

INTRODUCTION

Background

This is a sample bibliography consisting of 1000 records printed out from a computerized bibliographic database, which has been created in the Library of Social Science Baha (SSB) using CDS/ISIS software.

Objective

The main objective of this bibliography is to disseminate information about the availability of various types of information sources, literature and documents on wide spectrum of social sciences in the Library. The specific objectives are:

- To provide efficient information services to all who are interested and engaged in various study, research and development activities in fields of social sciences
- To make & improve bibliographic control
- To promote the utilization of the available information sources available at the SSB Library
- To facilitate the potential users/information seekers in the fields of social sciences to search their required documents through various approaches or access points
- To avoid or reduce duplication of works by providing information on the existing information sources on social sciences
- To motivate and encourage the potential information users for initiating research and development activities in newer/median fields of social sciences

Users

The primary users of this bibliography are all social scientists and researchers engaged in the field of study, research, development and promotion of various fields of social sciences. However, it will be useful to all other individuals/institutions also ranging from policy makers/planners to legal professionals, research scholars, development professionals, teachers, trainers, trainees, students, media professionals, etc. of home and abroad.

Scope

1. **Type of Documents:** The documents covered in this bibliography include following types:

- Reference books
- General books
- Government documents
- Project, research, survey, study, etc. reports
- Conference, meeting, seminar, etc. proceedings and reports
- Training/Workshop reports
- Guidebooks, handbooks, manuals, etc.
- Statistical yearbooks
- Thesis, etc.

2. **Level of Document:** This bibliography includes mostly monograph level books/documents . However, it contains a few micro documents like monograph chapter and serial articles also.

3. **Subject Coverage:** The documents included in this bibliography cover almost all subject fields of social sciences and related subjects such as:

- Agriculture, Forest & Land Economics
- Anthropology & Sociology
- Art & Sculpture
- Biography, History & Civilization
- Communication
- Communities
- Culture
- Demography & Population
- Economic Conditions & Development
- Economic Policy & Planning
- Economics
- Education & Training
- Environment & Natural Resources
- Ethics & Religion
- Ethnic Groups, Tribes & Indigenous People

- Ethnicity
- Ethnography / Ethnology
- Family
- Foreign Policy & Relations
- Gender & Women
- Geography & Description
- Human Rights
- Ideologies
- Industry & Trade
- International Politics & Relations
- Labour Economics
- Languages
- Law & Legislation
- Philosophy
- Politics, Government & Public Administration
- Poverty & its Reduction
- Psychology
- Social Change & Development
- Social Life & Customs
- Social Problems & Services
- Society
- Sustainable Development
- Travel & Tourism, etc

4. **Area Coverage:** There is no limit about area coverage. It covers majority of documents pertaining to Nepal, but some of them cover other developed and developing parts of the world also like South Asian countries, USA, UK, African countries, etc. Besides, there is a good stuff of theoretical aspects also
5. **Time Coverage:** There is no time limit. Though, most of books and documents belong to recent period from 1985/86 onwards, some of them are very rare and old. They date back 1852, 1855, 1857, etc.
6. **Language Coverage:** Most of the books/documents are in English but few of them are in Nepali and Newari and English also. These bilingual books are mostly reference books i.e. dictionaries.

Standards and Tools

Standards and tools used for processing books/documents and creating the bibliographic database are as follows:

- Dewey Decimal Classification (DDC) 21st ed. for classification
- Anglo-American Cataloguing Rules (AACR) 2nd ed. for cataloguing
- Macrothesaurus for Information Processing in the Field of Economic and Social Development, 1991 and other popular thesauri/subject heading lists such as: UNBIS Thesaurus, POPIN Thesaurus, etc./Library of Congress Subject Headings 23rd ed. 2000 for subject indexing
- Local Authority List of Subject Descriptors compiled by selecting necessary Keywords from the very books/documents included in the database for in-depth subject indexing
- Reference Manual for Data Entry specially prepared for creating computerized bibliographic database
- SSB Bibliographic Data Input Sheet for data entry
- CDS/ISIS Software 3.08 Version 1997 for data designing, organization and management

