

HUMANITIES AND SOCIAL SCIENCES (HSS) LIBRARY



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Library Intern, HSS, IIT-D

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Department of Humanities and Social Sciences, IIT Delhi

- HSS Department is located on the fifth floor of the main building.
- Vision of the department is to develop an academic entity that is seen as being on the vanguard of research and training in the Humanities and Social Sciences, that helps make better critical thinkers of India's brightest young minds.
- The Department currently has 43 faculty members, in various disciplines like Economics, Linguistics, Literature, Philosophy, Psychology and Sociology.



People	Discipline	Programmes	Facilities
Faculty	Economics	PhD	CBS (Cognitive and Behavioural Sciences) Lab
Post-Doc Fellows	Linguistics	M.Sc. in Economics	Economics Lab
Language Instructors	Literature	M.Sc. in Cognitive Science	Language Learning Centre or Digital Language Laboratory (DLL)
Research Scholars	Philosophy	M.A. in Culture, Society, Thought (<i>starting from July 2024</i>)	Library
Master's students	Psychology	Indian and Foreign Languages Programme	
Admin Staff	Sociology	Minor Area in Economics	

ECONOMICS LAB



DIGITAL LANGUAGE LAB (LHC)



RESEARCH SCHOLAR ROOM

COGNITIVE AND BEHAVIOURAL SCIENCE LAB

COMMITTEE ROOM



HSS Library



The areas of library collection:

Cognitive Science, Economics,
Linguistics, Literature, Philosophy,
Psychology and Sociology.



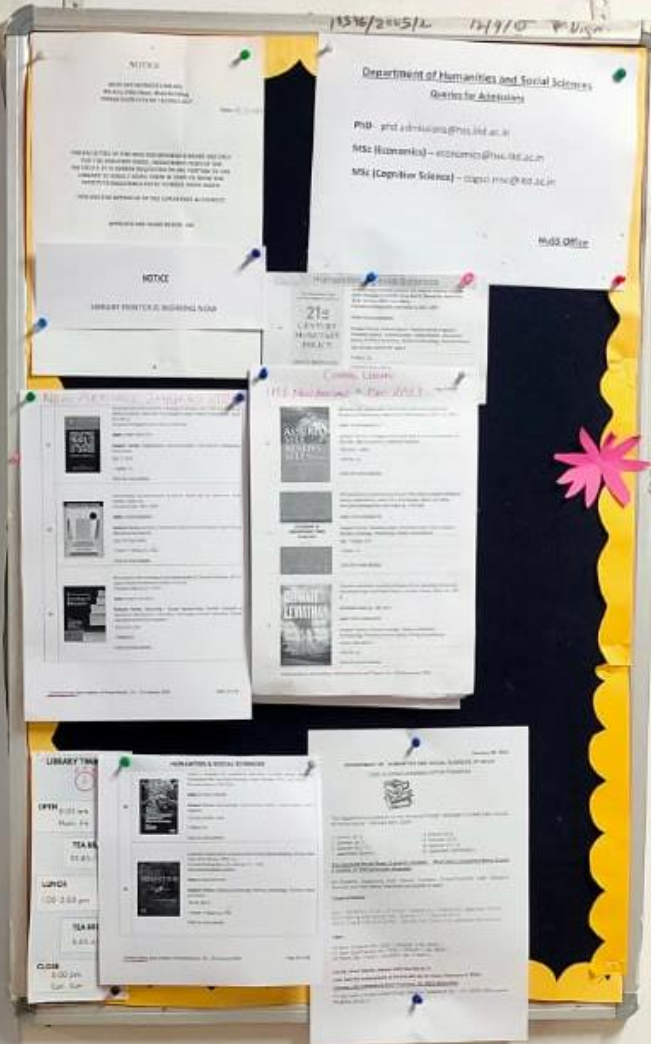
E-Journals

Special highlights include:

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

IITD OPEN HOUSE 2023

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Location :

Room-MS 616,
5th Floor, Main
Building, IITD.

