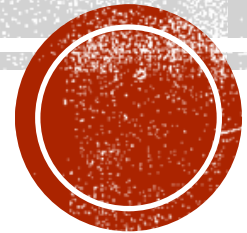


FUNCTIONS OF HUMANITIES AND SOCIAL SCIENCES LIBRARY, IIT DELHI

PRESENTED BY-

**SAKET SUNDARAM
LIBRARY-INTERN
HSS LIBRARY,
IITD**



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- ❖ Introduction to HSS Library IITD
- ❖ Collection of HSS library
- ❖ Hours of Operation and Rules Of the library
- ❖ Services Provided by HSS library
- ❖ Other Daily Library Work



Source: <http://inksights.repin-ink.com/2014/07/content-marketing-dos-and-donts-7-tips-for-creating-better-content/>



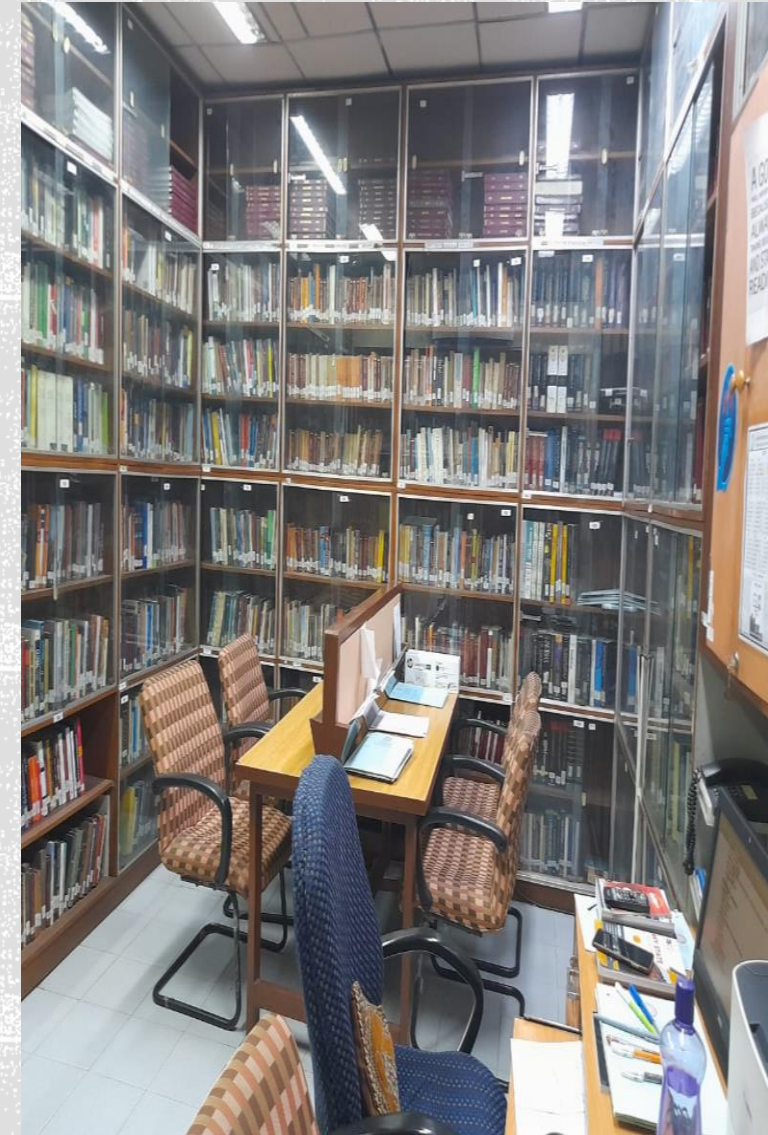
INTRODUCTION TO HSS LIBRARY IITD

- ❖ The Department of Humanities and Social Sciences Library is on the fifth floor(Room-MS 616) of the Main Building.
- ❖ It has a lot of specialized materials that are useful for teaching and research, which are the main goals of the department. Some of the topics that are covered are cognitive science, linguistics, literature, philosophy, psychology, sociology, technology in society, and economics.
- ❖ The HUSS library is the first automated Department Library of IIT Delhi.
- ❖ Book lending services using computerised issue-return were started from January 27th, 2014 for the students,faculty, staff and research scholars of the Department. The library uses Koha, integrated multiuser library management software.



