DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCE

(HUSS)

Presented by: Ilaf Shakeel Ahmed















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INTRODUCTION TO THE HSS DEPARTMENT

- The Department of Humanities and Social Sciences (HSS) is situated on the fifth floor of the main building.
- The department aspires to be a leading centre for humanities and social sciences, cultivating critical thinkers sensitive to the social, political, and ethical dimensions of change.
- At present, the department comprises 47 faculty members specialising in diverse fields such as economics, linguistics, literature, multidisciplinary studies, philosophy, psychology, and sociology.
- The Department introduced the Master of Arts in Culture, Society, Thought (MA-CST) in July 2024 as its most recent addition.



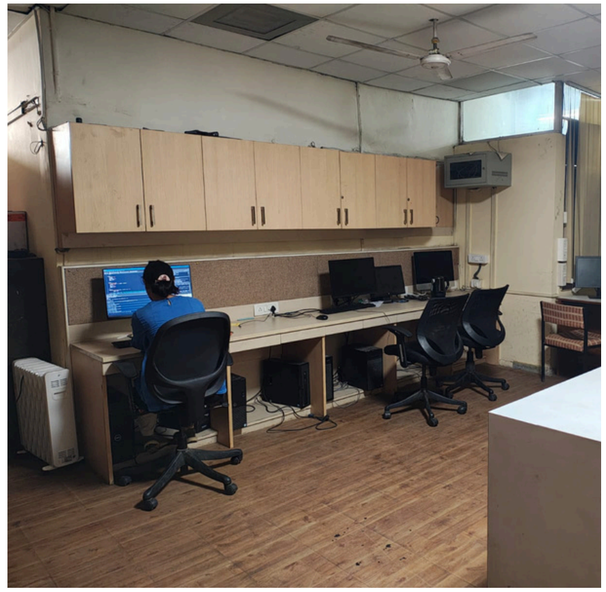


HSS DEPARTMENT: LABS

RESEARCH SCHOLAR LAB



Cognitive and Behavioural Sciences Lab (CBS)



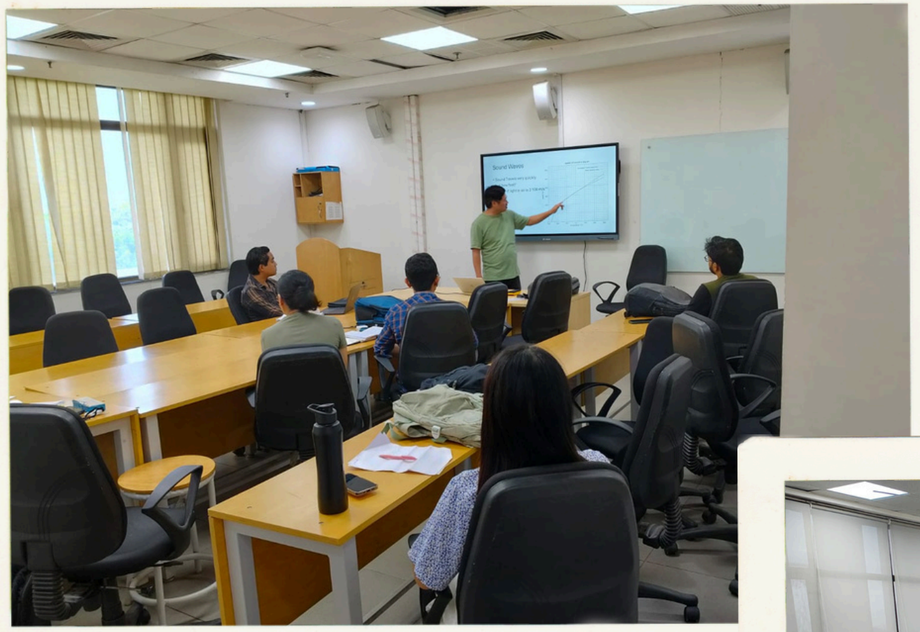
ECONOMICS LAB



LANGUAGE LAB



HSS DEPARTMENT: MEETING ROOMS



MEETING ROOM
LH 534



COMMITTEE ROOM
MS 610



MEETING ROOM
MS 615 A





OVERVIEW OF THE HSS LIBRARY

- The Department of Humanities and Social Sciences Library is on the fifth floor(Room-MS 616) of the Main Building.
- HSS Departmental Library was the first department library at IIT Delhi to be automated, with computerized issue–return services introduced on 27 January 2014.
- At present, the HSS Library houses a rich collection of nearly 2,900 books and around 200 theses.

KEY FEATURES OF THE HSS LIBRARY

- Supports research, teaching and learning in Humanities & Social Sciences.
- Provides access to online databases and e-resources through the Central Library.
- Collection includes books, JOURNAL/MAGAZINES, and theses.
- Equipped with study space for faculty, researchers, and students.
- Regularly updated with new acquisitions in relevant disciplines.