Organization of the Bibliography

The bibliography consists of 2 main parts:

1. Main Bibliography
2. Indexes

1. Main Bibliography

The main bibliography consists of 1000 records which are arranged alphabetically by title under 20 first level of broad subject headings and 73 second level of broad subject headings selected from the first and second level of Subject Category Field of Macrothesaurus (as given in the Contents under the Main Bibliography heading). Each entry has its unique serial or entry number which is later used in the indexes to refer to the specific citation.

Elements of Information and their Order in a Citation:

Each citation consists of various bibliographical information about an item i.e. book/document included in this bibliography in the following order:

1. Serial no.
2. Title
3. Translated title – English
4. Language(s)
5. Author(s) (Personal or corporate or author(s)) or author(s) and editor(s) or Editor(s) only
6. Affiliation
7. Edition

- | | |
|--|--|
| 8. Place of publication | 16. Thesis |
| 9. Name of publisher | 17. Notes |
| 10. Year of publication | 18. ISBN or ISSN |
| 11. Collation or part statement | 19. Title parent |
| 12. Series title and number | 20. Personal author or corporate author – Parent |
| 13. Name of meeting/seminar/workshop/training program along with city name, country name and date of the program | 21. Serial title |
| 14. Other associate corporate body(ies) along with city name and country name where the institution(s) is (are) situated | 22. Keywords (Subject descriptors – Geographic descriptors – Local Geographical descriptors – Local descriptors – Ethnic, racial, national and religious groups) |
| 15. Project(s) | 23. Call no. |
| | 24. Price |

Samples of Citations:

1. A Monograph/Book:

174. **A Century of family autocracy in Nepal (Being the account of the conditions and history of Nepal during the last hundred years of Rana autocracy, 1846-1949)** (Eng) / by Regmi, DR . - 2nd ed. - Kathmandu : Nepali National Congress, 1958
viii, 267 +9 p.
Foreword by Dr. B Pattabhi Sitaramayya
Keywords: History; Autocracy; Monarchy; Family Oligarchy; People; Indigenous People; Armed Forces; Revolution; Massacres; Political Opposition; Political Parties; Political Participation; Democracy; Communism; World War I; World War II - Nepal; India; China; UK; World - Tibet - Rana Autocracy; Sugauli Treaty; Gurkha Battalions; Kot Parva; Rana, Jang Bahadur, Prime Minister of Nepal, 1817-1877; Nepal Democratic Congress; Nehru, Jawaharlal, Prime Minister of India, 1889-1964; Mao Tse-tung, Chairman of the Communist Party of China, 1893-1976; Rana, Chandra Shumsher, Prime Minister of Nepal, 1863-1929; Rana, Bhim Shumsher, Prime Minister of Nepal, 1865-1932; Rana Regime; Shah, Tribhuvan Bir Bikram, King of Nepal, 1906-1955; Praja Parishad; Nepali National Congress; Rana Regime; Praja Parishad - Nepalese; Tharus; Chepangs; Magars; Newars; Danuwaris; Rajbanshis; Meches; Koches; Lamas; Gurungs
Call No.: N 954.96 REG-C 1958

