

### CYBER LIBRARY

State of the art Cyber Library, is an airconditioned facility located on the first floor. This has provision of over 92 study places, where users will have desk with ample reading space and also a terminal high speed internet access. These study places provide seamless access to print as well as digital learning resources.

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

This Centre is equipped with 10 multimedia computers, scanners for reading print materials for students with low vision, Kurzweil K1000 OCR Reading software, JAWS Screen Reader, Softwares 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-shelve the books yourself. Leave them on the table nearest to you. Smoking, Beverages and Eatables are not allowed into the library premises.

Please keep your mobiles in **Silent Mode**. Use **Mobile Phone Zones** to attend your mobile

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 staff for serving you in a better way.

### MEMBERSHIP PRIVILEGES

Every Student must obtain library membership in order to access library facilities. Library 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.

**Masters Students:** Can borrow up to **5 books** from the General Shelf for 15 days and One Reserve Shelf Book for 2 days  
**Short Term Course Students** (Diploma/Certificate/Students from IRO ): Can borrow up to **4 books** for 15 days and One Reserve Shelf Book for 2 days

Reference books, journal bound volumes are not issued out. 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 in case needed.

**REMOTE LOGIN:** Remote Login to access e-Resources from outside the campus is provided. Please use your TISS email credentials to login to remote login service. 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 and local libraries for effective Inter Library Loan services.

**RESEARCH TOOLS:** Library provides support with research tools/software like Endnote, Zotero, **Mendeley** to manage your bibliographic references, **Grammarly** Language Tool, **Turnitin** /Original Plagiarism Detection tools, etc.

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

**INTERVIEW ROOM:** WiFi Enabled Silent Zone for your online presentations like proposal presentation, job interviews, etc

**PHOTOCOPY SHOP:** Photocopying is permitted subject to copyright regulations at a price of Re.1.00 per exposure. **(Currently this service is suspended)**

**INFLIBNET CENTRE:** This Centre provides Scanning, access to e-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 for further assistance.

**SUPPORT IN EMERGENCY:** Please approach Library Security at the Entrance should you need any assistance like first aid, etc.

## TATA INSTITUTE OF SOCIAL SCIENCES

### Library Services



**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**  
**Email: [libraryservices@tiss.edu](mailto:libraryservices@tiss.edu)**

**2024**

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## INTRODUCTION

The Sir Dorabji Tata Memorial Library, TISS is a unique Knowledge Center, which offers essential and specialized information resources and personalized information services to its faculty and students. Its 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 PLANS

**Ground Floor:** Discussion Zone/Study Spaces, Issue/Returns Counter, M.K.Tata Memorial Centre for Visually Challenged, Admin Wings: Librarian's Office, CLIMS, Book Acquisition, Journals, User Services and, Circulation Sections

**First Floor:** Study Places, Cyber Library, Book Stacks

**Second Floor:** Study Spaces, Inlibnet Centre

**Third Floor:** PhD Cyber Library

**Fourth Floor:** Study Spaces

## LIBRARY TIMINGS:

**Cyber Library and Reading Halls** on all floors are kept open for **21 hours (from 9.00am to 6.00am next day )** all the 365 days.

**Issue/Returns Counter** is open as below:

Monday- Friday : 09.00am to 08.30pm

Saturday : 10.00am to 04.30pm

Sundays/Public Holidays : 10.00am to 04.30pm (Only during OCT, NOV, MAR, APR Months)

Kindly see the latest information on library home page at <http://library.tiss.edu>

## STUDY PLACES

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

**Ground Floor:** 100

**First Floor:** 92 (in Cyber Library)

**Second Floor:** 70

**Third Floor:** 50 (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 a research consultation.

Liaison Librarians <http://library.tiss.edu>

## LEARNING RESOURCES

Library has in stock about 1,28,437 books covering principal fields of interest in Social Sciences. More than 9,000+ e-journals and 67 Indian print journals are subscribed. About 12,000+ 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:** It is the most popular and extensively used library service available. One can access it on internet using any computer/ ipad or mobile phones. **Online Catalogue Terminals** are also available on ground floor and stack rooms spread through out the library. Using this you can

- Locate a book by title and/or author or a journal
- Identify Status: On shelf / On loan/ or place reservation
- Browse author names or particular subjects
- Note the Class No. which is on the Spine of the Book/journal.
- Identify Category: General/ Reference Section/Reserve Shelf
- Seek the help of staff in case of difficulty.

**GROUND FLOOR:** Reserve Shelf/Thesis Collection

**FIRST FLOOR :** General Shelf Books ( 000 to 363)

**SECOND FLOOR :** General Shelf Books ( 364 to 999)

**THIRD FLOOR :** Journal Bound Volumes / Reference Books

## YOUR LIBRARY ACCOUNT:

- Your enrollment number is your library account number
- You will get library account details in your email
- 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, 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:** Reading halls have Wi-Fi. Laptop charging points are spread across reading halls

**INTERVIEW/ PROPOSAL Presentation Room:** You can book your personal space for Online Interview or proposal presentation. Its a wifi enabled, noise free private space for your assignments

## E- RESOURCES

A wide range of electronic journals, eBooks and Online Databases are available for students to access. These can be accessed from library portal <http://library.tiss.edu/>

## E-BOOK COLLECTIONS

**Net Library:** Health, Management and allied subjects

**Gale Virtual Reference Library:** Encyclopedias and specialized reference sources for multidisciplinary research

**Taylor and Francis Collection:** Education

**Palgrave Macmillan eBooks**

**Oxford University Press Scholarship Online**

**World eBook Library:** Access over 3 million books (*Access through NDL Registration*)

## E-JOURNALS AND ONLINE DATABASES

**APA PsycArticles:** Fulltext of American Psychological Association's 117 Journals

**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**

**SAGE Online HSS Collection:** 488 Journals (Upto 2013)

**SAGE India :** 100 Fulltext Titles with back Files

**J-STOR :** Archive of 2500 e-journals across 50 disciplines

**Oxford University Press Online:** Full text access to over 262 social science journals.

**Project Muse:** Full text high quality 600 humanities and social science journals from over 60 publishers

**Springer Link:** World's leading interactive database of 1700 high quality science, technology and management journals.

**Taylor & Francis Online:** Portal of 1000 full text e-journals of social science journals

**EMERALD Management :** Online database of 312 full-text of leading management and allied subject journals.

**EBSCO Business Source Elite:** Leading database of 1061 fulltext management and business journals.

**South Asia Archive:** Historical literature of 4.5 million pages. (*Access through NDL Registration*)

**Manupatra:** Indian Legal Database (4 Concurrent users)

**West Law India:** Legal Information Database

**Bar and Bench:** Legal News and Views

## STATISTICAL INFORMATION DATABASES

**INDIASTAT.COM :** Access to statistics on INDIA

**EPW Research Data Series**

**CMIE Prowess Dx**

**India Meteorological Dept (IMD) Data**

## RESEARCH PLATFORMS AND BIBLIOGRAPHIC DATABASES

**Web of Science:** Social Science Citation Database

**J-Gate :** Search 44,703 ejournals, 12,000 + publishers.

**SciMago:** Journal and Country Rank

**India Business Insight Database (IBID)**

**ISID:** Database for Indian economy