CIRCULATION POLICY



LIST OF OPERATIONS	FACULTY, VISITING FACULTY AND LANGUAGE INSTRUCTORS	FULL-TIME RESEARCH SCHOLARS, MASTER'S STUDENTS AND STAFF
Number of books that can be issued at a time	Upto 8 books	Upto 5 books
Duration of book issue	1 Semester	1 Month
Reserving of books	Upto 8 books	Upto 5 books
Renewal of books	Upto 8 Renewals	Upto 5 Renewals
Duration of book issue if reserved by another user	7 days from the day email sent out or until actual due date (whichever is earlier)	
Late return fine for regular books	Rs. 1 / day	
Late return fine for reserved books	Rs. 5 / day	



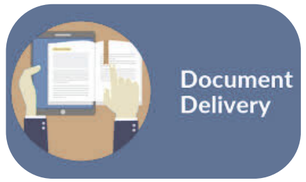
LIBRARY TIMINGS AND GUIDELINES

Hours of Operation: Monday to Friday: 9:00 am to 5:00 pm
(Except Institute holidays)



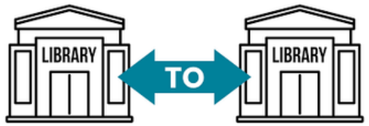
- Book is deemed lost if it is not returned within one month of due date.
- All users must provide a contact email to the librarian.
- Part-time HUSS Ph.D. students and outsiders with a valid IIT Delhi ID can use library resources within the library but cannot issue books.
- Users will be registered into Koha for availing library services at the time of admission.
- No Dues: At time of graduation (for research scholars) and leaving the institute (for faculty), a "No Dues" from the library will be required. This will not be issued under any circumstances if there are books issued against a user’s name and / or there are unpaid fines in the user's account.
- All research scholars are required to submit a copy of their thesis to the departmental library, through the office, upon completing their degree.
- Books cannot be renewed / reissued through email or telephone. Users must physically present the books.

SERVICES OFFERED BY THE HSS LIBRARY



DOCUMENT DELIVERY SERVICE

Document Delivery Service for obtaining access to specific journal articles Email the librarian with a specific request.



INTERLIBRARY LOAN SERVICE

Inter library Loan Service through the Central Library Email the librarian with a specific request.



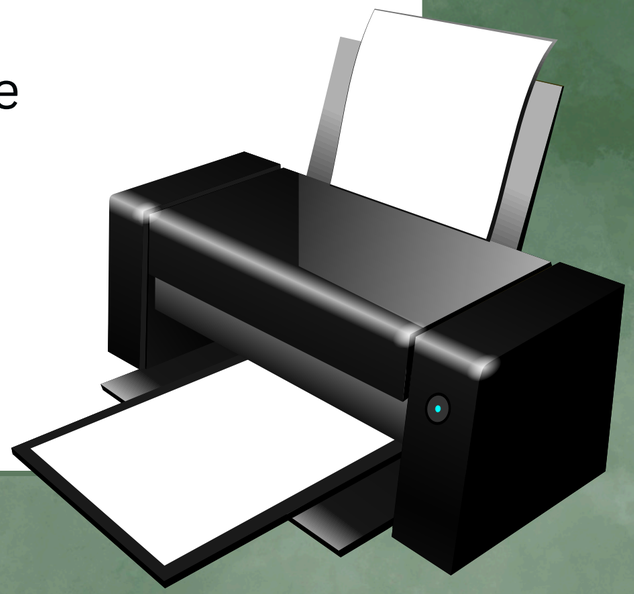
PRINTOUT SERVICE

Free Printout Service for Research Scholars only

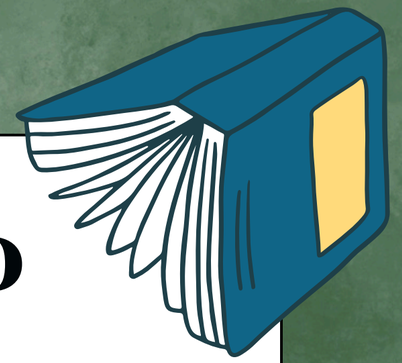
PRINTING RULES

- Page limit per month: 150 per research scholar (both full time and part- time)
- Users are expected to provide their own paper. The HUSS department will bear expenses for the printer toner.
- Graphics and image print-outs are not allowed.
- Users are expected to sign a register with data on number of pages printed each time.
- Data on number of printouts taken per user will be collected by the HUSS librarian and sent to the Department Library Committee for its records.





