

## INFORMATION RESOURCES MANAGEMENT OF T.I.S.S LIBRARY

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### ABSTRACT

*Gives step-by-step information resource development, including hardware and software in T.I.S.S. Library. With the changing concept of document and user's demand, library needs to create indigenous databases and explore external online databases. An attempt has been made to explain information management using IT applications and application software such as CDS/ISIS as well as SLIM ++ (system for library and information management Software). It also highlights the digitization of Library and the future plan of establishing National Centre for Social Science Information..*

### 0. Introduction

Tata Institute of Social Sciences established in 1936 is a pioneer institution to meet the promising need of social scientists and social work professionals. Institute has been recognized as a deemed university in 1966 under section 3 of UGC ac of 1956. It has specialization programs in Social Sciences, Social work, Criminology and Correctional administration Family and Child Welfare, Medical and Psychiatric Social Work, Urban and Rural Community Development, Health Services and Personnel Management and Industrial Relations.

Tata Institute of Social Sciences Library came into existence in the year 1936 when the institute was established. The main objective of the library is to support teaching and social research in the social Sciences with aim to provide up-to-date knowledge to professionals and social scientists.

T.I.S.S. Library is engaged in creating various databases on Social Science information etc. User prefers access to these bibliographic databases on machine-readable form. Effective use of social science knowledge is important for students, teachers, planners, policy makers, and industrialist.

### 1. Information Resources at TISS Library

SI No.	Information Resources	
1.	Books including bound volumes	1,0,3050
2.	Current Serial titles	300
4.	Manuscripts	100
5.	Reports	800
6.	Working Papers	300
7.	AV Materials	1600
8.	CD-ROM Databases – Bibliographic	11
9.	CD-ROM Databases – Full Text	4
10	Online Full Text database ProQuest	1
11.	Theses and Dissertations	1200

## **2. Digital Resources**

CDROM databases are becoming more popular. TISS library has following databases.

- ◆ **Wilson Social Science abstract**
- ◆ **ProQuest Full Text CD-ROM Database**
- ◆ Social Science Citation Index with abstract
- ◆ Suchak
- ◆ Ambar Management
- ◆ Emeard
- ◆ Distance Education Database
- ◆ Popline
- ◆ Seminar
- ◆ Business India
- ◆ UNTDPC Website Interactive CDROM
- ◆ World development Report
- ◆ Encyclopedia of Science
- ◆ Encyclopedia of occupational health and safety.

### **2.1 ProQuest Social Sciences Fulltext database:**

This database has been brought out by UMI in Collaboration with H W Wilson. It features cover-to-cover indexing of over 1000 full text journals in the field of social science. CD-Rom version of the ProQuest is also available. It covers subjects such as Anthropology, Economics, Gerontology, International Relations, Psychiatry, Psychology and Sociology, Urban Studies etc. Online version of this database is also available for searching, downloading with various access points like Author, Title, Keywords etc.

## **3. Initiation of Development of Digital Resources**

T.I.S.S. is one of the founding Institutes in the country in the field of social sciences including health sciences, personal management. It has been recognized as one of the progressive centers of learning catering to the educational and research information needs of academic and research community, considering the progress and achievements, the university could accomplish in the last two decades. UGC National Assessment and Accreditation Council (NAAC) has accredited the institute with five stars.

Realizing the importance of networking and digital resources in this Internet era, T.I.S.S. library has initiated several activities in the digitization of its functions and services. It has received grants of Rs. 1 Crore from the Dorabji Tata Trust for its ambitious digital Library Project.

### **3.1 Infrastructure Development**

- Fully furnished Air conditioned Internet Center, Mini-Conference-cum-Audio Visual Centre, Dedicated Server room for UGC-Info-net programme

- Separate Internet Access for Faculty and Research scholars.
- The **Internet Users Lab** under networked environment with 20 dedicated P IV computers using a high bandwidth leased line through ERNET under UGC-Infonet programme.
- Access to Full text online journals through subscription to **Proquest Social Sciences Plus Text Database from UMI, USA** (Current year + previous 3 years CD-ROM Backup),
- Access to Full Text Offline CD-ROM Database i.e **Proquest Social Sciences Plus Text, Seminar, Business India**
- Simultaneous access to bibliographic databases like **Wilson Social Science Abstract, POPLINE,**
- Separate appendix of free journals made available on Library Website and Databases available on the net will be created and thus, enabling the developing world to be on par with the developed world in terms of access to journals.

#### **4. Document Delivery Services ( Internal and Out Sourcing)**

Ever escalating cost of journals and budget constraint, and information explosion generation are some of the factors compelled to reduce journal subscription and book acquisition. This has direct impact on academic and research work. To overcome this problem INFLIBNET initiated document delivery service in collaboration with following six libraries:

- Banaras Hindu University, Varanasi
- University of Hyderabad, Hyderabad
- Indian Institute of Science, Bangalore
- JNU, Delhi
- Punjab University, Chandigarh
- T.I.S.S. Library, Mumbai

T.I.S.S. is one among these Universities to provide this service on no profit and no loss basis covers western region of India i.e. Maharashtra, Gujarat and Goa. The INFLIBNET has created a union catalogue of serials, thesis, dissertations, monographs, books, back volumes of periodicals and non-book materials.

Articles from Journals, papers from conference proceedings, and any other material would be arranged on request by sending document through email, post, fax, and delivered personally at the nominal charges.