2. A Seminar Proceedings:

158. **Anthropology and sociology of Nepal : cultures, societies, ecology and development : proceedings of an International Conference on Anthropology and Sociology of Nepal** (Eng) / by Chhetri, Ram B, ed.; Gurung, Om P, ed. (TU, Kathmandu, Nepal) . - Kathmandu : SASON, 1999
xii, 372 p., tables
International Conference on Anthropology and Sociology of Nepal, Kathmandu, Nepal, Mar 1997
ISBN : 99933-301-1-6
Keywords: Anthropology; Sociology; Nepalese Culture; Ecology; Development; History; Castes; Ethnic Groups; Tribes; Social Life and Customs; Rites and Ceremonies; Ethnic Identity; Ethnicity; Caste Identity; Food; Ethnoarchaeology; Occupations; Hills; Ethnic Politics; Ethnographic Museums; Demography; Family; Rural Communities; Women; Decision Making; Marriage; Natural Resources Management; People's Participation; Forest Management; Indigenous Management; Natural Resources; Community Forest Management; Environment; Copper Mining; Smelting; Medical Anthropology; Traditional Medicine; Health; Rural Adolescent Women; Medical Botany; Mountain Research; Mountain Development - Nepal - Western Nepal; Baglung; Ilam; Myagdi; Okharbot Village - Nepalese; Newars; Hindus; Parbates; Maithilis; Brahmans; Magars; Mongols
Call No.: N 301 CHH-A 1999

3. A Project Report

450. Development projects and impoverishment risks : resettling project-affected people in India

(Eng) / by Mathur, Hari Mohan, ed.; Marsden, David, ed. . - Delhi : Oxford University Press, 1998

xvi, 296 p., tables

Projects: Upper Indravati Project (India)

ISBN : 0 19 564469 7

Keywords: Resettlement; Development Projects; Impoverishment; Risk; Rehabilitation; Poverty Alleviation; Social Justice; Living Conditions; Irrigation Projects; Energy Projects; Marginalization; Displacement; Coal Mining Projects; Capacity Building; Tribes; Indigenous People; World Bank - India - Orissa

Call No.: 307.20954 MAT-D 1998

Price: IC Rs.585/-

4. A Journal Articles:

466. Ethnic nationalism, refugees and Bhutan (Eng) / by Hutt, Michael (School of Oriental and African

Studies, Dept. of Languages and Cultures of South Asia, London, UK) . In: *Journal of refugee studies* - London : Oxford University Press, 1996

9(4), p. 397-420

Keywords: Ethnic Nationalism; Refugees; Bhutanese Refugees; Demotic Nationalism; Ethnic Groups; Buddhist Kingdoms; Ethnolinguistic Groups; Tibetan Buddhism; Political Development; Nationality; Refugee Policy; Languages; Dissent; Voluntary Emigrants; Refugee Camps; UNHCR; NGOs; Government Policy; International Agreements - Bhutan; Nepal; India - Sikkim; Darjeeling; Jhapa - Gorkhaland Movement; Driglam Namzhag - Bhutanese; Ngalongs; Sharchhops; Lhotshampas; Nepalese Bhutanese; Drukpas; Gorkhalis; Nepalese Indians; Indian Nepalese; Nepalese

Call No.: VF.2

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5. A Monograph Article:

531. Looking for Shangri-la : from Hilton to Lamichhane (Eng) / by Hutt, Michael .In: *The tourist image*

: *myths and myth making in tourism* / by Selwyn, Tom, ed. - Chichester : John Wiley & Sons, 1996

p. 49-60

ISBN : 0-471-96309-7

Keywords: Himalayan Countries; Himalayan People; Tourist Areas; Pilgrims; Himalayas; Culture; Mass Media; Literature; Western Literature; English Literature; Nepali Literature; Political Process; Social Process; Society; Religion; Mythology; History; Civilization; Nepali Authors; English Authors; European Authors; Shangri-La - Asia; South Asia; America; Europe; China; Nepal; Bhutan; India - Tibet; Lhasa; Sikkim; Ladakh; Kathmandu Valley - Lost Horizon; Lama, Dalai; Hilton, James; Anderson, Benedict; Murti, TVR; Lamichhane, Shankar; Sharma, Ratnadev; Dixit, Kanak Mani; Sherchan, Bhupi, 1936-1989; Bista, Min Bahadur; Pradhan, Parashu - Nepalese; Chinese; Tibetans; Bhutanese; Indians; Sherpas; Hindus; Buddhists; Christians

