MEMBERSHIP PRIVILEGES:
Every research scholar must obtain library membership in order to access library facilities. Membership is not transferable and the member will be held responsible for all items issued on it, and will be liable for compensating for the lost or damaged items. Please notify promptly if this card is lost or if any change in their address.

MPhil/PhD Research Scholars can borrow up to 10 books from the General Shelf Collection for 30 days and One Reserve Shelf Book for 2 days. Reference books, journal bound volumes are not issued out. Books can be reserved also.

There will be over due charges of Re.1/- per day for general and Rs.2/- per day for Reserve Shelf book. All items are subject to recall, if another library user requires them.

REMOTE LOGIN ACCESS Remote Login to access e-Resources from outside the campus is provided. Please use your TISS email to login to remote login. Contact Inflibnet Centre, if you need further assistance.

INFORMATION SERVICES Some of the important information services provided are Current Awareness Service (New Additions List), Selective Dissemination of Information (SDI Bulletin) Document Delivery Services, Bibliography and Reference Services, Networking with Inflibnet for effective Inter Library Loan services.

RESEARCH TOOLS: Library has research tools/software like EndNote to manage your bibliographic references and Urkund to detect plagiarism.

DIGITAL LIBRARY: Institutional Repository to access electronic thesis and dissertations, faculty project reports, electronic version of Indian Journal of Social Work (IJSW) , Sociological Bulletin, etc.

PHOTOCOPY SHOP: Photocopying of library resources is permitted subject to copyright regulations at a price of Re.1.00 per exposure.

INFLIBNET CENTRE
This Centre provides Laser Printing, Scanning, access to electronic journals and Online databases. TISS is one of the Document Delivery Centers supported by UGC Inflibnet. For availing Document Delivery Services, please contact Inflibnet Centre on the second floor.
The Sir Dorabji Tata Memorial Library at TISS is a unique Knowledge Center, which offers essential and specialized information resources and personalized information services to its faculty and students. This library’s main objective is developing user-based resources, providing human and technologically moderated access to knowledge and facilitating users to identify, evaluate and access information.

FLOOR PLAN
Ground Floor: Discussion Zone/Study Spaces, Issue/Returns Counter, M.K.Tata Memorial Centre for Visually Challenged, Photocopy. Admin Wings: Librarian’s Office, Book Acquisition, Journal and, Circulation Sections

First Floor: Study Places, Cyber Library, Book Stacks
Second Floor: Study Spaces, Digital Library, Inflibnet Centre
Third Floor: MPhil /PhD Cyber Library
Fourth Floor: Study Spaces

LIBRARY TIMINGS:
Reading Halls of library on all floors are kept open for 21 hours (from 9am to 6am). Counter will be kept open as below:
Monday-Friday: 09.00 am to 08.00 pm
Weekends/Public Holidays: 10.00 am to 04.00 pm

Library transactions like issue/returns close one hour before the library closure. Kindly see the latest information on library home page at http://library.tiss.edu

STUDY PLACES
Library has expanded its building recently and has provision for more than 507 study spaces at:

Ground Floor: 100 , Second Floor: 70 Third, Floor: 50 study spaces in MPhil/PhD Cyber Library , Fourth Floor: Huge reading hall with 115 study spaces.

Fully vacate your study place for others when taking a break-your belongings may be cleared by staff to allow others to use the place.

LIASION LIBRARIANS
They are the subject specialists from library for your program or research area. They will help you to train you with regards to e-Resources, literature searches, etc. Please check on website to know more about your school Liaison Librarian and to schedule an appointment for consultation.

LEARNING RESOURCES
Library has in stock about 1,23,000 books covering the principal fields of interest in Social Sciences. More than 10,298 e-journals and 125 Indian print journals are subscribed. About 3500 thesis and dissertations submitted to various schools of TISS and various project reports, Committee reports are also housed in library. These resources are arranged in three classes: General Collection, Reserved Collection and Reference Collection.

LOCATING RESOURCES
The Library Catalogue: Available at all times and on and off campus, access the library catalogue via library website (WEB OPAC) from any computer or use any of the Online Public Access Catalogues (OPAC Terminals) spread through out the library.

This is web based tool with which you can:
- Locate a book by title and/or author or a journal
- See whether it is currently on shelf or on loan.
- If on loan, then place a reservation
- Browse author names or particular subjects
- Note the Class No. which is on the Spine of the Book/journal.
- Identify whether the item belongs to Reference Section or Reserve Shelf
- Seek the help of staff in case of difficulty.

GROUND FLOOR: Reserve Shelf Collection
FIRST FLOOR: General Shelf Books (000 to 363)
SECOND FLOOR: General Shelf Books (364 to 999)
THIRD FLOOR: Journal Bound Volumes / Reference Books
FOURTH FLOOR: Current Journals Display

LIBRARY ACCOUNT:
You will get library account details immediately after obtaining your library membership.
- Use your TISS email ID to login to your lib account
- Your account will help you to manage your library loans.
- You will get transaction alert on your email ID from library.
- You can save your searches,
- you can view your transaction history.

TRAINING AND INFORMATION SUPPORT
Library conducts training sessions to help you locate, access and evaluate information for your use. Information Literacy Programmes are arranged periodically to educate users about e-resources like online databases and e-journals. Please visit library portal to register online for a training programme.

Wi-Fi Connectivity: All the reading halls in the library are Wi-Fi enabled, enabling students with laptops to have uninterrupted access to internet and library e-Resources.

E-RESOURCES
A wide range of electronic journals, ebooks and Online Databases are available for students to access.

E-book Collections
Net Library ebooks Collection: Collection of e-Books for health, management and allied subjects
Gale Virtual Reference Library: Encyclopedias and specialized reference sources for multidisciplinary research
Taylor and Francis Collection on Education
Palgrave Macmillan eBooks
Oxford University Press Scholarship Online

E-Journals and Online Databases
Wiley Online Library: for full text 908 e-journal titles in social Science, medicine, science and technology.
Cambridge Journals Online: Full text for over 224 social science journals published by CUP.
Economic and Political Weekly EPW Research Data Series
SAGE Online HSS Collection: 488 Journals
J-STOR : Archive of 1400 e-journals across 50 disciplines
Oxford University Press Online: Full text access to over 206 social science journals.

Project Muse: Full text for over 411 high quality humanities and social science journals from over 60 publishers
Springer Link: World’s leading interactive database of 206 high quality science, technology and management journals.
Taylor & Francis Online: Portal of over 1173 full text e-journals of social science journals
INDIASTAT.COM : Access to statistics on INDIA
EMERALD Management: Online database of full-text of leading management and allied subject journals.
EBSCO Business Source Premier: Leading database for management and business journals.
Manupatra: Indian Legal Database
West Law India: Legal Information Database
APA PsychArticles : Full text of American Psychological Association Journals

Bibliographic Databases
India Business Insight Database (IBID): compilation of vital information on Indian business and industry subjects.
Web of Science: Social Science Citation Database
JCCC@UGC Infonet Gateway : Search all UGC Infonet e-journals available at TISS with this gateway.
ISID: Database for Indian economy, particularly concerning industry and the corporate sector