COLLECTIONS OF HSS LIBRARY

- ❖ The HUSS Library collection consists almost 3000 books and over 180 theses.
- ❖ Special highlight
 - ❖ Oxford Handbooks Collection
 - ❖ Books on Film and Performance Studies
 - ❖ Ancient Indian Philosophical Texts
 - ❖ Classics of Political Theory
 - ❖ Classical Hindi Literature and Poetry
 - ❖ Comprehensive Collection of Western Philosophy Texts
 - ❖ Books on Visual Anthropology



HOURS OF OPERATION AND RULES OF THE LIBRARY

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

List of Rules	Faculty, Visiting Faculty and Language Instructors	Full-Time Research Scholars, P.G 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 (Librarian will reserve book in Koha and send an email to the person who has issued the book)	Upto 8 books	Upto 5 books
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)	
Reissue of books	Unlimited (unless reserved by another user)	
Late return fine for regular books Late return fine for reserved books	Rs. 1/ day Rs 5/day	
Unreturned / Lost book fine Damaged book	Replacing the book OR paying the current replacement price of the book 30% of listed price of the book	

CIRCULATION OF BOOKS THROUGH KOHA ILMS

News

Welcome to Koha

Welcome to Koha. Koha is a full-featured open-source ILS. Developed initially in New Zealand by Katipo Communications Ltd and first deployed in January of 2000 for Horowhenua Library Trust, Koha is currently maintained by a team of software providers and library technology staff from around the globe.

Posted on 29/10/2007

What's Next?

Now that you've installed Koha, what's next? Here are some suggestions:

- [Read Koha Documentation](#)
- [Read/Write to the Koha Wiki](#)
- [Read and Contribute to Discussions](#)
- [Report Koha Bugs](#)
- [Submit Patches to Koha using Git \(Version Control System\)](#)
- [Chat with Koha users and developers](#)

Posted on 29/10/2007

[Circulation](#)

[Patrons](#)

[Advanced search](#)

[Item search](#)

[Lists](#)

[Authorities](#)

[Cataloging](#)

[Reports](#)

[Tools](#)

[About Koha](#)

Patrons requesting modifications: **2**

Koha 24.05.03

WEB OPAC BOOK SEARCH



Central Library, Indian Institute of Technology Delhi
केंद्रीय पुस्तकालय, भारतीय प्रौद्योगिकी संस्थान दिल्ली

Online Public Access Catalogue (Book Search)

Library catalog ▾

All Item type ▾

Humanities and Social S ▾



[Advanced search](#) | [Authority search](#) | [Tag cloud](#) | [Libraries](#)

Home

Services

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- Membership Privilege
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- News Clipping Services

Quick Links

- Pay your Fine/Late Fees
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- e-Resources
- Off-Campus Access of E-Resources
- IITD Faculty Profiling

Welcome to Central Library IIT Delhi Online Public Access Catalog



New Arrivals



Log in to your account:

Login with IITD Kerberos ID and Password

If you do not have a IITD Kerberos ID and Password account, but do have a local account, you can still log in:

Login:

Password:

Hi ! Before answering your query? May I Know your name?

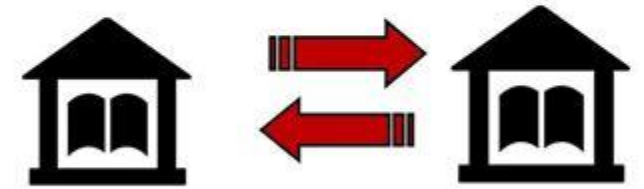


SERVICES PROVIDED BY HSS LIBRARY

Inter Library Loan Service:

- ❖ Inter-library Loan Service through the Central Library Email the librarian (Department) with a specific request.
- ❖ For those books, book chapters and articles which are not available in the department library and central library, the user sends a request to the department library intern and the library intern then sends that mail to the relevant section, such as electronic resources to ERD section and print resources to Reader Service Division. After that, the relevant section provides updates regarding books to both the user and the library intern.

InterLibrary Loan



Source: groups.ois.jp



PRINTING SERVICE:

- ❖ HSS Library also provided printing services to Research Scholars only.
- ❖ Printing Rules:
 1. Page limit per month: 150 per research scholar (both full time and part- time)
 2. Users are expected to provide their papers. The HUSS department will bear expenses for the printer toner.
 3. Graphics and image print-outs are not allowed.
 4. Users are expected to sign a register with data on number of pages printed each time.
 5. 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.



REGISTERS AND RECORDS MAINTAINED BY THE LIBRARY

❖ Registers/Directory/ Reports

- 1. Accession Register**
- 2. Theses Register**
- 3. Printer Register**
- 4. Accession Register for PDA**
- 5. Annual Reports**

❖ Printed Files Maintained

- 1. Budget letters**
- 2. New Arrivals**
- 3. Photocopies of sent Recommendation forms**
- 4. Library visitors' file**
- 5. Book Display Requests**
- 6. Toner Bills**
- 7. Lists of donated documents**
- 8. Library Fine**

❖ Computer Records (.xls, .docx, .pdf)

- 1. Recommendation forms- Status**
- 2. Library Fine**
- 3. Printouts Record**



THE OTHER ROUTINE WORKS OF THE HSS LIBRARY

- ❖ Classification and Cataloguing of Books
- ❖ Bar Code and Spine label creation
- ❖ Rectification
- ❖ Facilitate Printing Service
- ❖ Display of New Arrivals
- ❖ Scheduling of Book Display
- ❖ Issue-Return-Renewal of Books
- ❖ Communication with vendors and help them in identifying specific subjects and research areas of faculties.



REFERENCES

- <https://hss.iitd.ac.in/library>
- <https://libcat.iitd.ac.in/>



Thank You