MS-616

पुस्तकालय
LIBRARY

Hours of
Operation:

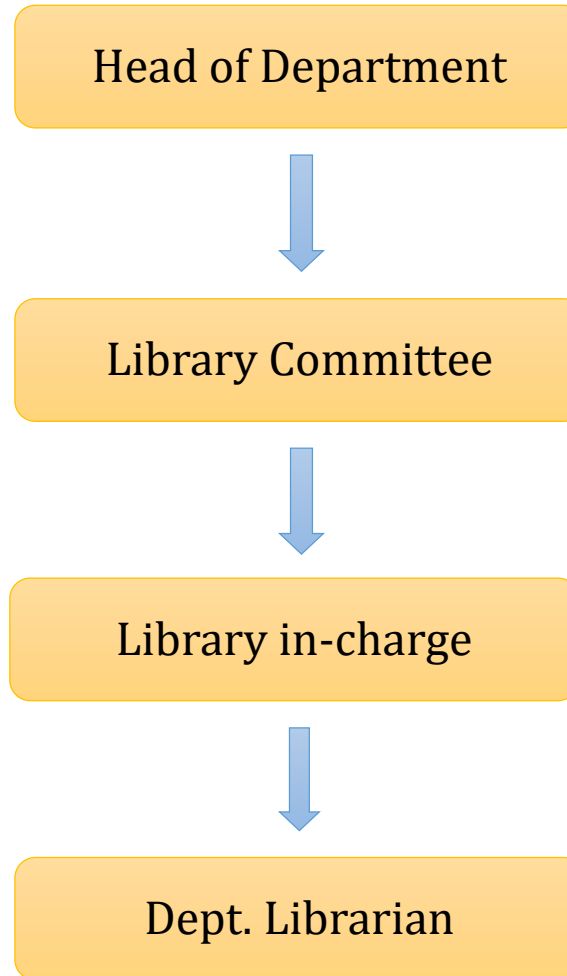
Monday to Friday:
9:00 am to 5:00 pm
(Except Institute
holidays)

Introduction to the HSS Dept. Library

- The HSS library is the first automated Department Library of IIT Delhi.
- This department library was revamped in 2012 and became operational since 2013.
- The library houses a specialist collection reflecting the main teaching and research interests of the Department.
- Major disciplines covered: *Economics, Linguistics, Literature, Philosophy, Psychology, Policy Studies, and Sociology.*
- Book lending services using computerised issue-return were started from January 27th, 2014 for the faculty, staff and research scholars of the Department.