#### **5. UGC INFONET**

Fast changing curricula and frequent introducing of new subjects impose a great demand on the system in general. Indian Universities need to be given the required thrust to entire the third millennium with a leading edge.

Technology is a driving force in the contemporary education systems. University Grant Commission has launched an ambitious programme to bring about a qualitative change in the academic infrastructure, especially for higher education. Under this

initiative UGC is modernizing the University Campuses with State-of-the-art campus wide networks and setting up its own nationwide communication network named **UGC-Infonet**. **TISS** is one of the first institutes where UGC-Infonet has been successfully implemented with 2 mbps high bandwidth Internet connectivity.

ERNET India, scientific society under the Ministry of Communications and Information Technology, in partnership with the University Grants Commission is setting up UGC-Infonet. Under this programme it is proposed to use information and communication Technology (ICT) and Internet to transform learning environment from a mono-dimensional one to a multi-dimensional one. UGC-Infonet will be a boon to the higher education systems in several ways:

- UGC-Infonet will become a vehicle for distance learning to facilitate spread of quality education all over the country.
- UGC-Infonet will be a tool to distribute education material and journals to the remotest of areas.
- UGC-Infonet will be a resource for researchers and scholars for tapping the most up-to-date information.
- UGC-Infonet will form a medium for collaboration among teachers and students, not only within the country but also all over the world.
- UGC-Infonet will be an Intranet for University Automation.
- UGC-Infonet will encompass entire University Systems for most efficient utilization of precious network resources.
- UGC-Infonet will establish a channel for Globalisation of Education and facilitate the universities in marketing their services and developments.

## 6. Design and Development of Databases

The term database refers to an integrated accumulation of computer possible data organized in a manner suited to a wide range of applications. It is a collection of printed or numeric records, which has been transferred and store in computer. Databases may be of following types:

- |                     |                                       |
|---------------------|---------------------------------------|
| • Bibliographic     | i.e. Meddler, BIOS's etc.             |
| • Non bibliographic | i.e. Directories,                     |
| • Textual/ numeric  | i.e. Textual and numeric database     |
| • Catalogue         | i.e. Online databases, LC, OCLC, etc. |

Databases can be grouped into two;

## 7. Internal Databases / Indigenous databases & External Databases

**Indigenous Databases:** These are created by the Library and Information Centre as their holdings. These databases are mainly serving its users. These are created taking into consideration the needs and demands of there own user.

TISS Library has developed many indigenous databases like collection of research articles which has been developed from the Library OPAC and also it is

available for the students to search in OPAC. A searchable Database of full text articles downloaded from the Internet has been developed using Winisis library software.

**External Databases:** These are online databases such as psycho info, bibliographic network, databases of indexes, through newspaper e.g. New York times, databases of Union catalogue i.e. National Union Catalogue of Periodicals, Union catalogues of various information networks.

### **Library Databases**

#### **Serials based Databases:**

- Current Periodical Holdings in T.I.S.S. Library
- Periodical Holdings in T.I.S.S. Library

#### **Bibliographic Databases:**

- Library catalogue
- Thesis / Dissertation Holding Database

#### **Serial Databases**

Serial database has holding of 1287 records covering all the periodicals subscribed from establishment of the institution. Current holding databases consists of 300 titles currently subscribed for the year 2003- 04. Thesis/ Dissertation holding database contains Ph. D. M.Phil and MA respectively submitted to the Library. Database has a holding of 1200 records.

Library has installed SLIM software for library management. Cataloguing module of this system is used to convert catalogue into machine-readable form. Input unit for one record is taken as: author, title, parallel title, edition, material details, ISBN, place of publication and publisher, series statement, page no., note area etc. Retrospective conversion of library catalogue has been completed and the database had sent to INFLIBNET for creation of union catalogue of books.

Above databases has given to INFLIBNET centre at Ahmedabad to create Union Catalogue of serials, current holdings and books. These databases are accessible through network on web site <http://www.inflibnet.ernet.in>. as well as T.I.S.S. Library web site <http://www.tiss.edu>.

## **8. Future Insights**

### **NATIONAL CENTRE FOR SOCIAL SCIENCES INFORMATION**

T.I.S.S. library is planning to set up the National Center for Social Sciences (NCSSI). The functions of the NCSS will be to conduct research on important issues in the social sciences and humanities that concern researcher social scientist, policy makers, businessmen, and the user as well as the State. It supplies scientific analysis

to the policy-making process of the Government to build and develop the country and realize the full national potential of the social sciences information.

NCSS would like to share responsibility for organizing and carrying out research projects, training scholars at a high level of specialization, defining the directions and policies for developing the social sciences the whole country, and for expanding academic exchange with other countries.

Over seventy-five years of remarkable service T.I.S.S. made noticeable contributions to social sciences and would like to concentrate on fundamental research in the social sciences, and domestic policies of the State, for choosing optimal solutions for developing the economy, culture, and society, and for developing the branches of the social sciences. T.I.S.S. is largest library in the country for social sciences and humanities. It has preserved many valuable documents such as ancient books, handwritten documents, very precious photographic materials, etc. Every year tens of thousands of domestic and foreign readers come to make use of the documents there

## 9. Conclusion

Information management, Data bases development and IT applications require any coordinated efforts. Which involves analysis of data requirements, logical database definition, database updating, and regular evaluation of the system. Database development and document delivery service has to go hand in hand to cope up the demands of the user and the objectives set up by the INFLIBNET. T.I.S.S. Library has taken initiation to meet the above challenges and is well ahead in providing information service to the user.

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