



# **SCHOOL OF SOCIAL SCIENCES**

## **LIBRARY GUIDE**

## **About the Library**

The School of Social Sciences Library is functioning in the main building of the School of Social Sciences in an area of 3950 sq. ft. The SSS Library houses a collection of 13,000 documents, including books purchased annually, books received as gifts, bound volumes of journals, a reprographic collection, and archives. Matthew Kurian collection, theses, MPhil dissertations, postgraduate project reports, multimedia collections. Besides this, the library has access to online journals and databases subscribed to by the University Central Library

### **1.Books**

Yearly books purchased using the budget provision are added to the library collection. Books selected by the faculty from the publisher catalogue are mainly included in the purchase list. A book suggestion register is available in the library. Books suggested by research scholars, MA students, and all library users are also included in the purchase list.

The Book Purchase Committee of SSS finally decides the list of books to be purchased for the SSS Library every year.

### **2.Shungoony Menon collection.**

The library maintains a closed reference collection under the name Shungoony Menon Collection. The books were donated by the family of Shungoony Menon, mainly containing his personal library collection. Shungoony Menon is a historian who laid the foundation of the history of Travancore in his treatise, The History of Travancore, published in 1878. This rare collection of library materials includes the following archival materials on Travancore's history.

#### **1.Report on the Administration of Travancore, from (61 volumes)**

Official publication of Govt of Travancore, which throws light on Legislation, Judicial administration, Sources of revenue, Health, Education, Agriculture, Industry, Economic Development, Labour, Public Works, Electricity, Trade etc. in the Travancore Kingdom, i.e. independent Kerala.

#### **2. Travancore legislative council proceedings 1922 to 1943. Covers Question Answers of Travancore Legislative Council**

### **3.Mathew Kurian Collection**

The library maintains a closed reference collection of 2000 rare books under the Mathew Kurian Collection. The personal library collection, including the rare books of Dr. Mathew Kurian, was gifted by his family after his death.

#### **4.Publications of Social Sciences**

Books authored by faculty of Social Sciences are prominently displayed.

#### **5.Archives**

In addition to the archive available in the Shungoony Menon collection, the library maintains a special archive collection mainly related to historical documents of Travancore and Cochin states.

#### **6. Books gifted by Alumni of SSS**

The library has a special collection of books gifted by Alumni of the school.

#### **Physical infrastructure**

1.Ground Floor houses following sections.

- 1.Reference Section.
- 2.Stack Room
- 3.PhD Theses
- 4.MPhil dissertations
- 5.Malayalam Section
- 7.Reprographic Collection
- 8.Archives
- 9.Project Reports.
- 10.MA Project Reports.
- 11.Newspaper Corner.
- 12.New Arrivals Display.
- 13.Library Circulation Counter.

2.First Floor houses following sections

- 1.Bound volumes
- 2.Shungoony Menon collection
- 3.Mathew Kurian Collection
- 4.Reading Area.

## **Library membership and circulation.**

All students, faculty and employees of the School of Social Science are entitled for the membership of the Library. Library membership form is available at the Membership Counter Library.

## **Reference Facility from other Institutes.**

By providing a recommendation letter from the parent institution, non-members can use the library resources on the library premises with the permission of the director.

## **Classification scheme in the Library**

Dewey Decimal Classification is being used for classification and arrangement of books. Using this scheme a unique

Call number is provided to each book and according to the Call number, books are arranged in the shelves. Call number is like an address. It tells us where the book is in the Library.

Call number has two parts. First part is the Class number used to classify library resources by subject area.

The second part is Book number which takes up the individualisation further.

### **Example: Books on Indian history as arranged on the shelf.**

- 954 ALO/T Indian history by Alikha Parasher-Sen
- 954 BAS/C The cultural history of india by Basham, A L
- 954 KOS/I An introduction to Indian history by Kosambi
- 954 PRA/P Politics of time by Prathama Banerjee
- 954 RAY/S Sources of history of India by N R Ray
- 954 SEK/F From Plassey to Partition

Here 954 is the Class number for the subject Indian history

As 6 books bear the same class number 954, the books are further arranged alphabetically on the basis of the first three letters of the author i.e. the Book Number.

