlook	Half yearly	
B) COMPLEMENTARY JOURNALS			
	ADB Asian Development Review	Half Yearly	Philippine
	ADB Finance For The Poor	Quarterly	Philippine
	ADB Quarterly Procurement Statistics	Quarterly	Philippine
	ADB Review	Bi-monthly	Philippine
	ADB Summary Of Proceedings	Yearly	Philippine
	APO News	Monthly	Japan
	Asian Clearing Union Newsletter	Monthly	Iran
	Asia-Pacific Development Journal	Half yearly	Thailand
	Asia-Pacific Population Journal	Quarterly	Thailand
	Bank For International Settlement B.I.S Quarterly Review: International Banking And Financial Market Developments	Quarterly	Switzerland
	Bloomberg Markets	Monthly	USA
	Deutschland: Forum On Politics, Culture And Business	Bi-Monthly	Germany
	Financial Statistics Of Japan	Yearly	Japan
	Fx & Mm: The Global Magazine For Foreign Exchange Treasury Professional	Monthly	USA
	Global Finance	Monthly	USA
	Hitotsubashi Journal Of Commerce & Management	Yearly	Japan
	Hitotsubashi Journal Of Economics	Half Yearly	Japan
	Hr Magazine	Monthly	USA

I. L. O. International Labour Review	Quarterly	Switzerland
I. L. O. World Of Work	Quarterly	Switzerland
I. M. F. Direction Of Trade Statistics	Quarterly	USA
I. M. F. Finance And Development	Quarterly	USA
I. M. F. International Financial Statistics	Monthly	USA
I. M. F. Survey	Fortnightly	USA
International Affairs	Bi-Monthly	UK
International Journal Of Central Banking	Quarterly	USA
International Studies: Journal Of The School Of International Studies, Jawaharlal Nehru University	Quarterly	India
International Trade Forum	Quarterly	Switzerland
Islamic Economic Studies	Half yearly	Saudi Arabia
Islamic Finance Asia	Bi-Monthly	Malaysia
Japan Echo: Insight And Analysis From The Japanese Media	Quarterly	Japan
Journal Of Economic Cooperation And Development	Quarterly	Turkey
Monthly Finance Review	Monthly	Japan
Muslim World Book Review	Quarterly	UK
Opec Bulletin	Monthly	Australia
Review Of Agricultural Economics	Quarterly	UK
Review Of Economic Conditions In Italy	Quarterly	Italy
Review Of Financial Studies	Monthly	UK
Review Of The Economic Situation Of Mexico	Quarterly	Mexico
Thoughts On Economics: The Quarterly Journal Of Islamic Economics Research Bureau	Quarterly	Bangladesh
Tijaris	Bi-Monthly	Morocco
World Bank Institute Development Outreach	Quarterly	USA
World Institute For Development Economics Research: (Wider) Discussion Papers	Monthly	Finland
World Today	Monthly	UK

Annexure 3

List of Local Journals Maintained at SBP Library

Sr. No.	Title	Supplier
A) Subscribed Journals		
1.	Al-Balagh (Urdu)	Dar-ul-Uloom, Korangi , Karachi.
2.	AutoMark	Pak Auto
3.	Blue Chip	Blue Chip Mag
4.	Economic Outlook	Pakistan Press Int
5.	Fertilizer Review	NDFC
6.	Gazette of Pakistan	Govt Of Pakistan
7.	Hamdard Islamicus	Hamdard Foundation
8.	Herald	Dawn Group
9.	Industrial Advisory Reports	I & A Research Publications
10.	Islamic Studies	Islamic research institute
11.	Journal of Islamic Banking & Finance	IAIB
12.	Lahore journal of Economics	LSOE
13.	Margalla Papers	NDU
14.	Meyaar (Urdu)	Islamic research institute
15.	Mutual Funds	The Financial Daily
16.	NDU Journal	NDU
17.	New Horizon	Institute of Islamic banking
18.	Newsline	Jang group
19.	Nukta Art	Nukta Art Pakistan
20.	Pakistan & Golf Economist	Economist Publications
21.	Pakistan Economic & Social Review	University of Punjab
22.	Pakistan Journal of Meteorology	Pakistan Meteorological Department
23.	Pakistan Journal of Statistics	PJS
24.	Pakistan Journal of Women Studies	PAWS
25.	Pakistan Library & Information Science Journal	PLISc
26.	South Asian Journal	Free Media
27.	Spider	Dawn group
28.	Suey-Haram (Urdu)	Suey-Haram
29.	Trade Chronicle	Trade Chronicle
30.	True Banking	Al-Huda
B) Complementary Journals		
1.	Al-Haq (Urdu)	Monthly
2.	Bayyinat (Urdu)	Monthly
3.	Cotistics (Cotton Statistical Bulletin)	Yearly

4.	Cotton Review -(Formely Name Monthly Cotton Review)	Monthly
5.	Defence Journal	Monthly
6.	Industrial Bulletin, A Monthly Publication Of Experts Advisory Cell	Monthly
7.	Investment And Marketing	Monthly
8.	Islamic Culture: Quarterly Magazine Of Sheikh Zayed Islamic Centre, Karachi	Quarterly
9.	Journal Of Independent Studies And Research On Computing	Half Yearly
10.	Journal Of Independent Studies And Research: Management And Social Sciences & Economics	Half Yearly
11.	Journal Of Management & Social Sciences	Half Yearly
12.	Journal Of The Institute Of Bankers In Pakistan	Quarterly
13.	Management Accountant	Quarterly
14.	Minaret	Monthly
15.	Money Business & Personal Finance	Fortnightly
16.	Monthly Bulletin Of Statistics (Federal Bureau)	Monthly
17.	Monthly Survey Of Industrial Production And Employment In Sindh	Monthly
18.	Muslim World	Monthly
19.	National Bank Of Pakistan Economic Bulletin	Bi-Monthly
20.	Pakistan Accountant	Bi-Monthly
21.	Pakistan Business Review (PBR)	Quarterly
22.	Pakistan Development Review (PDR)	Quarterly
23.	Pakistan Horizon	Quarterly
24.	Pakistan Journal Of Agriculture, Agricultural Engineering and Veterinary Sciences	Half Yearly
25.	Pakistan Management Review	Quarterly
26.	PIDE Business Barometer: A Biannual Publication Of PIDE about Performance And Expectations Of The Business Sector Of Pakistan	Half Yearly
27.	Performance And Expectations	Quarterly
28.	Sahifa Ahl-E-Hadis (Urdu)	Fortnightly
29.	Sialkot Chamber Of Commerce & Industry: Bulletin	Fortnightly
30.	Social Science And Policy Bulletin	Quarterly
31.	Strategic Studies	Quarterly
32.	Tax Forum	Monthly
33.	Textile Today	Monthly

Annexure 4

List of Central Banks' Annual Reports Maintained at SBP Library

Sr. No.	Name of Central Bank	Country
1.	Bank Of Albania	Albania
2.	Central Bank Of Armenia	Armenia
3.	Central Bank of Aruba	Aruba
4.	Reserve Bank Of Australia	Australia
5.	Austrian National Bank	Austria
6.	Central Bank Of The Republic Of Azerbaijan	Azerbaijan
7.	Central Bank Of Bahamas	Bahamas
8.	Bahrain Monetary Agency	Bahrain
9.	Bangladesh Bank	Bangladesh
10.	Central Bank Of Barbados	Barbados
11.	National Bank Of Belgium	Belgium
12.	Royal Monetary Authority Of Bhutan	Bhutan
13.	Bank Of Botswana	Botswana
14.	Bulgarian National Bank	Bulgaria
15.	Bank Of Canada	Canada
16.	People's Bank Of China	China
17.	Croatian National Bank	Croatia
18.	Central Bank Of Cyprus	Cyprus
19.	Czech National Bank	Czech Republic
20.	Central Bank Of Egypt	Egypt
21.	Bank Of England	England
22.	Bank Of Estonia	Estonia
23.	National Bank Of Ethiopia	Ethopia
24.	Bank Of Finland	Finland
25.	Banque De France	France
26.	European Central Bank	Germany
27.	Bank Of Greece	Greece
28.	Bank Of Guyana	Guyana
29.	Hong Kong Monetary Authority	Hong Kong
30.	Central Bank Of Iceland	Iceland
31.	Reserve Bank Of India	India
32.	Bank Indonesia	Indonesia
33.	Central Bank Of The Islamic Republic Of Iran	Iran
34.	Central Bank & Financial Services Authority Of Ireland	Ireland
35.	Banca D'italia	Italy
36.	Bank Of Jamaica	Jamaica

37.	Bank Of Japan	Japan
38.	Central Bank Of Jordan	Jordan
39.	Agency Of The Republic Of Kazakhstan	Kazakhstan
40.	Central Bank of Kuwait	Kuwait
41.	Reserve Bank Of Malawi	Malawi
42.	Bank Negara Malaysia	Malaysia
43.	Central Bank Of Malta	Malta
44.	Bank Al- Maghrib	Morocco
45.	Reserve Bank Of New Zealand	New Zealand
46.	Norges Bank	Norway
47.	Central Bank Of Oman	Oman
48.	State Bank of Pakistan	Pakistan
49.	Central Bank Of The Philippines	Philippines
50.	National Bank Of Poland	Poland
51.	Banco De Portugal	Portugal
52.	Qatar Central Bank	Qatar
53.	National Bank Of Romania	Romania
54.	Saudi Arabian Monetary Agency	Saudi Arabia
55.	Central Bank Of Seychelles	Seychelles
56.	Bank Of Sierra Leone	Sierra Leone
57.	Monetary Authority Of Singapore	Singapore
58.	Banco De Espana	Spain
59.	Central Bank Of Sri Lanka	Sri Lanka
60.	Bank Of Thailand	Thailand
61.	Central Bank Of The Republic Of Turkey	Turkey
62.	Federal Reserve Bank of New York	USA
63.	National Bank Of Ukraine	Ukraine
64.	Reserve Bank Zimbabwe	Zimbabwe

Annexure 5

List of Commercial Banks' Annual Reports Maintained at SBP Library

Sr. No.	Name of Bank
1.	Al-Baraka Islamic Bank
2.	American Express Bank (Pakistani branches)
3.	Allied Bank of Pakistan
4.	Arif Habib Bank
5.	Askari Bank Ltd
6.	Asset Investment Bank
7.	Atlas Bank
8.	Bank Al-Falah
9.	Bank Al-Habib Ltd.
10.	Bank Islami Pakistan
11.	Bank of Khyber
12.	Bank of Punjab
13.	Citi Bank
14.	Deutsche Bank
15.	Escorts Investment Bank
16.	Faysal Bank
17.	Fidelity Investment Bank
18.	First International Investment Bank
19.	First Women Bank Ltd.
20.	Habib Bank AG Zurich
21.	Habib Bank of Pakistan
22.	Habib Metropolitan Bank
23.	HSBC Bank
24.	Industrial Development Bank
25.	KASB Bank
26.	Khushhali Bank
27.	MCB Bank
28.	Meezan Bank
29.	My Bank
30.	National Bank of Pakistan
31.	Network Micro-Finance Bank
32.	NIB Bank
33.	Oman International Bank (pakistani branches)
34.	Orix Investment Bank
35.	Pak Oman Micro-Finance Bank
36.	PICIC Commercial Bank

37.	Punjab Provincial Co-operative Bank
38.	RBS (Royal Bank of Scotland)
39.	Rozgar Micro-Finance Bank
40.	SAMBA Bank
41.	SILK Bank
42.	SME Bank
43.	Soneri Bank
44.	Standard Chartered Bank (Pakistani Branches)
45.	United Bank Ltd.
46.	Zarai Tarqiati Bank

Annexure 6

List of Companies Reports Maintained at SBP Library

Ceramics and Glass Industries	
1.	Ghani Glass
2.	Karam Ceramics Ltd
3.	Premier Ceramics Limited
4.	Tariq Glass Industries Limited
Cement Industries	
1.	Al-Abbas Cement
2.	Attock Cement
3.	Bestway Cement
4.	Cherat Cement
5.	Dandot Cement
6.	D.G. Khan Cement
7.	Fauji Cement
8.	Fecto Cement
9.	Gharibwal Cement
10.	Javedan Cement
11.	Kohat Cement
12.	Lucky Cement
13.	Maple Leaf Cement Factory Limited
14.	Mustehkam Cement
15.	Pakistan Slag Cement
16.	Pakland Cement Limited
17.	Pioneer Cement Limited
18.	Zeal Pak Cement
Chemical Industries	
1.	ICI Pakistan
2.	Engro Chemical
3.	Berger Panints
4.	Clariant Pakistan
5.	Searle Pakistan
6.	Sitara Chemical
7.	Ittehad Chemicals
8.	Fauji Fertilizer
9.	Pakistan Chemmical & Dyes Merchants Association
10.	Dawood Herclues Chemicals
11.	Nimir Industrial Chemical
12.	Pakistan Gum & Chemical
13.	Wah Noble Chemicals
14.	Shaffi Chemical Industries
15.	Buxly Paints
Engineering Sector	
1.	Agriauto Industries
2.	Al-Ghazi Tractors

3.	Allwin Engineering Industries
4.	Atlas Engineering
5.	Automotive Battery
6.	Climax Engineering Co
7.	Crescent Steel & Allied Products
8.	Dewan Farooque Motors
9.	Emco Industries
10.	Exide Pakistan
11.	Ghandhara Industries
12.	Ghandhara Nissan Diesel
13.	Ghani Automobile Industries
14.	Hinopak Motors
15.	Indus Motor
16.	KSB Pumps Company
17.	Metropolitan Steel Corporation
18.	Millat Tractors
19.	Pak Suzuki Motor Company
20.	Pakistan Cables Limited
21.	Pakistan Engineering Company
22.	Pakistan Pvc Ltd
23.	PEL Pakistan
24.	Philips Pakistan
25.	Sazgar Engineering Works
26.	Siemens (Pakistan) Engineering
27.	Singer Pakistan
28.	Transmission Engineering Industries
29.	Zulfeqar Industries
Fuel & Energy Industries	
1.	Altern Energy Ltd
2.	Atlas Battery
3.	Attock Petroleum
4.	Attock Refinery
5.	Bosicor Pakistan
6.	Genertech Pakistan
7.	Hub Power Company
8.	Ideal Energy
9.	Japan Power Generation
10.	Karachi Electric Supply Corp
11.	Kohinoor Energy
12.	Kohinoor Power
13.	Kot Addu Power Company
14.	Mari Gas Company
15.	National Refinery
16.	OGDCL
17.	Oil Companies Advisory Committee (OCAC)
18.	Pak Arab Refinery Limited (Parco)
19.	Pakistan Oilfields
20.	Pakistan Petroleum
21.	Pakistan Refinery

22.	Pakistan State Oil (PSO)
23.	S.G. Power Limited
24.	S.S. Oil Mills
25.	Shell Gas Lpg
26.	Shell Pakistan
27.	Sitara Energy
28.	Southern Electric Power
29.	Sui Northern Gas Pipeline
30.	Sui Southern Gas
31.	Tri-Star Power
Insurance Companies	
1.	Adamjee Insurance
2.	Alpha Insurance
3.	American Life Insurance
4.	Asia Insurance
5.	Askari General Insurance
6.	Atlas Insurance
7.	Beema Pakistan
8.	Business & Industrial Insurance
9.	Central Insurance
10.	Century Insurance
11.	Crescent Star Insurance
12.	East West Insurance
13.	EFU General Insurance
14.	Excel Insurance
15.	Habib Insurance
16.	IGI Insurance
17.	Insurance Year Book
18.	Metropolitan Life Assurance
19.	New Jubilee Insurance
20.	New Jubilee Life Insurance
21.	Pakistan Reinsurance
22.	PICIC Insurance
23.	Platinum Insurance
24.	Premier Insurance
25.	Reliance Insurance
26.	Shaheen Insurance
27.	Silver Star Insurance
28.	State Life Insurance
29.	TPL Direct Insurance
30.	Union Insurance
31.	United Insurance
32.	Universal Insurance
Investment Companies	
1.	ARPAK International Investments
2.	Pak Oman Investment Co
3.	Pakistan Kuwait Investment Company
4.	Saudi Pak Industrial & Agricultural Investment Company
Jute	

1.	Crescent Jute
2.	Latif Jute Mills
3.	Suhail Jute Mills
Leasing Companies	
1.	Al-Zamin Leasing
2.	Askari Leasing
3.	Atlas Lease
4.	Capital Assets Leasing
5.	Crescent Leasing
6.	English Leasing
7.	First Fidelity Leasing
8.	Grays Leasing
9.	Interasia Leasing
10.	International Multi Leasing
11.	National Asset Leasing
12.	Natover Lease & Refinance
13.	Network Leasing
14.	Orix Leasing
15.	Pak Gulf Leasing
16.	Pakistan Industrial & Commercial Leasing
17.	Saudi Pak Leasing
18.	Security Leasing
19.	Sigma Leasing
20.	Universal Leasing
Modaraba Companies	
1.	Fayzan Manufacturing Modaraba
2.	First Al-Noor Modaraba
3.	First Constellation Modaraba
4.	First Elite Capital Modaraba
5.	First Equity Modaraba
6.	First Habib Bank Modaraba
7.	First Islamic Modaraba
8.	First National Bank Modaraba
9.	First Pak Modaraba
10.	First Paramount Modaraba
11.	First Professionals Modaraba
12.	First Prudential Modaraba
13.	First Punjab Modaraba
14.	First Tri-Star Modaraba
15.	Modaraba Al-Mali
16.	Modaraba Association Of Pakistan
17.	Trust Modaraba
Paper & Board Industries	
1.	Baluchistan Particle Board
2.	Century Paper & Board Mills
3.	Cherat Papersack
4.	Maqbool Company
5.	Pakistan Paper Products
6.	Printing Corporation Of Pakistan

7.	Security Papers Limited
Pharmaceutical Industries	
1.	Abbott Laboratories
2.	Ferozsons Laboratories
3.	Glaxo Smith Kline
4.	Highnoon Laboratories
5.	Searle Pakistan
6.	Wyeth Pakistan
Sugar Industries	
1.	Adam Sugar Mills
2.	Al-Abbas Sugar Mills
3.	Al-Asif Sugar Mills
4.	Al-Noor Sugar Mills
5.	Ansari Sugar Mills
6.	Baba Farid Sugar Mills
7.	Bawany Sugar Mills
8.	Chashma Sugar Mills
9.	Crescent Sugar Mills And Distillery
10.	Dewan Sugar Mills
11.	Faran Sugar Mills
12.	Fecto Sugar Mills
13.	Frontier Sugar Mills & Distillery
14.	Habib Sugar Mills
15.	Haseeb Waqas Sugar Mills
16.	Husein Sugar Mills
17.	Khairpur Sugar Mills
18.	Kohinoor Sugar Mills
19.	Mehran Sugar Mills
20.	Mirpurkhas Sugar Mills
21.	Mirza Sugar Mills
22.	Noon Sugar Mills
23.	Pangrio Sugar Mills
24.	Premier Sugar Mills & Distillery
25.	Sakrand Sugar Mills
26.	Sanghar Sugar Mills
27.	Shahmurad Sugar Mills
28.	Shahtaj Sugar Mills
29.	Shakarganj Mills
30.	Sindh Abadgar's Sugar Mills
31.	Tandlianwala Sugar Mills
32.	United Sugar Mills
Textile Industries	
1.	(Colony) Sarhad Textile Mills
2.	(Colony) Thal Textile Mills
3.	Accord Textile
4.	Adil Textile Mills
5.	Ahmad Hussan Textile Mills
6.	Al-Abid Silk Mills
7.	Al-Azhar Textile Mills

8.	Ali Asghar Textile Mills
9.	Allawasaya Textile & Finishing Mills
10.	Al-Qadir Textile Mills
11.	Al-Qaim Textile Mills
12.	Al-Qasim Textile Mills
13.	Amin Fabrics
14.	Annoor Textile Mills
15.	Apollo Textile Mills
16.	Aruj Garments Accessories
17.	Ashfaq Textile Mills
18.	Asim Textile Mills
19.	Ayesha Textile Mills
20.	Azam Textile Mills
21.	Babri Cotton Mills
22.	Baig Spinning Mills
23.	Bannu Woolen Mills
24.	Bhanero Textile Mills
25.	Bilal Fibres
26.	Blessed Textile
27.	Brother Textile
28.	Caravan East Fabrics
29.	Chakwal Spinning Mills
30.	Chaudhry Textile Mills
31.	Colony Textile Mills
32.	Colony Woollen Mills
33.	Crescent Textile Mills
34.	D.M. Textile
35.	Dar-Es-Salam Textile Mills
36.	Data Textiles
37.	Dawood Lawrencepur
38.	Dewan Khalid Textile
39.	Dewan Mushtaq Textile Mills
40.	Dewan Salman Fibre
41.	Dewan Textile Mills
42.	Din Textile Mills
43.	Elahi Cotton Mills
44.	Ellicot Spinning Mills
45.	Fateh Textile Mills
46.	Fateh Sports Wear
47.	Fawad Textile Mills
48.	Fazal Cloth Mills
49.	Fazal Textile Mills
50.	Gadoon Textile Mills
51.	Ghazi Fabrics International
52.	Glamour Textile
53.	Globe Textile Mills
54.	Grays Of Cambridge
55.	Gul Ahmed Textile Mills
56.	Gulistan Spinning Mills

57.	Gulshan Spinning Mills
58.	Hafiz Textile Mills
59.	Haji Mohammad Ismail Mills
60.	Hajra Textile Mills
61.	Hala Enterprises
62.	Hamid Textile Mills
63.	Ibrahim Fibres
64.	Icc Textiles
65.	Ideal Spinning Mills
66.	Idress Textile Mills
67.	Indus Polyester
68.	Island Textile Mills
69.	J.A. Textile Mills
70.	Janana De Malucho Textile Mills
71.	Jdw Sugar Mills
72.	Jubilee Spinning & Weaving Mills
73.	Karim Cotton Mills
74.	Khalid Siraj Textile Mills
75.	Khurshid Spinning Mills
76.	Khyber Textile Mills
77.	Kohat Textile Mills
78.	KOHINOOR (Weaving) MILLS
79.	Kohinoor Spinning Mills
80.	Kohinoor Textile Mills
81.	Landmark Spinning Industries
82.	Libaas Textile
83.	Liberty Mills Limited
84.	Mahmood Textile Mills
85.	Maqbool Textile Mills
86.	Masood Textile
87.	Mehr Dastgir Textile
88.	Mian Textile Industries
89.	Modern Textile Mills
90.	Mohammad Farooq Textile
91.	Mubarak Textile Mills
92.	Mukhtar Textile Mills
93.	N.P. Spinning Mills
94.	Nadeem Textile Mills
95.	Nagina Cotton Mills
96.	National Silk & Rayon Mills
97.	Nazir Cotton Mills
98.	Nishat (Chunian) Ltd
99.	Noor Silk Mills
100.	Olympia Spinning & Weaving
101.	Olympia Textile Mills
102.	Pak Leather Crafts
103.	Paramount Spinning Mills
104.	Prosperity Weaving Mills
105.	Qayyum Spinning

106.	Quality Textile
107.	Quetta Textile Mills
108.	Rashid Textile Mills
109.	Ravi Textile Mills
110.	Redco Textiles
111.	Regent Textile Industries
112.	Reliance Cotton Spinning Mills
113.	Reliance Weaving Mills
114.	Resham Textile Industries
115.	Ruby Textile Mills
116.	Rupali Polyester Ltd
117.	S.G. Fibre
118.	Saif Textile Mills
119.	Saitex Spinning Mills
120.	Sajjad Textile Mills
121.	Salfi Textile Mills
122.	Sally Textile Mills
123.	Samin Textiles
124.	Sapphire Fibres
125.	Sapphire Textile Mills
126.	Sargodha Spinning Mills
127.	Saritow Spinning Mills
128.	Service Fabrics
129.	Shadab Textile Mills
130.	Shadman Cotton Mills
131.	Shaheen Cotton Mills
132.	Shahpur Textile Mills
133.	Shahtaj Textile
134.	Shahzad Textile Mills
135.	Shams Textile Mills
136.	Sindh Fine Textile Mills
137.	Sitara Peroxide
138.	Sunrays Textile Mills
139.	Sunshine Cotton Mills
140.	Suraj Cotton Mills
141.	Taha Spinning Mills
142.	Tata Textile Mills
143.	Tri-Star Polyester
144.	Usman Textile Mills
145.	Yousaf Weaving Mills
146.	Zahur Cotton Mills
147.	Zahur Textile Mills
Tobacco	
1.	Khyber Tobacco Co
2.	Lakson Tobacco Company
3.	Pakistan Tobacco Company
Transport & Communication	
1.	Atlas Honda
2.	Honda Atlas Cars

3.	Lotte Pakistan PTA Ltd
4.	Pakistan International Airlines (PIA)
5.	Pakistan National Shipping Corporation (PNSC)
6.	Pakistan Telecommunication Authority (PTA)
7.	Pakistan Telecommunication Limited (PTCL)
8.	Pakistan Telephone Cables
9.	Toyota Motor Corporation
Vanaspati and Allied Industries	
1.	Haroon Oils
2.	Kohinoor Industries
3.	National Foods
4.	Punjab Oil Mills
5.	Unilever Pakistan
6.	Universal Oil & Vegetable Ghee
Miscellaneous	
1.	Abson Industries
2.	Al-Khair Gadoon
3.	American Business Council Of Pakistan
4.	Artistic Denim Mills
5.	Atlas Asset Management Company
6.	Azgard Nine
7.	Baluchistan Wheels
8.	Banking Mohtasib Pakistan
9.	Bata Pakistan
10.	Bawany Air Products
11.	Benz
12.	BIAFO Industries
13.	BOC Pakistan
14.	Bolan Castings Ltd
15.	Clover
16.	Colgate Palmolive Pakistan
17.	Dadabhoy Sack Limited
18.	Dadex
19.	Data Agro
20.	Diamond Industries
21.	Dreamworld Limited
22.	Dynea
23.	Family Planning Association
24.	Fateh Industries
25.	Fatima Enterprises
26.	Gammon Pakistan
27.	Gatron Industries
28.	General Tyre
29.	Gillette Pakistan
30.	Goodluck Industries
31.	Haji Doosa Limited
32.	Hashimi Can Company
33.	Haydari Construction
34.	House Building Finance Corporation

35.	Huffaz Seamless Pipe Industries
36.	Husein Industries
37.	Indus Fruit Products
38.	Institute Of Bankers Pakistan
39.	Institute Of Chartered Accountants Of Pakistan (ICAP)
40.	International Industries
41.	International Knitwear
42.	Islamabad Stock Exchange
43.	Islamic Corporation For The Insurance Of Investment And Export Credit
44.	Ismail Industries
45.	Jahangir Siddique & Co
46.	Karachi Chamber Of Commerce And Industry
47.	Karachi Stock Exchange
48.	Kashmir Polytex
49.	Lahore Chamber Of Commerce & Industry
50.	Lahore Stock Exchange
51.	Leather Up Limited
52.	Leiner Pak Gelatine
53.	Lever Brother Pakistan
54.	Macdonald Layton & Co
55.	Mandviwalla Mauser & Plastic Industries
56.	Merit Packaging Ltd
57.	Mirpurkhas Chamber Of Commerce And Industries
58.	Mitchell's Fruit Farms
59.	Moonlite
60.	Morafco Industries
61.	Murree Brewery
62.	Nakshbandi Industries
63.	Nestle Pakistan
64.	Nimir Resins Limited
65.	Nina Industries
66.	Noon Pakistan
67.	OPEC Fund For International Development
68.	Otsuka Pakistan
69.	Overseas Investors Chamber Of Commerce And Industry
70.	Packages Ltd
71.	Pak Datacom Ltd
72.	Pakistan Hotels Developers
73.	Pakistan Institute Of Legislative Development And Transparency (PILDAT)
74.	Pakistan International Container Terminal
75.	Pakistan Security Printing Corporation
76.	Pakistan Synthetics
77.	Pak-Libya Holding Company
78.	Rafhan Best Food Ltd
79.	Rafhan Maize Product
80.	Saleem Denim Industries
81.	Salman Noman Enterprises

82.	Sana Industries
83.	Sanofi-Aventis Pakistan
84.	SARHAD CHAMBER OF COMMERCE& Industries
85.	Securities And Exchange Commission Of Pakistan
86.	Service Industries
87.	Shabbir Tiles And Ceramics
88.	Shezan International
89.	Shifa International Hospitals
90.	Southern Networks
91.	Spencer & Co
92.	Sumitomo Mitsui Financial Group (SMFG)
93.	Syed Match Co
94.	Taga Pakistan
95.	Thal Industries Corporation
96.	Towlwers Limited
97.	Treet Corporation
98.	Trg Pakistan
99.	Tri-Pack Films
100.	Tri-Star Shipping Lines
101.	United Distributors
102.	Wazir Ali Industries

Annexure 7

List of Newspapers Subscribed by SBP Library

Sr. No.	Newspaper Title	Language
A) National / Local Dailies		
1.	Business Recorder	English
2.	Daily Times	English
3.	Dawn	English
4.	Pakistan Times	English
5.	The Frontier Post	English
6.	The Nation	English
7.	The News	English
8.	The Finance	English
9.	Jang	Urdu
10.	Jasarat	Urdu
11.	Express	Urdu
12.	Kainat	Urdu
13.	Ummat	Urdu
14.	Aaj Kal	Urdu
15.	Aghaz	Urdu
16.	Aman	Urdu
17.	Awam	Urdu
18.	Ibrat	Urdu
19.	Intikhab	Urdu
20.	Khabrain	Urdu
21.	Pakistan	Urdu
22.	Millat	Urdu
23.	Nia Akhbar	Urdu
24.	Riyasat	Urdu
25.	Nawa-e-Waqt	Urdu
26.	Sadia-e-Bankaran	Urdu
27.	Quami Akhbar	Urdu
28.	Ummat	Urdu
29.	Hilal-e-Pakistan	Sindhi
30.	Awami Awaz	Sindhi
31.	kawish	Sindhi
B) International Dailies		
1.	Asian Wall Street Journal (Hong Kong)	English
2.	Financial Times (UK)	English
3.	Gulf News (UAE)	English
4.	Herald Tribune (Bangkok)	English
5.	The Time (UK)	English

Annexure 8

Library Membership Form for SBP Active/Retired Employees

		Form CD-46A
STATE BANK LIBRARY MEMBERSHIP FORM (For State Bank Employees / Retired Employees)		
Name: _____		Two passport-size color photographs
Father's Name: _____		
PIN: _____	Index No: _____	
Library Card No (if issued earlier): _____		
Designation: _____	Grade: _____	
CNIC No: _____		
Employee Category: <input type="checkbox"/> In Service <input type="checkbox"/> Retired		
Date of Appointment: _____		
Date of Retirement: _____		
Posting Office: _____		
Department: _____		
Home Address: _____ _____		
Permanent Address: _____ _____		
Phone (Office): _____ (Res): _____ (Mobile): _____		
E-mail Address: _____		
Date: _____	Applicant's Signature	
FOR IN SERVICE EMPLOYEES		
(To be verified and forwarded by the concerned Department)		
Name (forwarding officer): _____	PIN: _____	
Designation: _____	Grade: _____	
Department: _____		
Phone (Ext): _____	(Res): _____	(Mobile): _____
Date: _____	Office Seal & Signature	

FOR RETIRED EMPLOYEES

Under-Taking of the Sureties

We, agree to stand surety for Mr/Miss/Mrs _____
S/D/W/O _____ a retired employee of the State
Bank of Pakistan and undertake to pay the Bank the amount on account of loss of borrower's card, library
fine on late return of book(s) and replacement cost of the book(s) on his failure to pay the amount and
hereby authorize the Bank to recover such amount from our salary/provident Fund Balance or any other
assets lying with bank.

Surety/ Guarantor Information (1)

Name: _____ PIN/ Index No: _____
Designation: _____ Date of Retirement: _____
Department: _____
Phone (Ext): _____

Date: _____ Office Seal & Signature

Surety/ Guarantor Information (2)

Name: _____ PIN/ Index No: _____
Designation: _____ Date of Retirement: _____
Department: _____
Phone (Ext): _____

Date: _____ Office Seal & Signature

FOR OFFICE USE ONLY

The above particulars of the retired employee and his sureties have been verified.

A.A.O. (Admn./ Personnel Department): _____

A.O. (Admn./ Personnel Department): _____

Please check and issue the Borrower's Card to the applicant.

Chief Librarian

Unit Head

Card No. _____ Issue Date: _____

Borrowing Limit: _____ Valid Upto: _____

Library Assistant

Annexure 9

Library Membership Form for Non-Employees / Outsiders

		Form CD-46B
STATE BANK LIBRARY MEMBERSHIP FORM (For Non-Employees / Outsiders Only)		
Name: _____		Two passport-size color photographs along with attested copy of CNIC
Father's Name: _____		
C.N.I.C. No: _____		
Name of Institution: _____		
Address: _____		
Designation/ Educational Program: _____		
Present Address: _____		

Permanent Address: _____		
Phone (Office): _____ (Res): _____ (Mobile): _____		
E-mail Address: _____		
Date: _____	Applicant's Signature	
To be verified by In Service SBP/SBP (BSC) Employee		
We, agree to provide surety for Mr/Miss/Mrs _____ S/D/W/O _____ and undertake to pay the Bank the replacement cost of book(s) on borrower's failure to return the book(s) or to pay for the lost book(s).		
Name: _____	Designation: _____	
Department/ Posting Office: _____		
PIN: _____	Index No: _____	Date of Retirement: _____
Phone (Office): _____	(Res): _____	(Mobile): _____
Date: _____	Office Seal & Signature	
----- FOR OFFICE USE ONLY -----		
Please check and issue the Borrower's Card to the applicant.		
Chief Librarian	Unit Head	
Card No. _____	Issue Date: _____	
Borrowing Limit: _____	Valid Upto: _____	
Library Assistant		

Annexure 10

100 Main Divisions of Dewey Decimal Classification Scheme

000 GENERALITIES <ul style="list-style-type: none">010 Bibliographies and catalogs020 Library Science030 General encyclopedic works040 General collected essays050 General periodicals060 General organizations070 Newspapers and journalism080 General collections090 Manuscripts and book rarities	500 PURE SCIENCE <ul style="list-style-type: none">510 Mathematics520 Astronomy530 Physics540 Chemistry550 Geology560 Paleontology570 Anthropology580 Botany590 Zoology
100 PHILOSOPHY, PSYCHOLOGY <ul style="list-style-type: none">110 Metaphysics120 Spiritual metaphysical topics130 Relations of mind and body140 Philosophic systems150 General psychology160 Logic170 Ethics. Conduct180 Ancient philosophers190 Modern philosophers	600 TECHNOLOGY (Applied Science) <ul style="list-style-type: none">610 Medical Science620 Engineering630 Agriculture640 Home Economics650 Business660 Chemical technology670 Manufacturing680 Mechanical trades. Handicraft690 Buildings
200 RELIGION <ul style="list-style-type: none">210 Natural religion220 The Bible230 Christian theology240 Devotional theology250 Pastoral works260 The church270 History of the Christian church280 Christian denominations and sects290 Non-Christian religions	700 THE ARTS <ul style="list-style-type: none">710 Civic and landscape art720 Architecture730 Sculpture740 Drawing750 Painting760 Graphic arts770 Photography780 Music790 Recreation
300 SOCIAL SCIENCES <ul style="list-style-type: none">310 Statistics320 Political science330 Economics340 Law350 Public administration360 Social welfare370 Education380 Commerce390 Customs. Folklore	800 LITERATURE <ul style="list-style-type: none">810 American literature820 English literature830 German literature840 French literature850 Italian literature860 Spanish literature870 Latin literature880 Greek literature890 Other literature
400 LANGUAGE <ul style="list-style-type: none">410 Comparison of language. Linguistics420 English language430 German language440 French language450 Italian language460 Spanish language470 Latin language480 Classical and Greek language490 Other languages	900 HISTORY, GEOGRAPHY, BIOGRAPHY <ul style="list-style-type: none">910 General geography920 Biography. genealogy930 Ancient history940 Europe. History950 Asia. History960 Africa. History970 North America. History980 South America. History990 Other History. Oceania and polar