Call No.: VF.1

6. A Thesis :

333. Caste, class and power : changing patterns of stratification in a Tanjore village (Eng) / by Beteille,

Andre (Delhi School of Economics, Delhi, India) . - New Delhi : Oxford University Press, 1996

xi, 298 p., ill., tables

Thesis : Thesis, Ph. D. Economics, University of Delhi, India, 1996

ISBN : 019 5658 345

Keywords: Castes; Social Stratification; Social Classes; Power; Villages; Economic Organizations; Social System; Social Transformation; Modernization; Rural Sociology; Social Structure; Caste Structure; Untouchables; Social Relations; Human Relations; Socioeconomic Conditions; Temples - India - Tanjore Village - Indians; Chhetris; Brahmans; Adi-Dravidas; Non-Brahmans

Call No.: 305.51220954 BET-C 1996

One citation may contain all or some of those information depending upon the type and level of document such as monograph, project report, seminar proceedings, thesis, etc.

2. Indexes:

The success of any bibliography depends upon the provision of sufficient indexes which facilitate users to search their required document(s) from any approach or access points as they like such as Author(s), Title, Subject(s), Geographic name(s), Project, etc. Considering this factor, the bibliography is furnished with various indexes as follows:

- Author and Title Index
- Corporate Author and Title index
- Title Index
- Subject Index
- Geographic Index
- Local Geographic Index
- Local Descriptor Index
- Ethnic, Racial National and Religious Groups Index
- Project Index

These indexes enable users to search and retrieve necessary or required documents from any access points with least effort at minimum time with the help of reference number assigned with each entry in the concerned index.

USERS' GUIDE

Users, who want to search and retrieve the required book(s) and document(s) by using this bibliography, are suggested to follow the following steps:

- First of all, clearly identify and specify your real or exact requirement and decide what do you want to see and search from this bibliographic database
- Select and decide the appropriate access point(s) through which you want to search such as Author or title or subject or geographic name or project etc.
- Once you select the particular access point, go to the concerned index page where entries are arranged in a simple alphabetical order from A to Z along with a unique reference number(s) for each entry.
- Check the concerned index carefully and select the most relevant entry(ies) and note down the concerned reference number(s)
- Then, consult the Main Bibliography part to find out the required entry(ies) or title(s) with the reference number(s)
- Note down the concerned Call No.(s) carefully given in each entry at the bottom i.e. below the Keywords
- Then ask the library staff to find out the required books and documents that are shelved serially according to Call No.
- Better prefer the subject approach to search the required book or document because it is not always easy to remember the exact author's name or title but it is not difficult to remember your own interested subject field(s) or specialization(s)
- Sometimes, you can directly go through the Main Bibliography part also to see or know broadly what are the books and documents available under a particular broad subject heading(s), can select the useful titles and then search and retrieve the original book(s) or document(s) of those titles by using the concerned Call No(s).
- If needed, one can ask the library staff also for necessary help for using this bibliography and searching the required books and documents