## Online Public Access Catalogue

Library Online Public Access Catalogue can be accessed on Intranet and Internet to search all bibliographic records available in the Library through web based search interface. The catalogue can be searched by author, title, keyword, Barcode. The web-opac can be accessed at [mgucat.mgu.ac.in](http://mgucat.mgu.ac.in).

### Location of books.

All Books in the Library would fall in any of the following Locations, as notified in the Library OPAC.

Location code in OPAC	Section
General Stacks	Stack Room
Reference	Reference Section
Closed Reference	1st Floor Closed Reference Section
Bound volumes	1st floor Bound
Malayalam section	Ground floor
Multimedia collection	Ground floor
Reprographics	Ground floor

### E-resources

The following resources subscribed to by the university library are accessible in the SSS Library through IP-based access, INFED login, and Knimbus e-library access.

#### EJOURNALS.

##### 1.JSTOR (<https://idp.mgu.ac.in/>)

JSTOR is a digital library of academic content in many formats and disciplines. The collections include top peer-reviewed scholarly journals as well as respected literary journals, academic monographs, research reports from trusted institutes, and diverse primary sources

## **2.Springer (<https://idp.mgu.ac.in/>)**

Springer Nature's comprehensive resources (ebooks, e journals, collections) deliver complete access to impactful scholarly content spanning all subject areas. In the category of e journals, Springer collection has 57 journals in Social Sciences, 48 journals in Sociology, 18 journals in Anthropology, 13 journals in Archeology. Journal alerts, and eTOC (email table of contents) service can be utilised by creating an account using personal email.

## **3.Taylor and Francis (<https://idp.mgu.ac.in/>)**

Taylor and Francis provide search for peer-review journal and articles. In the category of e journals Taylor and Francis covers, 463 journals in Humanities, 333 journals in Economics, Finance, Business and Industry, 325 journals in Social Sciences, 263 journals in Area Studies.

Following services can be provided for registered users.

- 1.Content Alert Service,
- 2.Save your searches,
- 3.Schedule your alerts, to send you results when new matches are found
- 4.Download your search results and save as csv.

## **5.Sage Journals. (<https://idp.mgu.ac.in/>)**

The subscription include 799 journals in Social Sciences and Humanities.

Personal tools including new content email alerts, search alerts and saved searches can be created.

## **DATABASES**

### **1.Empire Online (<https://www.empire.amdigital.co.uk/>)**

Empire Online spans five centuries, charting the rise and fall of empires around the world. It provides exploration of colonial history, politics, culture, and society. Key features include: tens of thousands of pages of unique primary source material including maps, manuscripts, pamphlets, paintings, drawings, and rare books; interactive chronology and data maps charting the histories and the spread of empires across the globe; an extensive image gallery showcasing the people, places and events important to the history of empire studies. It is organised around five thematically-based sections:

1. Cultural Contacts, 1492-1969;
2. Empire Writing & the Literature of Empire;
- 3.The Visible Empire;
4. Religion & Empire;
5. Race, Class, Colonialism, Imperialism.

**Participating libraries.**

1. Antislavery international
2. Bank of England Archive Bodleian Library, University of Oxford
3. British Library
4. Cambridge University Library
5. Centre for the study of world christianity Church Mission Society Archives, University of Birmingham
6. Glebow Library archive
7. Harward College Library
8. Library of Birmingham

## **2. EBSCO Academic Search Primer (<https://search.ebscohost.com/>)**

A multi-disciplinary database of more than 4,600 magazines and journals, including full text for nearly 3,900 peer-reviewed titles. In addition to the full-text, this database offers indexing and abstracts for 8,470 journals.

### **Subject coverage:**

Business, Health and Medicine, History, Language and Literature, Performing Arts, Dance, Reference, Magazines, Journals and Serials, Social Sciences, Area and Cultural Studies, Women's Studies, Political Science, Psychology.

### **Search alerts in EBSCO**

After registering a free account in EBSCO, users can avail Saving search strategy and, Create alert.

Select **Alert is** to receive an e-mail each time new items that meet our search Wcriteria are added to the database in which we have run the search. This can help us keep up to date without having to return to the database and re-run our search to check for new results. We can specify our desired options and enter the e-mail address and a subject line.

