

Minutes of the Library Committee Meeting held on October 07, 2021
at Seminar Room, LDD

The meeting of the library committee for the year 2021-22 was held on 07th October, 2021 at 04:00 PM in the Seminar Room of LDD.

The following members were present:

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| 1. Prof. Sridhar Srivastava, Joint Director | - Chairman |
| 2. Major Harsh Kumar, Secretary | - Member |
| 3. Prof. Gouri Srivastava, Dean (Coordination) and Head, DESS | - Member |
| 4. Prof. Ranjana Arora, Head, DTE | - Member |
| 5. Prof. Suniti Sanwal, Head, DEE | - Member |
| 6. Prof. Anupam Ahuja, Head, IRD | - Member |
| 7. Prof. Shipra Vaidya, Head, LDD | - Member |
| 8. Prof. Anup Kumar Rajput, Head, Publication Division | - Member |
| 9. Prof. Anita Nuna, Head DCS | - Member |
| 10. Prof. V.P. Singh, Head, DEK | - Member |
| 11. Prof. Prabhat Kumar Mishra, Head, DEPFE | - Member |
| 12. Prof. Sunita Farkya, Head, DESM | - Member |
| 13. Prof. Mona Yadav, Head, DGS | - Member |
| 14. Dr. Ashita Raveendran, Head, PMD | - Member |
| 15. Dr. S. Banerjee, nominated by Head, DEAA | - Member |
| 16. Dr. Meenakshi Khar, nominated by Head, DEL | - Member |
| 17. Dr. Vishal D. Pajankar, nominated by Head, ESD | - Member |
| 18. Dr. Moortimatee Samantaray, Deputy Librarian | - Member Convener |

Prof. Anjum Sibia, Dean (Academic), Prof. A.K. Srivastava, Dean (Research) and Prof. S.C. Chauhan, Head, DEGSN could not attend the meeting due to prior engagement.

The agenda of the meeting were as follows:

1. