LC: Timing

IIM INDORE

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भा. प्र. सं. इन्दौर

LC Timing

From Monday to Saturday
09:00 AM to 05:30 AM [Next Day]

Book Issue Time
09:30 AM to 09:45 PM

Sunday
09:00 AM to 05:30 PM

Holi: 04:00 PM to 10:00 PM
Deepawali: 09:00 AM to 01:30 PM

National Holidays
26 January
15 August
2 October

LC: **About**

- The IIM Indore library is known as IIM Indore **Learning Centre**

- The learning centre (LC) is a creative and strategic partner in teaching, learning and research activities which contributes to the achievement of the institute's mission to be a contextually-relevant business school with world-class academic standards that develops socially-conscious managers, leaders, and entrepreneurs

LC: About

- The LC, with its modern collection of knowledge resources and innovative information services, plays a pivotal role for students, faculty members, and the surrounding community in their intellectual and academic pursuits

- It is a hybrid library with state-of-the-art technological applications, holding knowledge resources *predominantly* related to business management and allied subjects

LC: About

- The entire LC collection, including the CD-ROM databases and online databases, is made available to its users through the Institute's network

- The LC offers a wide range of information services to ensure and enrich a holistic learning process at IIM Indore

LC: **Broad Objectives**

- To build a state-of-the-art knowledge resources centre for management and allied subjects

- To provide appropriate knowledge resources to meet the information needs of the academic community

- To provide proactive and innovative information services to the academic community

LC: Indian Languages Section

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- In the academic year: 2021-22, an "**Indian Languages Section**" was conceived and established by Prof. Himanshu Rai – Director, IIM Indore

- The section aims to offer books written in various regional languages and encourage the community to learn and read literature belonging to various Indian languages

- Currently, the section has around 2000 books in Sanskrit, Hindi, Malayalam, Kannada, Bengali, Marathi, and Gujarati, Odia languages

LC: **International Languages Section**

- In the academic year: 2023-24, an "**International Languages Section**" was conceived and established by Prof. Himanshu Rai – Director, IIM Indore

- The section reaffirms the institute's commitment to promoting inclusivity and cultural exchange

- The collection ranges from fiction to poetry, novels to history, and reflects our dedication to providing resources that enrich the minds of our students and faculty alike

- Currently, the section has around 74 new books spanning Russian, French, German, Spanish, Chinese, Swedish, Irish, and Italian languages

LC: Services Provided

- ✓ Circulation/Self-Check in and Check out

- ✓ Discovery (EDS Resource Discovery)

- ✓ Information Literacy Programmes

- ✓ Awareness Programmes

- ✓ Webinars

- ✓ Online Renewal of Borrowed books

- ✓ Online Catalogue (OPAC)

- ✓ OpenAthens

- ✓ Plagiarism Checking [Through Instructor/Supervisor]

- ✓ Reference Service

- ✓ Remote Access

- ✓ Research Assistance

- ✓ Resource Sharing-ILL (IIMs, IITs, etc.)

LC: **Rules** [**Main**]

- At all times, library users will respect prevailing IPR/copyright rules for any library material issued to or downloaded by them. Users must not install, download, copy, or distribute copyrighted materials without written permission from the Library

- LC resources such as books, journals, electronic materials, etc. are costly and are often rare. Therefore, Readers should not deface, mark, cut, mutilate or damage LC resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource. Books borrowed should be protected from Rain, Dust, Insects, etc.

- Before leaving the issue counter, the members should satisfy themselves as to whether the LC material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the LC staff at the issue counter; otherwise, they are liable to be held responsible for replacing the material or paying such compensation as fixed by the library

- Books removed from the shelves by students, if not required for reference, should be kept on the table nearest to them. Please do not try to shelve them by yourself

- The newspaper(s) should be folded properly after reading and kept back in the designated place

LC: Rules [Main]

- Beverages and Eatables are not allowed inside the LC
- All users are requested to keep their mobiles in switched off or silent mode in the LC. The use of mobile phones is strictly prohibited in the library premises
- As the LC is a place of self-study and research, members should maintain an atmosphere of dignity, peace and silence within the LC premises
- Users are advised not to borrow Books for others in their names
- No visitor or guest is permitted to use the LC without the prior permission of the Library
- Book search stations are meant for searching the resources subscribed/purchased by LC. Accessing personal emails, Facebook, Chatting etc. are not allowed
- No photograph of the LC shall be taken without the prior permission of the Library
- All the LC users are advised to enter the LC premises in a decent dress
- Members should keep the LC informed of any change of address during the period of their membership

