

Minutes of the meeting held on 8th June, 2012 at 10:00 A.M. in the library (LDD)

A meeting of the library committee was held on 8th June, 2012 at 10:00 A.M. in the library in order to discuss the strategies to improve the functioning of LDD.

The following members were present in the meeting:

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| 1. Prof. B.K. Tripathi | – Joint Director | - Chairperson |
| 2. Prof. D.K. Vaid | – Dean, Co-ordination | |
| 3. Prof. Jaishree Sharma | – Head, DESM | |
| 4. Prof. Daya Pant | – Head, DEPF | |
| 5. Prof. Chandra Sadayat | – Head, DEL | |
| 6. Prof. Saroj Yadav | – Head, DESS | |
| 7. Prof. Pawan Sudhir | – Head, DEAA | |
| 8. Prof. Gouri Srivastava | – Head, DWS | |
| 9. Prof. Poonam Agrawal | – Head, DER | |
| 10. Prof. Sridhar Srivastava | – Head, ESD | |
| 11. Prof. Raj Rani | - Nominee, Head, DTE | |
| 12. Dr. P.D. Subhash | – Nominee, Head, PMD | |
| 13. Dr. Shipra Vaidya | – Nominee, Head, RMSA | |
| 14. Vinay Kumar Singh | – Nominee, Head, DEGSN | |
| 15. Prof. Yogesh Kumar | – Nominee, Head, DEE | |
| 16. Dr. Jyotsna Tiwari | – DEAA | |
| 17. Dr. Moortimatee Samantaray | – Head, LDD | - Convener |

Secretary, NCERT; Dean (Academic); Head, CD and Head, DEK could not attend the meeting due to pre-engagement.

At the outset Head, LDD welcomed the members and informed the members that, the Library Committee was constituted in 2008 by Prof. Krishna Kumar the Former Director, NCERT. She added that Joint Director is the Chairperson of this Committee, HODs are the bona fide members and Secretary is the Ex-Officio member where as M. Samantaray, Deputy Librarian is the Convener. At this Juncture the Chairperson welcomed all the participants and stated that library is a source of energy for all academicians and appreciated the number of participant in this meeting as compared to last year. He showed his concern and wished that all the HODs should ensure to attend this meeting as library is the heart and soul of the academic community.

Agenda – 1 Confirmation of the Minutes

Coming to the first agenda item Head, LDD read out the minutes of the Library Committee Meeting held on 6th June, 2011 and the minutes was confirmed.

Action taken:

1. She informed the members about the expenditure during 2011-12

Journal Subscription	65,88,580/-
PAC Programme	4,18,376/-
Books	2,07,007/-
Binding	32,582/-
Stationery	5,649/-
Total	72,52,194/-

2. As suggested in the last meeting LDD is sending the procurement status to the HODs. Due to infrastructure related problem this could not be informed this year. However the same will be completed at the earliest possible.

3. She informed the members that new server has already installed in the Library and procurement of computers is in the process and very soon LDD will get the required number of computers. LDD has also received data storage device and lamination machine for use due to co-operation of the administration.

4. The problem of drinking water is solved by the administration. She added that renovation of toilet in the ground floor and first floor is also over. The Chairperson wanted to brief the members about the library activities.

Head, LDD informed the members about the **Library activities** as follows:

1. Acquisition Section: Acquisition Module of Libsys was implemented
 - i. 703 free books were processed.
 - ii. Book exhibition was held on 15th Nov, 2011.
 - iii. Monthly book review is being released in time.
 - iv. Bibliography of Mathematics was prepared and posted in the website.

2. Technical Section:
 - Long pending books lying in 4 almirahs were processed and released
 - Monthly new arrival is being released in time and is available in the website

3. Circulation:
 - Full utilization of computerised I-Card
 - Three reminders were sent
 - Overdue charges implemented
 - Orientation to external readers

- Lecturer program arranged for CTSA Teachers (Social Science) at LDD
 - No. of user has been increased to
 - Bibliography of CDs were prepared
4. Reference Section:
- Re organization of reference section to make it dust free
 - Shelf rectification
 - Meeting queries through E-mail, Telephone besides personal attention
 - Monthly News clipping service is prepared
5. Journal Section:
- Subscribed new 19 foreign journal and 2 Hindi magazines after review of titles
 - Monthly current content
6. Maintenance Section:
- Regularly binding work is going on
 - Stock verification is in progress for the year 2006-11
7. ICT:
- Installation of server with 32 batteries
 - Procurement of External hard disk
 - Procurement of lamination machine
 - Cabling of Wifi and Internet point
 - Regular updation of website
 - WEBOPAC has been installed
8. Administration Section:
- Maintaining Discipline
 - Maintaining diary/dispatch register
 - Maintaining leave register
 - Maintaining Library infrastructure
 - Library committee meeting
 - Library purchase committee
 - Library Binding committee
 - Waste Paper Disposal Committee
 - Condemnation Committee
 - DAB/AC/PAC Meeting
 - Meeting with Journal Supplier
 - Monthly Staff Meeting

Management:

9. RFD (Result Framework Document) was designed.
10. Change of RR for Sr. Library Attendant, Semi-Professional Assistant, Professional Assistant was prepared in consultation with administration.
11. Duty chart for Sr. Library Attendant, Semi-Professional Assistant, Professional Assistant was designed in the light of other libraries.
12. RTI Queries are met.
13. Public Grievances are met on priority basis.
14. Installation of tree of knowledge
15. LDD is a training centre for DLA & JMI Students
16. Bringing transformation in all the Sections on the basis of best practices

Prof. Saroj Yadav, Head, DESS suggested to send the circular for implementation of overdue charges/reminder to each department. Head, LDD informed that it is available in the printed brochure which was implemented from the month of May 2012.

