

<input type="checkbox"/> <b>ACQUISITIONS</b>		
<b>BOOK SUGGESTIONS</b>	<p>Use title, keywords, ISBN to search for books at the Online Public Access Catalogue (OPAC) and to check availability of the title you are looking for. If unavailable, add as a purchase suggestion with a justification.</p>	<p>Login here to access your account at OPAC link: <a href="http://catalogue.iihs.co.in">http://catalogue.iihs.co.in</a> to keep track of borrowed books, suggest new purchases and hold reservations.</p>
	<p>Books can be suggested by logging into a user account at OPAC or via email; when done through OPAC (Koha Library Management System), it is easier to prioritise them for acquisition. An auto-generated email will be sent to notify you when your suggested title is available at the library.</p>	<p>Provide the title, link, and International Standard Book Number (ISBN), as the books are available in paperback/hardbound/eBook formats. Each format has a different ISBN.</p>
	<p>All books go through the centralised procurement process at BCC for other office locations. Procurement time for readily available books is 7-10 days; books to be imported: 4-6 weeks; print on demand: 10 -12 weeks.</p>	<p>Compiled suggestions are sent to local vendors for quotations on a weekly basis to avoid delays.</p>
<b>COLLECTION DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>To identify core areas aligned with the IIHS' mission on urbanisation and social sciences.</li> <li>To build multilingual, south Asian, and interdisciplinary resources.</li> </ul>	<p>Kindly recommend books that will help grow the IIHS Library collections.</p>
<input type="checkbox"/> <b>SEARCH STRATEGIES</b>		
<b>SEARCHING LIBRARY CATALOGUE</b>	<p>Go to the online catalogue. Select relevant fields (Title, Author, Keyword, Subject, ISBN, Series or Call number) and type in the key words.</p>	<p>To narrow your search, use advanced filters and facets to browse and navigate: year, period, language, subject headings.</p>

**Subjects:** Library catalogue, referencing, circulation, cheat sheet, books, journals

**Tags:** Library, OPAC, databases, journals, searching, library guide

**Subject Librarian:** Anitha K V | [anithakv@iihs.ac.in](mailto:anithakv@iihs.ac.in) | T+ 91 080- 6760 6662



	<p>Books are arranged according to Dewey Decimal Classification system, which divides universe of subjects into 10 main classes (000-900) then 100 and so on. Use shelf guides available as pathfinders. E.g., 307.76 for Urban Policy, 320.6 Public Policy, etc.</p>	<p>1 Class 000 – Computer Science, Information &amp; general works 2 Class 100 – Philosophy &amp; Psychology 3 Class 200 – Religion 4 Class 300 – Social Sciences 5 Class 400 – Language 6 Class 500 – Science 7 Class 600 – Technology 8 Class 700 – Arts &amp; Recreation 9 Class 800 – Literature 10 Class 900 – History &amp; Geography</p>
	<p>Note down the 'Call number' or 'Shelf mark.' It consists of three parts (1). Classification number: 000-900 (2). Cutter number (First three letter of Author/Editor/Title as applicable) (3). Accession number (Barcode number) pasted on the spine of the book, also available on title page and due date slip.</p>	<p>Books are arranged first by classification number followed by cutter number, year, and accession number. E.g., Call No: 305.5 WOR 2016 10168 for the book: <i>WSSR 2016: Challenging inequalities: Pathways to a just world</i> (UNESCO, 2016).</p>
<p><b>ONLINE SEARCH STRATEGIES</b></p>	<p>Wildcard: Use a question mark (?) hash tag # or a pound (£). Wildcards are used to replace each unknown character and variant spelling.</p>	<p>wom?n will search for information containing the words woman or women; hum#r will search for information containing the words humor or humour. Plurals and possessives of the searched term are not listed in the results. E.g., For Colo#r, the terms "colors" and "colours" will not show in the search results.</p>
	<p>Truncation: asterisk (*), question mark (?) or dollar sign (\$). Used in databases in which a word ending is replaced by a symbol. Placing the truncation symbol too soon in a word should be avoided.</p>	<p>If the truncation symbol is *, then the truncated word, laugh*, will search for results containing laugh, laughter, laughing etc. For example: hum* will search for results containing humour, but it will also retrieve unrelated terms like human, humbug, humerus, hummus etc.</p>
	<p>Boolean Operators: AND--Results contain all search terms. OR--Results contain at least one search term. NOT--Results do not contain the search terms.</p>	<p>The search "heart and lung" finds items that contain both heart and lung. The search "heart or lung" finds items that contain either heart or items that contain lung. The search "heart not lung" finds items that contain heart but do not contain lung.</p>