LC: Lending Facility

S. No.	Member Category	Entitlement (Number of Books)	Loan Duration
1	Faculty Members	35	90 days
2	DPM, EDPM, EDPMG Participants	10	30 days
3	Administrative Staff Members	10	30 days
4	PGP, EPGP, IPM, PGPMX, CPEG, CCBMDO, and CPIBM Participants	06	15 days
5	Research Associates, Academic Associates, and Teaching Assistants	10	30 days

LC: Lending Rules

- Reference titles will not be issued to any user

- Books should be brought physically for return and renewals. A renewal over telephonic/verbal requests/written communication is not entertained

- Books may be renewed up to 2 times, provided there is no reservation against such titles

- For the issue of books/other reading material, the borrowers should present the same along with their Identity card (in case of students) to the staff at the circulation counter. Members should put his/her signature on the book card provided in the book pocket. After necessary checking, the LC staff will issue the book by stamping the due date on the due date label and return the book to the borrower

- The 'Issue Transaction Slip' should be handed over to the attendant at the checkpoint/exit before taking the issued books out of the LC premises

LC: Lending Rules

- Borrower is fully responsible for the books/any other material borrowed in his/her account. Hence, members are advised not sub-lend the materials borrowed from the LC

- In exceptional cases, a document may be recalled before the due date if required urgently in the LC. Failure to respond promptly to such requests may lead to the suspension of LC privileges

- If the borrower fails to return the book(s) within a reasonable time of its due date as indicated in the recall notice/due date slip (pasted on the last page of the book), the borrower is liable to pay the cost of the book and other applicable charges

- For issue of new arrivals, priority will be given to the member who recommended that book

- Members proceeding on long leave or leaving the station for any other purpose exceeding three months should return the documents that are borrowed by him/her before leaving the Institute

LC: Penalty on Overdue Books

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- Fine on overdue items will be charged at the rate of Rs.2/- per day per item across members categories (student/staff/faculty etc.)

- If the book/any other material is reported (in writing) as lost/misplaced by the students/ faculty/staff or any other member, the overdue charges are not levied in such case from the date of the report until the same is replaced. However, such transactions must be settled within two months from the date of reporting of the loss

LC: Broad Categories of Databases

IIM INDORE

❖ Company and Industry database(s)

❖ Economics, Finance, and Statistics database(s)

❖ Electronic Books Database(s) [*Electronic Books Individual Titles & E-books*]

❖ Full Text/E-Journal Database(s)

❖ Industry- National and International database(s)

❖ Legal Database(s)

❖ Research/Reference Tools Database(s)

❖ Newspapers and Magazines Database(s)

LC: Company and Industry Databases

- Ace Equity (offline database)

- ACE Knowledge And Research

- Ace MF (offline database)

- Capitaline AWS

- Capital IQ

- CMIE-Prowess Dx (Registration Required)

- CMIE–Prowess IQ (Registration Required)

- Compustat (North America University Package)

- CRISIL Research (Registration Required)

- Corporate Social Responsibility Database

- CRSP

- EMIS Intelligence (ISI Emerging Markets)

- Euromonitor Passport

LC: **Company and Industry Databases**

- Frost & Sullivan
- INSIGHT
- Lexisnexis
- Marketline Advantage
- Prime Database
- Orbis (Bankfocus)
- Refinitiv (Eikon)
- PrivateCircle

- Wharton Research Data Services (WRDS)
- Venture Intelligence (M & A Deal Database)
- Venture Intelligence (Private Equity Deal Database)
- Venture Intelligence (Real Estate Deal Database)
- BoardEx
- Bloomberg

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LC: **Economics, Finance & Statistics Databases**

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❖ CEIC

❖ Indian Data Portal

❖ CMIE Capex

❖ CMIE Economic Outlook

❖ CMIE Industry Outlook

❖ CMIE States of India

❖ EPWRF Time Series

LC: Economics, Finance & Statistics Databases

❖ Indiastat.com

❖ EMIS Intelligence (ISI Emerging Markets)

❖ Marketline

❖ MICA Indian Marketing Intelligence

LC: **Electronic Books Individual Titles**

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- The Ten Golden Rules of Leadership

- The manufacturing of Markets

- Barriers to New Competition

- Advertising and Marketing Law-Cases and Materials

- A Geometry of International Trade

- An Introduction to Social Media Marketing

- Creativity and Problem-Solving

- Intellectual Property Rights

LC: **E-books**

➢ Perlego

➢ Ebook Central (ebrary)

