

### **MPhil /PhD CYBER LIBRARY**

State of the art Cyber Library, a 24 X 7 facility exclusively for MPhil/PhD Scholars is located on the third floor. This has provision of over 51 study places, where users will have desk with ample reading space and also a PC with leased line internet access. These study places provide seamless access to print as well as digital learning resources that this library has in its collection.

### **M.K.TATA MEMORIAL LEARNING CENTRE FOR THE VISUALLY CHALLENGED**

This Centre is equipped with 20 multimedia computers, scanners for reading print materials, Prisma Magnification device for students with low vision, Kurzweil K1000 OCR Reading software, Zoom-Ex Instant Reader for conversion of print material into digital format for creating an e-Library. It also has Basic D Braille Embosser for production of Books in Braille.

We offer additional facilities like open access fetching and Copying, proxy borrowing service, computer aided reading facility, etc.

### **USING OTHER LIBRARIES IN MUMBAI**

Studying at TISS means that you are not restricted to one library for your research. Major libraries like IIT, IIPS, IGIDR, USIS, BCL, SNDT and University of Mumbai are open to our students. Please contact Circulation Desk to avail this facility.

### **GENERAL CONDUCT IN THE LIBRARY**

All the students entering the Library shall keep their bags at the entrance and are advised not to leave their valuables at the Check Point. Library is not responsible for any loss of personal belongings.

All files, books and notebooks must be presented to the Security at the checkpoint for inspection while leaving the Library. Library does not permit any exception in this.

Please do not try to re shelf the books yourself. Leave them on the table nearest to you. Smoking, Beverages and Eatables are not allowed into the library

Please keep your mobiles in **Silent Mode**.

Library employs **3M Security System** with alert siren for safeguarding the learning resources. Library is also being monitored by **Closed Circuit Cameras**.

Kindly co-operate with library staff for serving you in a better way.

### **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 Inlibnet 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 Inlibnet 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 Inlibnet. For availing Document Delivery Services, please contact Inlibnet Centre on the second floor.

# **TATA INSTITUTE OF SOCIAL SCIENCES**

## **Library Guide**



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**Sir Dorabji Tata Memorial Library  
Tata Institute of Social Sciences  
(Deemed University)  
V.N.Purav Marg  
Deonar, MUMBAI—400 088  
INDIA**

**<http://library.tiss.edu/>  
Tel: 91-22-2552 5279  
Fax:91-22-2552 5050**

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, Inlibnet 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: 09.00am to 08.00pm  
Weekends/Public Holidays 10.00am to 04.00pm

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.

### LIAISON LIBRARIANS

They are the subject specialists from library for your program or research area. They will help you to train you with regards to eResources, 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 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