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. In addition to this, the library has a Mathew Kurian collection, theses, MPhil dissertations, postgraduate project reports, and 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 (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 Alika 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 intraface. The catalogue can be searched by author,title, keyword,Barcode. The web-opac can be accessed at 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
Malayalam section	Ground floor
Multimedia collection	Ground floor
Reprographics	Ground floor

E-resources link :https://library.mgu.ac.in/e-resources/

Information services.

To meet the information need, the library provides Information services.

Reference Services.

Through reference services the library 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.

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)

(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 sent 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

School of Social Sciences
MAHATMA GANDHI UNIVERSITY

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:

Category	**No. of books**	**Loan period**
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
Graduate school students	02	14 days

Library Working Hours: 9.00 AM - 5.00 PM on all working days