ABBREVIATIONS AND ACRONYMS

AES	Asian Educational Services
AIDS	Acquired Immunodeficiency Syndrome
AIT	Asian Institute of Technology
ASEAN	Association of South East Asian Nations
BC	Before Christ
BS	Bikram Sambat
C	Collective volumes
BTV	Bangladesh Television
CBOs	community based organizations
CEDAW	Convention on the Elimination of all Forms of Discrimination against Women
CHT	Chittagong Hill Tracts
CRC	Convention on the Rights of the Child
CVICT	Centre for Victims of Torture Nepal
DANIDA	Danish International Development Agency
DOTS	Directly Observed Treatment Short – Course
ECOS	Ecological Society
FATA	Federally Administered Tribal Areas
FDI	Foreign Direct Investments
FES	Friederic Ebert Stiftung
FID	International Federation for Documentation
GATT	General Agreement on Tariffs and Trade
GOs	government organizations
GTZ	German Technical Co-operation Agency
HAN	Handicraft Association of Nepal
HIV	Human Immunodeficiency Viruses
HIV/AIDS	Human Immunodeficiency Viruses/Acquired Immune Deficiency Syndrome
HRD	Human Resources Development
IC	Indian Currency
ICIMOD	International Centre for Integrated Mountain Development
ICLD	International Centre for Law in Development
ICPI	International Centre for Peace Initiatives
ICRC	International Committee of the Red Cross
IFLA	International Federation of Library Association
IIDS	Institute of Integrated development System
ILO	International Labour Organization
IOR-ARC	Indian Ocean Rim-Association for Regional Cooperation
IMF	International Monetary Fund
INAS	Institute for Nepal and Asian Studies
INFRAS	Interdisciplinary Consulting Group for Natural Resources and Infrastructure Management
INSEC	Informal Sector Service Centre
INGOs	international non – governmental organizations
IOR - ARC	Indian Ocean Rim Association for Regional Cooperation
IRO	International Refugee Organization
ISBN	International Standard Book Number
ISSN	International Standard Serial Number
IUCN	International Union for Conservation Nature and Natural Resources
KIDAT	A Child Labour Database Name (In German)
LWF	Luthern World Foundation
MSF	Medicins Sans Frontieres
MTV	Music Television

NATA	Nepal Association of Travel Agents
NATO	North Atlantic Treaty Organization
NCAER	Nepal Council of Applied Economic Research
NEFAS	Nepal Forum for Advanced Studies
NEFEJ	Nepal Forum of Environmental Journalist
NGOs	non – governmental organizations
NHRC	Nepal Health Research Council
NIAS	Nordic Institute of Asian Studies
NIDC	Nepal Industrial Development Corporation
NRCS	Nepal Red Cross Society
NTL	National Trading Limited
PLO	Palestinian Liberation Organization
POLSAN	Political Science Association of Nepal
PTV	Pakistan Television
QUANGOs	quasi non – governmental organizations
RCSS	Regional Centre for Strategic Studies
RNAC	Royal Nepal Airlines Corporation
ROSA	Regional Office for South Asia
RSS Network	Rastriya Swayamsewak Sangh Network
SAARC	South Asian Association for Regional Cooperation
SAEF	South Asian Editors Forum
SAFHR	South Asia Forum for Human Rights
SAHRDC	South Asia Human Rights Documentation Centre
SAMA	South Asian Media Association
SAPTA	South Asian Preferential Trade Arrangement
SASON	Sociological and Anthropological Society of Nepal
SDI	Society for International Development
SEQUA	Foundation for Economic Development and Vocational Training
SWOT-	strengths weaknesses opportunities threats
TK	Taka - Bangladeshi Currency
TPC	Trade Promotion Centre
TU	Tribhuvan University
UK	United Kingdom
UML	United Marxist – Leninist
UMN	United Mission to Nepal
UN	United Nations
UNCED	United Nations Conference on Environment and Development
UNDP	United National Development Programme
UNESCO	United Nations Educational Scientific and Cultural Organization
UNFPA	United Nations Fund for Population Activities
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNU	United Nations University
US	United States
USA	United States of America
USAID	United States Agency for International Development
VF	vertical file
VOs	voluntary organizations
WHO	World Health Organization
WWF	World Wildlife Fund
comp.	Compiler
comt.	Commentator
Dept.	Department
ed.	Edition/Editor
Eng	English language

enlg.	Enlarged
exp.	Expanded
Fre	French language
i.e.	That is
ill.	Illustration/Illustrator
Nep	Nepali language
New	Newari language
no.	Number
p.	Page
Pub.	Publishing
rev.	Revised/Reviser
Rs.	Rupees
San	Sanskrit language
Tib	Tibetan language
tr.	Translator
v.	Volume
v.p.	Various Pagination
vol.	Volume
&	And