<b>CATALOGUING</b>	This involves capturing the metadata of the acquired learning resources and items in the Library Management System by building Dewey number, using standardised subject headings to be assigned to each book using Machine Readable Cataloguing format and AACR2/RDA schema.	010 __  a 97902605020 __  a 8186939008025 __  a I-E-97-902605; 27040 __  a DLC  c DLC042 __  a lcode050 00  a PR9499.3.R59  b G63 1997100 1_  a Roy, Arundhati.245 14  a The god of small things /  c Arundhati Roy.260 __  a New Delhi, India :  b IndiaInk,  c 1997.300 __  a 339 p. ;  c 22 cm.500 __  a Novel.651 _0  a India  x Fiction.
<b>WEB SCALE DISCOVERY SYSTEM</b>	A one search option for all the subscribed, non-subscribed, local, institutional, and archival content as a one-stop portal through link resolvers, central indexes, etc.	Implemented Library catalogue, accessible through the library website.
<b>CIRCULATION POLICIES</b>	Issuing out (check-out), returning (check-in) and renewal are automated through Koha.	30 days for six books. No need to bring books for renewal, responding to renewal notices are accepted for renewal by email.
	For each transaction, there is an auto-generated email to maintain records. Reminders go out 2-3 days in advance and on the due date; Overdue notices go out on 15th/30th day from the due date.	For renewals, emails/phone are acceptable. Rs. 5/- is charged as fine for overdues to a maximum of 20 days. After 20 days, a flat fee of Rs. 100 will be charged.
	At the circulation desk, borrowed materials can be issued/returned. Since the IHS Library has implemented RFID (Radio-frequency identification) technology with security gates, each item (books/DVDs) in the library is RFID-tagged for asset control and circulation.	Borrowed items get desensitised on issue and get sensitised on return. If a resource which has not been desensitised is taken out, it beeps loudly.
<b>LIBRARY MEMBERSHIP</b>	As a public library, IHS Library has been open to the public since 2014. The library offers external membership plans for individuals and institutions from monthly to annual periods.	Through campaigns, brochures, networking with other libraries. Recommend other institutions or individuals who may be interested in our Library's resources to the library team.
<input type="checkbox"/> <b>REFERENCE SERVICES</b>		
<b>REFERENCE QUERIES</b>	The library provides a "Ready reference service" which is to guide users towards relevant sources. Queries such as downloading bulk literature or conducting literature searches over the web are not included as part of this service.	Conducting comprehensive searches or unknown queries without proper information is discouraged along with requests for any articles already accessible or on open access. However, the few recommended research tools are: <a href="http://elicit.org">elicit.org</a> , <a href="http://researchrabbit.ai">researchrabbit.ai</a> , <a href="https://inciteful.xyz">https://inciteful.xyz</a> , <a href="http://litmaps.com">litmaps.com</a> , <a href="https://iris.ai">https://iris.ai</a> and <a href="https://scite.ai">https://scite.ai</a>

<p><b>TEACHING AIDS</b></p>	<p>Teaching aids and software help specifically for reference management, plagiarism checking, statistical analysis and presentation.</p>	<p>Available teaching aids and software are EndNote/Mendeley, Turnitin and STATA.</p>
<p><b>SUBJECT/LIAISON LIBRARIANS</b></p>	<p>Subject librarians are specialised in specific subjects and help faculty with queries, collection development and building capacity as specialists.</p>	<p><b>Amrutraj R Benahal: School of Systems &amp; Infrastructure</b> Urban and rural settlements and regional systems of water, sanitation, transport, and energy infrastructure. Land and housing, planning and design at the city and regional scale. <b>Preedip Balaji: School of Environment &amp; Sustainability</b> Ecological management, climate change, vulnerability, resilience, built environment and sustainable development, disaster, and risk reduction. <b>Pinki Pal: School of Economic Development</b> Urban economic development, livelihoods, employment, vulnerability, inequality, infrastructure planning and governance and regional development. <b>Shalini B G: School of Governance</b> Law and regulation, institutional design, finance, and public policy at urban and regional levels. <b>Anitha K V: School of Human Development</b> Human geography, equity and development, security, wellbeing, access to basic services, mobility, and issues of collective and community action.</p>
<p><input type="checkbox"/> <b>JOURNALS</b></p>		
<p><b>JOURNALS &amp; MAGAZINES</b></p>	<p>Journals are periodically published peer-reviewed, in-depth, and technical publications; magazines are more for light reading.</p>	<p>Out of 58 journals and magazines, 29 are journals and 29 magazines. To access them, visit: <a href="http://library.iihs.ac.in/journals">http://library.iihs.ac.in/journals</a>.</p>
<p><b>JOURNAL ACCESS</b></p>	<p>How to access journals that IIHS has subscribed to when you are outside the building/city? How to find the full text of an article on your own?</p>	<p>IP enabled access is provided by vendors for subscribed resources.</p> <p>eBooks, and journals can be accessed through ProQuest, JSTOR &amp; EBSCO literature databases, available through British Council Library membership.</p> <p>For remote access use VPN FortiClient software. Contact the IT team to install it.</p>