Prof. Sridhar Srivastava enquired about the Web OPAC. Head, LDD explained that the readers can browse OPAC through LAN where as WEB OPAC can be browsed from remote area through WAN. She informed that the members can browse the Library database i.e. details of the book/journal available at LDD. They can also know the books issued to them entering the member ID No.

Prof. Poonam Agarwal suggested that all the faculty members may be oriented about the facilities and services of LDD. Joint Director appreciated the proposal.

The Dean (Co-ordination) and some other members recommended to review the journal titles for the year 2013-14 and find out the mechanism to evaluate the utilization of the journals in LDD. Head, LDD clarified that journals titles are being reviewed in every 3 years and being approved by the J.D. and placed in the sub committee i.e. Library Purchase Committee under the Chairmanship of Dean (Academic).

Prof. Saroj Yadav demanded a copy of approval of the J-STOR database recommended by the one of the faculty member of DESS for information.

The members discussed in detail about 347 left out books and finally it was decided that the matter may be placed in the Library Purchase Committee.

Prof. Poonam Agarwal suggested that all the HODs may be informed about procurement status of their recommended books and it was decided that the expenditure statement of the year may be sent to each department. Some of the members were of the opinion that the budget should be increased for books.

Agenda No. 2 Allocation of Budget

After detailing about the activities of the Library Head, LDD touched upon the next items of the agenda i.e. allocation of budget on different heads of account. She explained the members that on the basis of the last year's expenditure and allocation of budget by Council to LDD the distribution of budget out of 80 lac allocated from plan budget is as follows:

1. Journals	*72,00,000
2. Book	*4,00,000
3. PAC	*1,75,000
4. Binding/Stationery	*45,000
5. UGC infonet (Associate Membership)	*5,000/-
6. Subscription of JSTOR Database	*1,75,000

Total	Rs. 80,00,000/-
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* The budget is adjusted internally without exceeding the allocated budget by Council.

Agenda No. 3 Constitution of Weeding out Committee

Head, LDD informed the members that Library is a growing organism and as there is less space to accommodate new books weeding out of old books is very essential. The new books are procured by the suggestion/recommendation of the faculty members. Therefore, the weeding out needs to be done by the faculty members. However, the torn out books and damaged books can be recommended by the Librarian to be withdrawn after taking necessary approval from the Competent Authority. As the HODs are involved in multifarious activities one faculty member may be nominated to look after the Library activities, like purchase of books, weeding out of books, etc. The Chairperson approved the proposal.

Agenda No. 4 Change of Library Time

The Convener of the Committee informed the members that the Library functions from 8:00 A.M to 8:30 P.M. from Monday to Friday, whereas 9:00 A.M. to 5:30 P.M. on Saturdays and Sundays. As noticed by the Incharges of extended hour services. There are hardly any reader during extended hours. This is mere wastage of electricity and overtime duty of the Library Staff. She also mentioned that there is no scope for payment towards overtime in the Swamy's Handbook. The Council pays @ 12.50 per hour for overtime. Instead of availing this overtime amount, the Staff prefers compensatory leave on Saturdays and Sundays. After accumulating compensatory leaves they proceed on leave, which handicaps the Library Administration. After 5:30 P.M. the Library sometimes becomes waiting a room. Keeping in mind the above points she proposed the revised time to be 8:00 A.M to 6:00 P.M. during Monday to Friday and Sunday may be closed on trial basis. There was a detail discussion on the issue and it was decided to keep the Library open on Saturdays and Sundays and collect the usage statistics. However, all the

members were of the opinion to keep the Library open during Monday to Friday from 8:00 A.M. to 7:00 P.M. It was also decided that as and when during programmes if needed the Library should remain open for extended hours if demanded by the Departments.

Agenda No. 5 Static IP Address

Head, LDD informed the members that Library is in need of static IP Address which is in demand since 2006. The readers are deprived of using online journals freely available with print journals. Prof. Daya Pant pointed out that in the past the faculty members used to receive user ID, password for the same purpose. Head, LDD clarified that, the IP address provided by DCETA was not static but dynamic. The dynamic IP address was caught hold by the publishers and usage was stopped. LDD received the IP address from the DCETA recently which was communicated to the publishers. Unfortunately one of the publishers informed LDD that, this is mapped IP address. LDD is in the process of discussion with computer division of Council.

Agenda No. 6 Renovation of Seminar Room

Head, LDD showed her concern about the delay in the renovation of seminar room. She informed the members that a committee was constituted for the renovation but no progress is felt. The Chairperson showed his great concern and wanted that it should be completed **within 90 days**. There was a query from the members about the size and use of the seminar room. The Convener clarified that the server will be shifted to another small room so that the seminar room can be converted to 60-70 sitting capacity hall. This can be used to orient the readers.

Agenda No. 7 Tree of Knowledge

Head, LDD informed the members about the installation of tree of knowledge which is the tableau for republic day-2012, received from MHRD. It is noticed that, recently the parts of the tree are being stolen. She proposed before the committee to appoint a guard to look after the tree as well as take care of the Library. The Chairperson was the opinion to explore the possibility of non-entry of outsiders.

At the end, J.D. appreciated the improvement of all the sections including cleaning, dusting, shelf rectification, procurement of new journals enhancement of members/consultants and other services of the library.

The meeting ended to the vote of time to the chair.

(M. Samantaray)
Head, LDD