➢ EBSCO eBooks

➢ O´Reilly for Higher Education

➢ Science Direct/Elsevier e-books

LC: Full Text/E-journal Databases

- ACM Digital Library

- EBSCO Business Source Ultimate

- Econlit with Full text

- Emerald Fulltext

- INFORMS – Pubs Suite Package

- JSTOR-19th Century British Pamphlets

- JSTORE-Arts and Science I-XII Collection

- JSTORE-Life Sciences Collection

- Oxford e-Journals

- Project Muse

- Proquest Dissertation & Thesis

- ProQuest One Business

- PsyArticles

- Sage HSS Collection

- Sage Research Methods Online (SRMO)

- Science Direct/Elsevier

- Springer e-Journals

- Taylor and Francis

- Wiley

LC: **Industry-National & International Databases**

o Capital IQ

o CMIE Industry Outlook

o CRISIL

o ET Intelligence Group (ETIG)

o EMIS Intelligence (ISI Emerging Markets)

o Euromonitor

o Frost & Sullivan

o Marketline

LC: News Papers & Magazines

- ACM Digital Library (Magazines)

- Business Line (E-Paper)

- Business Standard (Hindi / English)

- ETPrime Database

- Fair Observer

- FT.com (Registration Required)

- Lexisnexis

- Magzter

- New York Times

- ProQuest One Business

- The Economist

- The Hindu (e-Paper)

- The Morning Context

- Times of India Archive(1838 – 2007)

- Wall Street Journal – (1889 – 1998)

- The Ken

- The Mint [e-Paper]

- The Hindustan Times [e-Paper]

- Nikkei Asia

LC: Research Support Tools & Databases

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- ✓ A-to-Z (Complete list of Journals)

- ✓ Cabells Business Collection

- ✓ Descript

- ✓ Endnote

- ✓ Grammarly

- ✓ Proquest Dissertation & Theses

- ✓ ProQuest One Business

- ✓ PsyArticles

- ✓ Overleaf

- ✓ Qualtrics

- ✓ Quillbot

- ✓ Turnitin

- ✓ TypeSet

- ✓ Statista

- ✓ Scopus

- ✓ Sage Research Methods Online (SRMO)

- ✓ Web of Science

- ✓ WRDS Platform

LC: **Legal Databases**

➢ LexisNexis Academic

➢ SCC Online

➢ Corporate Law Adviser

LC: **General [including Management] Databases**

❖ JGate Plus (JCCC)

❖ Encyclopaedia Britannica

LC: **Institutional Membership**

CARMA

➢ CARMA (Consortium for the Advancement of Research Methods and Analysis) is an interdisciplinary resource that supports faculty, graduate students, and professionals in learning about the latest developments in research methods and statistics, with a strong focus on management and organizational sciences.

➢ Its Video Library offers on-demand access to 250+ recorded lectures by leading scholars covering a wide range of research techniques. This valuable resource can also be utilized through Inter-Library Loan (ILL) services, making advanced research training accessible across institutions.

LC: Institutional Membership

DELNET

➢ IIM Indore Learning Centre is a member of DELNET (Developing Library Network), which is a major resource-sharing network connecting libraries across India and beyond. DELNET aims to promote access to a wide range of library resources by developing a shared database and facilitating inter-library cooperation.

➢ Through its Inter-Library Loan (ILL) services, DELNET allows member libraries to borrow books, journals, and other materials from each other, reducing duplication and supporting efficient collection development and user access.

LC: License Agreements for Databases

All the subscribed Database/Resources are covered under the License Agreements

Permitted Action for Licensed Resources:

➢ The authorized users (Faculty members, Participants, Researchers, and Staff members) may download and print a reasonable amount of the licensed material

➢ The downloaded licensed material will be used for Personal Research or Personal Study only

LC: **License Agreements**

Strictly Prohibited:

➢ Automated Searching

➢ Robotic Searching

➢ Decompilation

➢ Systematic or bulk downloading

➢ Sharing with non-subscriber Person/Institute

➢ Usage for any paid or commercial service or any other commercial use

LC: Inter Library Loan [ILL]

➢ As the LC has a robust ILL facility in place, members may approach the LC staff to avail of the ILL services

➢ Members who wish to use the libraries of other IIMs, IITs, Universities etc., may approach the LC to facilitate the same

LC: **Refinitiv EIKON [RE]**

- Refinitiv Eikon (formerly known as Thomson Reuters) covers all the major financial markets – **equity, fixed income, commodities, foreign exchange**
- It provides effective compliance and **risk management**, **investment management** and **wealth management solutions**
- The package includes pricing data, financial research, global financial news and commentary, financial estimates, fundamentals analysis, and visual analysis through charting

50 IDs are available

LC: **Refinitiv EIKON [RE]**

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Information Service
LSEG Workspace for Students
Datastream for Workspace for students
SDC Platinum (All modules)
Academic Staff Access
SDC Academic Workspace All user Access
Aftermarket Research for Staff

LC: **Refinitiv EIKON [RE with SDC]**

- **SDC Platinum:** Offers the dealmaking community 25+ years of the most comprehensive and unrivalled data in the industry with deals information on everything from M&A, Equity, Bonds, Loans, Project Finance, Repurchases, Joint Ventures and Strategic Alliances, Poison Pills, Proxy Fights, and Private Equity.