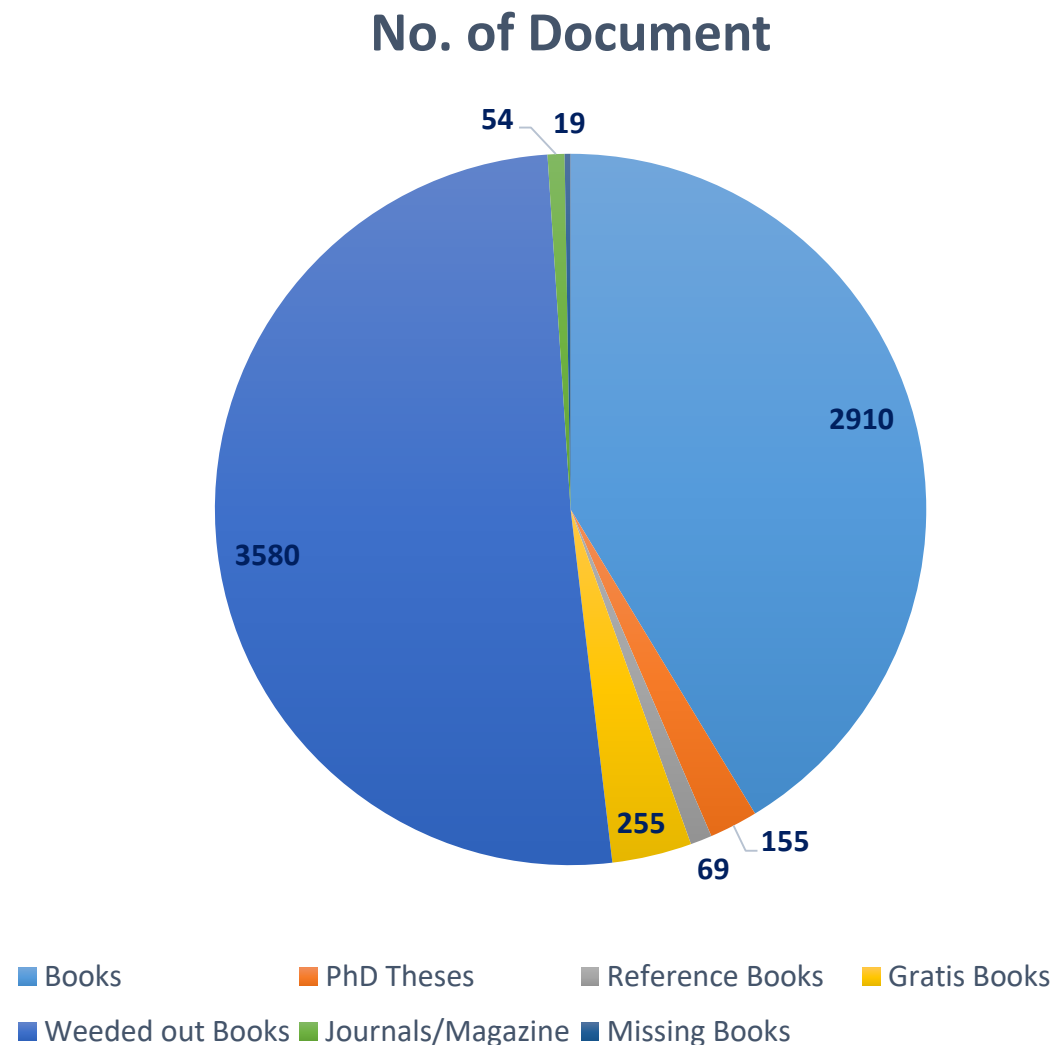
Governing Body of the HSS Library





HSS Library Collection

Type of Document	No. of Document
Books	2910
PhD Theses	155
Reference Books	69
Gratis Books	255
Weeded out Books	3580
Journals/Magazine	54
Missing Books	19



Records/ Registers Maintained in the Library

❖ Registers/Reports

- Accession Register
- Theses Register
- Accession Register for PDA
- Annual Reports
- UDC

❖ Printed Files Maintained

- Budget letters/ ACL
- CL to DL Books Record
- Photocopies of sent Recommendation forms
- Library visitors' file
- Weeded out Books Record
- Book Display Requests
- Printer and Toner Bills
- Gratis Books Record
- Library Fine Challans
- Library Notifications

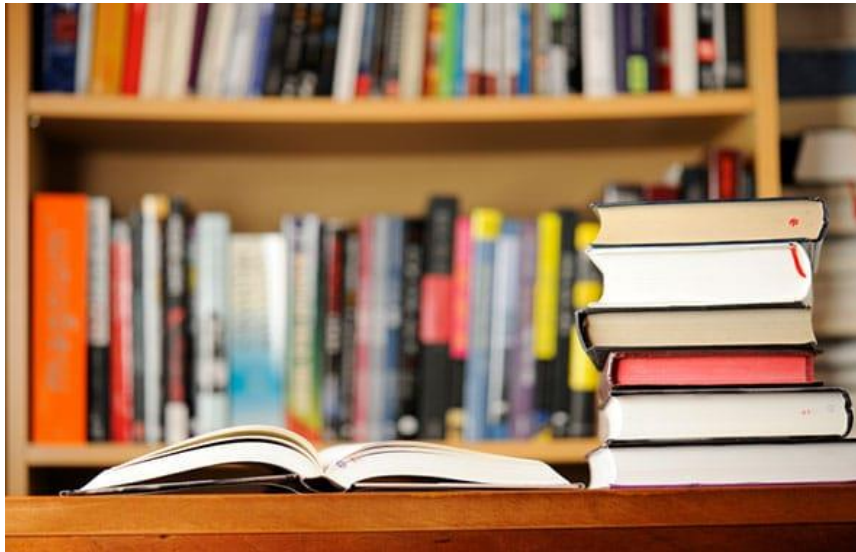
❖ Computer Records (.xls, .docx, .pdf)

