

Ask a Librarian

Where are the libraries located?

The AIIMS Central library known as BB Dikshit Library. it is located inside the AIIMS Campus, Ansari Nagar, New Delhi campus Near Admin Block.

The location of the branch libraries are:

1. Comprehensive Rural Health Services Project, Ballabgarh, (Haryana)
2. National Drug Dependence Treatment Center, Ghaziabad (Uttar Pradesh)
3. National Cancer Institute, Jhajjar (Haryana)

How the Print Resources are arrange in B B Dikshit Library?

All the print resources are arranged according to the International Standard Classification Scheme (DDC). For the benefit of the users, the shelf list (subject categories) is also available on the racks.

How do I figure out what titles are owned by the Libraries?

BB Dikshit Library has an online catalogue, which can be searched through Web OPAC Facility. <http://192.168.22.8:8080/opac/>

How do I find out exactly what issues of journals are available in the library?

The user can find the information regarding journals holdings from the list, which is available at journals sections and circulation counter.

Who can use AIIMS library collections?

Only authorized user, who have Institute's valid ID card can use the library.

What services are offered?

B B Dikshit Library offers various knowledge-based services for users. These services can be tailor-made also. For more details, please visit the library website.

When are the libraries open?

Library is open 24x7 except Six National Holidays.

Who can borrow books from the Libraries?

Those, who have lending Library Membership are eligible to borrow the books.

Where do I check books out?

Books can be checked out from the circulation counter.

How many books can I check out?

Registered Members can borrow the books as per their entitlements.

How do I request titles that are not in the collection?

Title can be purchased to the library on the basis of recommendations through proper channel.

How do I request materials not held by the AIIMS Library?

You can visit the library for written request or send an email to the chief Librarian for Inter Library Loan (ILL).

How long does it take to get a book/article?

Inter-library loan items may take a minimum of one weeks depending upon the availability of the requested resources in other member libraries in India.

What is the loan period for books?

Member can borrow the documents as given below:

- Books are issued for the period of 14 days
- Bound volumes are issued for the period of 2 days

Can I renew books?

Yes, you can renew the books on or before the due date.

What can I do if a book I need is already checked out?

You can reserve the required books. Once it will be returned by the user to the library, then you can borrow the same. You can make request at the counter to send a request reminder to the user.

Can I check out journal volumes?

Yes, bound volumes of journals can be issued to the members for a period of two days as per the entitlements.

Can I get a list of the items I have checked out?

Yes, you can check the details of issued books from Web OPAC facility.

How does BBDL notify me when I have overdue books?

We provide an email alert service regarding books overdue, fine etc. to the members.

Who can use the interlibrary loan services (for access to materials outside of the AIIMS Library)?

Inter-Library Loan facilities are provided to the authorized users of the AIIMS Library.

What kinds of materials may be borrowed via interlibrary loan?

Books and Articles

Will I be notified when interlibrary loan items arrive?

Yes, you will get a notification from the circulation counter.

Where do I return titles I have borrowed?

Books can be returned on or before due date at the circulation counter.

How do I get NO Dues Certificate from the Library?

You can apply offline for No Dues Certificate (NOC) through getting form from circulation counter. You have to pay and clear the outstanding dues at the Circulation counter for getting final clearance from the library. Following things are included in the NOC:

- Clearance of outstanding Books, Journals, etc
- Disconnection of Wi-fi
- E-Access Disconnection

What is the fine I have to pay, if I would not return book within the stipulated time?

Users, if they don't return books in time should pay fine to library and no consideration shall be made. The details of the fine is as follows:

- For Books: Rs. 5.00 per day
- For Bound Volumes: Rs. 10.00 per day

How to we avail the Book Bank Services at AIIMS Library?

Book Bank Services are provided to the authorized users, who are under the category of Economically Weaker Society (EWS).

How to avail Thesis and Dissertation in the Library?

BB Dikshit Library has a huge collection of Thesis and Dissertations both in Print and Digital Forms. These are accessible for the authorized users only. These are not issued to the users. They can be referred inside the library only.

For any further clarifications, please contact the following Librarians:

<p>Dr Shantanu Ganguly (Chief Librarian) E-mail: drshantanu.aaiims@gmail.com drshantanuganguly@aiims.edu Telephone: 011-26593312 011-26588437</p>	
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