LC: Refinitiv EIKON [RE with LSEG]

- **LSEG for Students:** Designed for students, LSEG Workspace combines exceptional data, news and content coverage with cutting-edge web technology that is fast, light and intuitive. It gives our users a richer, more interactive learning experience and surfaces expertly vetted, reliable and meaningful data quickly

LC: **Instructions for Remote Access**

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- ❑ Do not share the access with anyone else
- ❑ Some of the resources do not allow access through a mobile app
- ❑ Some of the databases required self-registration with your institutional email ID. Please register yourself by choosing the appropriate option
- ❑ Please do not register via Gmail and Facebook
- ❑ Electronic copies of the prescribed textbooks in the database are not generally available
- ❑ Please read the instructions carefully, before login into Remote access
- ❑ The eBook database is not allowed to download front-to-back (entire) eBooks. However, they allow some part of it. For example, you can take a printout/download/copy of a chapter of a particular eBook

LC: Instructions for an Alumnus

- Can access full-text databases (like books, Journals, Magazines & newspapers, e-books & e-journals) within the learning Centre [LC]'s premises

- May download and print a reasonable amount of the licensed material for academic purposes within the LC's premises because resources are covered under the copyrights and license agreement limitations

- Is not allowed to have remote access to LC databases due to the restrictions of publishers and service providers

- Can request access to any particular article. For that, she/he can write to library@iimidr.ac.in. However, the LC will provide the requested article, subject to copyright and license agreement limitations

LC: **Membership**

Membership Category	Refundable Deposit (Rs.)	Annual Fee
Corporate	Rs. 50,000.00	Rs. 10,000.00
Academic Institution	Rs. 10,000.00	Rs. 5,000.00
Research Scholars & Doctoral Students	Rs. 2,000.00	Rs. 1,500.00

LC: Plagiarism - Definition

❖ "Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement"

❖ "All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition"

❖ "Plagiarism may be intentional or reckless, or unintentional"

❖ "Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence"

❖ In a nutshell, **Plagiarism is a form of stealing or academic theft**

https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism (accessed on August 28, 2025)

LC: **Plagiarism - Definition**

➢ According to UGC, "Plagiarism means the practice of taking someone else's work or idea and passing them as one's own" (UGC, 2018)

➢ Mainly, plagiarism happens inadvertently through sloppy research or on purpose through unethical use of information. It is a serious disciplinary offense (Biswas, S. K., 2019b, p.361)

LC: Types of Plagiarism

- ➢ Verbatim (word-for-word) quotation without acknowledgement

- ➢ Paraphrasing [Mosaic Plagiarism]

- ➢ Patchwork Plagiarism

- ➢ Collusion

- ➢ Inaccurate citation

- ➢ Auto-plagiarism [Self-plagiarism]

- ➢ Global Plagiarism

- ➢ Failure to acknowledge assistance

- ➢ Use of material written by professional agencies or other persons

LC: **Negative Impact of Plagiarism**

❖ Obliterates Institute's Image

❖ Destroys Student Reputation

❖ Legal Repercussions

❖ Monetary Repercussions

LC: How to avoid Plagiarism

Plagiarism may be intentional or unintentional. The best policy for avoiding plagiarism is **always to cite** the information source and put the details of the sources in the **Reference section**:

- ❖ Another person's idea

- ❖ Opinion or theory

- ❖ Any facts, statistics, graphs, photo

- ❖ Drawings—any pieces of information—that are not common knowledge

- ❖ Quotations of another person's actual spoken or written words

- ❖ Paraphrase another person's spoken or written words

LC: Plagiarism – What is Citation?

A "citation" is a way by which:

We can intimate our reader(s):

❖ About certainly used information sources in our work that came from which source(s)

❖ The citation identifies the information sources which we used to support facts within our research paper

Need for citation:

❖ To avoid plagiarism, i.e., to avoid any bad consequence

❖ To add validity to the work

❖ To strengthen the work

❖ To provide updated information

LC: Contact for Assistance

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For further assistance, please contact:

Indian Institute of Management Indore

Rau-Pithampur Road, Rau, Indore (M.P.)

Email: **library@iimidr.ac.in** and/or **chair-library@iimidr.ac.in**