- Recommendation forms- Status
- Gratis Book Record
- Library Fines
- ILL and DDS Requests
- Printouts Record
- Data Validation Record
- Reports

Other Routine Library Works

- Issue-Return-Renewal of Books
- Shelf Rectification
- Shelf-list Creation
- Facilitate Printing Service
- Theses Metadata Entry
- Display of New Arrivals
- Scheduling of Book Display
- Stock Verification
- Classification and cataloguing of donated books
- Invigilation duty
- Reference Service
- Electronic Information Services (Auto Reminders, DDS)
- Inter Library Loan Service (ILL)
- Supervise Repairing of Library Inventory Items
- Compilation of Data for Library Annual Report
- Status Report Generation
- Supervise Cleaning and Dusting of Library
- Ensuring updated Faculty Profiles on IIT-D IRINS

CIRCULATION POLICY



	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	Up to 8 books	Up to 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	Rs. 1 / day	
Late return fine for reserved books	Rs. 5 / day	
Unreturned / Lost book fine	Replacing the book OR paying the current replacement price of the book through e-pay.	
Damaged book	30% of listed price of the book through e-pay	
Payment of fine (processed at the end of every semester by the Department Library Committee)	Through e-pay OR by purchasing a book of equivalent value and donating it to the Department Library (users can pool together their fines and purchase a book) before the Library closes for the Semester Stock Verification Process.	

Circulation through Koha

[Circulation](#) [Patrons](#) [Search](#) [Cart](#) [More](#)

2023INT03HSS | [Humanities and Social Sciences](#) [Help](#)



Enter patron card number or partial name:

 [Search](#)

[Search patrons](#) [Check out](#) [Check in](#) [Renew](#) [Search the catalog](#)

[Home](#) > [Patrons](#) > [Patron details for Ms Mahima Manral \(2023INT03HSS\)](#)

 Ms Mahima Manral
(2023INT03HSS)



New Delhi, Delhi 110016, India
libhss@hss.iitd.ac.in
No address stored.
No phone stored.
No date of birth stored.
Category: Library Staff (LSTF)
Home library: Humanities and Social Sciences
Borrowernumber: 57669
Updated on 30/12/2023 17:08

[Check out](#)

[Details](#)

[Accounting](#)

[Circulation history](#)

[Holds history](#)

[Notices](#)

[Edit](#) [+ Add guarantee](#) [Change password](#) [Duplicate](#) [Print](#) [Add message](#) [More](#)

Ms Mahima Manral (2023INT03HSS)

Contact information [Edit](#)

New Delhi, Delhi 110016, India

Primary email: libhss@hss.iitd.ac.in

Gender: Female

Show checkouts to guarantor No

Show fines to guarantor No

Additional attributes and identifiers [+ Add](#)

Patron messaging preferences [Edit](#)

	Days in advance	Email	Digests only ⓘ
Item due	-	☐	☐
Advance notice	0 ▾	☐	☐
Hold filled	-	☐	-
Item check-in	-	☐	-
Item checkout and renewal	-	☐	-

Library use [Edit](#)

Card number: 2023INT03HSS

Borrowernumber: 57669

Category: Library Staff (LSTF)

Registration date: 25/07/2023

Expiration date: 25/07/2024

Library: Humanities and Social Sciences

Username: 2023INT03HSS

Password: *****

Alternate address [Edit](#)

New Delhi, Delhi 110016, India

Alternative contact [+ Add](#)

PRINTING SERVICE

- 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 fill a google form 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.