## **3. EPWRF India Time series. An initiative taken by the EPW Research Foundation with an aim to provide time series data facilitating research across various sectors of Indian Economy.**

The EPWRF India Times Series (EPWRFITS), an interactive online database which provides credible time series data facilitating research across various sectors of the Indian Economy.

A time series is a **data set that tracks a sample over time**. In particular, a time series allows one to see what factors influence certain variables from period to period. Time series analysis can be useful to see how a given asset, security, or economic variable changes over time.

Example: Household indebtedness on various social groups over a period.

Wage rate in India over a period.

The database covers Indian economy for a fairly long time period and it comprises over 30,000 variables capsuled in 16 modules. The database provides in continuous time series

from 1950 depending on the availability. The subscription access is provided by CESP, JNU using funds from its CAS programme.

#### **4. Web of Science (<https://idp.mgu.ac.in/>)**

A rich collection of citation indexes representing the citation connections between scholarly research articles found in the most globally significant journals, books, and proceedings in the sciences, social sciences, and art & humanities.

### **E-Books**

#### **1. Subscribed e-Books – Mahatma Gandhi University Library ([mgu.ac.in](http://mgu.ac.in))**

Subscribed ebooks are searchable in the Online Public Access Catalogue (<https://mgucat.mgu.ac.in/>), and the complete list of ebooks subscribed are <https://library.mgu.ac.in/index.php/subscribed-e-books/>

## **Information services.**

The core functions of Information Services include selecting and acquiring relevant resources, organising and cataloguing information for easy retrieval, assisting users in locating and using information effectively, and promoting information literacy and research skills among community members.

### **Reference Services.**

Reference service is the personalised service directed towards the users.

Reference services provide library users with direction to the library materials, give advice on library collections and services on various kinds of information from a variety of sources.

Reference department basically helps users to answer the questions that the user has in mind as well as helping the user to locate the information that they need in the library.

1) Information services that involve either finding the required information on behalf of the users, or assisting users in finding information.

2) Instruction in the use of library resources and services is broadly defined as information literacy skills. By providing information literacy skills, the library user is made capable of critically evaluating the content for credibility, accuracy, and relevance.

**2. Referral services.** A type of reference service in which an information seeker is directed to an agency or expert outside the library where information may be obtained.



## **Some Referral Libraries.**

1. Kerala State Archives. ([www.keralastatearchives.org/main1.htm](http://www.keralastatearchives.org/main1.htm))  
(Central Archives Thiruvananthapuram, Regional Archives Ernakulam, Regional Archives Kozhikode,
2. Kerala University manuscript Library
3. Calicut University manuscript Library.
4. Kerala Council for Historical Research Library Thiruvananthapuram.
5. Centre for development studies Library Thiruvananthapuram.
6. Kerala Institute for research training & development studies of Scheduled Castes & Tribes (KIRTADS) Library.

## **3.New additions alert.**

1. List of New books added to the Library are send to the Library users email.
2. All library users are informed to use Alert Service, Save Search results services of EBSCO Academic Search Primer, JSTOR, Taylor and Francis Online.

## **Research Assistance**

1. Learn how to use Zotero reference management software.
2. Use databases to find articles, proceedings, reports, datasets and other material for your assignments and research projects.
3. Locating primary sources.
4. Using databases effectively, and other library-related needs

## **Library rules.**

- All students, faculty, and employees of the Institute are entitled to the membership of the library.
- All the students/scholars entering the Library shall deposit their bags and other belongings at the entrance.
- Users are required to enter the details in the Gate Register kept at the entrance before entering the library.
- All users are requested to keep their mobiles switched off / keep on silent mode in the Library

- Users' are requested to leave the books and other documents on the reading table after reference. They need not replace them on their respective shelves.
- Reference books, periodicals, newspapers are not issued out of the library to anybody.
- Readers should not deface, mark, cut, mutilate or damage library resources in any way
- No Library material can be taken out of the Library without permission of the Librarian.
- Reprography service is available for library members at nominal charges.
- Users are not allowed to take books without Library Membership Card
- Borrowing Privileges:

<b>Category</b>	<b>No. of books</b>	<b>Loan period</b>
Faculty	07	14 days
Guest Faculty	05	14 days
Research Scholars	07	14 days
Post Doctoral Fellow	05	14 days
PG Students	04	14 days