REGISTER AND RECORDS MAINTAINED



Registers

- Accession Register
- Theses Register
- Printer Register
- Accession Register for PDA

Printed Files Maintained

- CL to DL Books Record
- Print-out record
- Recommendation forms
- Cancelled Recommendations
- Book Display Requests
- Printer and Toner Bills
- Gratis Books Record
- Library Fine
- Library Notifications
- Form for signature

Computer Records .xls .docx .pdf

- Recommendation forms- Status
- Library Fine
- Printouts Record



LIBRARY OPERATIONS

- Issue, return, and renewal of books
- Shelf rectification
- Printing, photocopying, and scanning services
- Entry of thesis metadata
- Maintaining accession registers for new and donated books
- Display and scheduling of new arrivals
- Classification and cataloguing of donated books
- Rectification of cataloguing errors
- Invigilation duty
- Reference services to the users
- Giving No Dues
- Inter-Library Loan (ILL) services







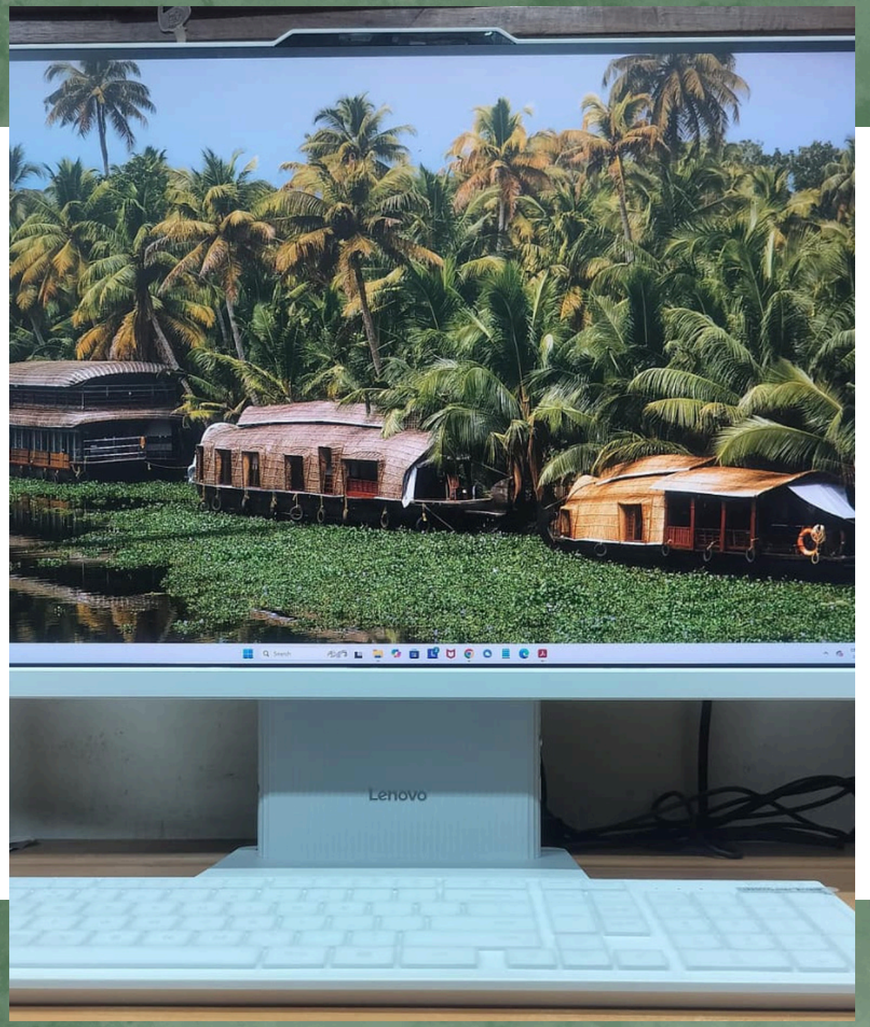
LIBRARY OPERATIONS

- Document Delivery Services
- Supervision of the repair of library inventory items
- Supervision of cleaning and dusting of library premises
- Communicating with vendors and assisting them in identifying specific subjects and faculty research areas
- Sending emails to faculty members after receiving recommended books.
- Sending manual reminders to users for returning books.
- After receiving recommendation forms, check for duplication and enter the details into Excel.

NEW EQUIPMENTS ADDED TO THE LIBRARY



AIR PURIFIER



ALL-IN-ONE PC

DISPLAY OF BOOKS



Overseas Press India Pvt. Ltd



The Book Seller



Technical Bureau India Pvt. Ltd.



LEARNING OUTCOMES

- Interacting with faculty, students, and vendors effectively.
- Addressing user issues promptly and creatively.
- Multitasking and handling challenges with limited support.
- Managing the operations of a specialised library with the Koha management system.
- Handling user accounts and providing patron support.
- Planning and arranging book displays.
- Coordinating with the staff members, ACL and Library in charge.







SUGGESTIONS

- Need Space for the New collection
- Need New chairs for the students
- New Study Table for the students
- Proper ventilation should be there
- Cabinet door Nobs are needed
- It’s fore ceiling needs to be fixed

IF YOU WANT TO BE A REFERENCE LIBRARIAN, YOU MUST LEARN TO OVERCOME NOT ONLY YOUR SHYNESS BUT ALSO THE SHYNESS OF OTHERS!

-BY S.R. RANGANATHAN



THANK YOU