		Subscribe to eTOCs at journal websites for latest articles. Search in Google Scholar, JSTOR & EBSCO. If you are unable to find the full text of the article, then you write to us at: <a href="mailto:reference.support@iihs.ac.in">reference.support@iihs.ac.in</a>
<input type="checkbox"/> <b>DATABASES</b>		
<b>SOCIO-ECONOMIC INDICATORS/LAW DATABASES</b>	A database is an organised collection of data, stored and accessed electronically.	IndiaStat, EPW Research Foundation – India Time Series, CMIE (CapEx, Prowess), Manupatra, LiveLaw.in and ET Prime accessible at: <a href="http://library.iihs.co.in/databases">http://library.iihs.co.in/databases</a>
<input type="checkbox"/> <b>OUTREACH</b>		
<b>OUTREACH/SOCIAL MEDIA</b>	This includes getting the word out through displaying journal TOCs on notice boards, sending journals/database content for the IIHS newsletter, posting on social media on days of importance, events, public, and book launches.	Volunteer or contribute for social media campaigns on days of national and international importance. E.g., Open Access Week, International Literacy Day, World Toilet Day, Peer Review Week, World Book & Copyright Day.
<b>CITYSCRIPTS &amp; EXHIBITIONS</b>	Curating and exhibiting books on selective themes with involvement of fellows and staff, having book launches at BCC, getting authors to speak about their work are ways for collection development on core areas of IIHS' mission.	If you have ideas or suggestions for running book events, reader circle or connecting to authors, please share. To learn more about the City Scripts events, visit: <a href="https://cityscripts.iihs.co.in">https://cityscripts.iihs.co.in</a>
<input type="checkbox"/> <b>PUBLICATIONS</b>		
<b>IIHS RESEARCH &amp; PRACTICE PUBLICATIONS</b>	Identifying, acquiring, processing, and printing IIHS Research & Practice Publications. Compiling IIHS Research & Practice Publications year-wise and compiling citations with graphs on a need basis for staff profile update and website.	Send your new publications to us with full text, if available, to keep the publications up to date.
<b>ISBNs &amp; DOIs</b>	ISBNs are given for books as a unique trade number and DOIs are given for all online publications so there is a perpetuity to the publications.	We have applied for ISBNs and DOIs for many of IIHS publications. If you have any questions about your publications/working papers, let us know.

<p><b>LIBRARY WEBSITE &amp; KNOWLEDGE GATEWAY</b></p>	<p>Keeping the content of research/practice publications up to date for facilitating access to resources, people profiles and programmes.</p>	<p>Send us your new publications. This includes op-eds, policy briefs and other project documents that have been designed and made available through the Knowledge Gateway at: <a href="http://iihs.co.in/knowledge-gateway/">http://iihs.co.in/knowledge-gateway/</a></p>
<p><input type="checkbox"/> <b>SCHOLARLY COMMUNICATION</b></p>		
<p><b>GOOGLE SCHOLAR</b></p>	<p>Google Scholar is a freely accessible web search engine that indexes the full text or metadata of scholarly literature across an array of publishing formats and disciplines, providing metrics for authors and journals.</p>	<p>For searching literature and top journals rankings use: <a href="https://scholar.google.co.in/">https://scholar.google.co.in/</a></p>
<p><b>ACADEMIC SOCIAL NETWORKING SITES/SOCIAL MEDIA</b></p>	<p>Academics and researchers should create their profiles on these platforms as it is important for promoting their work, networking with colleagues and for eliciting impact.</p>	<p>Google Scholar, Academia.edu, ResearchGate.net; LinkedIn, Twitter, and Facebook.</p>
<p><b>OPEN ACCESS &amp; APPs</b></p>	<p>To use Gold Open Access (perpetual open access) and Green Access (self-archiving). There are a few apps and extensions that can fetch the full text of documents, if not found at the Library website.</p>	<p>Examples of full-text finders/extensions are Unpaywall.org, OpenAccessButton.org, Paper Panda and 12ft ladder. To measure the online impact of researchers, visit: <a href="https://profiles.impactstory.org">https://profiles.impactstory.org</a></p>
<p><input type="checkbox"/> <b>METRICS</b></p>		
<p><b>CITATIONS &amp; METRICS</b></p>	<p>Beyond citation, there are metrics at author and article level, having their own merits for scholarship.</p>	<p>Metrics go beyond citations to show societal impact and policy making.</p>
<p><b>GOOGLE SCHOLAR H5-INDEX</b></p>	<p>h5-index is the h-index for articles published in the last five complete years.</p>	<p>Landscape and Urban Planning journal has an h-index of 87 based on Google Scholar Ranking which indicates that h articles published in 2004-2018 have at least 87 citations. H5-median is 118 which, for a publication, is the median number of citations for the articles that make up its h5-index. i10-index is the number of publications with at least 10 citations.</p>

<p><b>ALTERNATIVE METRICS</b></p>	<p>Altmetric is a system that tracks the attention that research outputs such as scholarly articles and datasets receive online in aggregate form social media, traditional media (mainstream and field-specific, blogs and reference managers (Mendeley).</p>	<p>The Altmetric score is a quantitative measure of the attention that a scholarly article has received. It is derived from three main factors:</p> <ol style="list-style-type: none"><li>1. Volume The score for an article rises as more people mention it.</li><li>2. Sources Each category of mention contributes a different base amount to the final score.</li><li>3. Authors How often the author of each mention talks about scholarly articles influences the contribution of the mention.</li></ol>
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