SHELF GUIDES

Shelf	Call No. Range	Shelf	Call No. Range	Shelf	Call No. Range
1A	001.4 to 111.85	1B	111.85 to 159.922	1C	159.922 to 165
2A	165 to 2-12	2B	2-12 to 233-29	2C	233-3 to 299
3A	3 to 316	3B	316 to 316.3	3C	316.3 to 316.4
4A	316.4 to 32	4B	32 to 325.3	4C	325.3 to 330.1
5A	330.1 to 330.4	5B	330.4 to 338.1	5C	338.1 to 339.9
6A	339.9 to 392.3	6B	392.3 to 5	6C	5 to 681.3

Shelf	Call No. Range	Shelf	Call No. Range	Shelf	Call No. Range
7A	7 to 792	7B	792 to 808.1	7C	81 to 81'3
8A	81'3 to 82-2	8B	82-2 to 82-31	8C	82-31
9A	82-31 to 82-4	9B	82-4 to 820.3	9C	820.3
10A	820-31 to 821.111	10B	821.111	10C	821.111 to 821.21
11A	821.214.21	11B	821.214.21	11C	821.214.21
12A	821.214.21 to 891	12B	904 to 956	12C	

TEXT BOOKS

Rack No.	Call No. Range
1	001.4 to 165
2	165 to 299
3	3 to 316.4
4	316.4 to 330.1
5	330.1 to 339.9
6	339.9 to 681.3
7	7 to 81'3
8	81'3 to 82-31
9	82-32 to 820-31
10	820-31 to 821.21
11	821.214.21
12	821.214.21 to 956

REFERENCE BOOKS

PHILOSOPHY	1 to 141.82
PSYCHOLOGY	159.9 to 159.98
LOGIC	16 to 168.5
ETHICS, PRACTICAL PHILOSOPHY	17 to 179.9
RELIGION	2 to 299.94
SOCIAL SCIENCE	3 to ---
SCOCIOLOGY	316 to ---
POLITICS	32 to ---
ECONOMICS	330 to ---
LAW	34
ANTHROPOLOGY	572
TECHNOLOGY	6 to ---
ARTS	7 to ---
RECREATION, ENTERTAINMENT, GAMES, SPORTS	791 to 799.326
LANGUAGE, LINGUISTICS, LITERATURE	8 to ---
LINGUISTICS	81 to ---
LANGUAGES	811 to ---
LITERATURE	82 to ---
GEOGRAPHY	91 to ---
BIOGRAPHY	929
HISTORY	93/94

Pathfinder

- Microeconomics
- Econometrics
- Macroeconomics
- Game Theory
- International Economics
- Labour Economics
- Sociolinguistics
- Critical Thinking
- Buddhism
- Metaphysics
- Philosophy
- Cognitive Psychology
- Positive Psychology
- Political Ecology
- Capitalism
- Ethnography
- Urban Sociology
- Contemporary Fiction
- Indian Theatre
- Modernist Fiction
- Indian fiction
- Epistemology
- Moral Literacy
- Globalization
- Community Psychology
- Fiction books

Services and Facilities added

- Comfortable Chair for the Librarian
- Door Stopper
- New HP Printer
- New Intercom
- QR Code for HSS Library Catalog, SBI collect, DELNET portal, New Arrivals and all relevant forms for the students
- New arrivals display
- Shelf rectification of the entire collection
- Timely Book Displays
- Data Rectification and Data Validation



Opportunities Learned

- Managing a small library meant for the specialized user community using Koha
- User Management
- Organising Book Display
- Developing knowledge of different resources
- Analyzing Information Seeking Behavior of the user community
- Learning the broader aspects of Organizational Behavior

Suggestions

- More space for keeping the collection
- More specialized collection can be brought relevant to the ongoing research
- Updated Windows for the system along with Antivirus
- More comfortable furniture for the students
- Proper ventilation should be there
- Permanent Librarian is needed to run the library properly.
- Workshop for all the interns on Koha, especially on Cataloguing and Reports module.
- ILL facility between Department Libraries.

THANK YOU FOR YOUR TIME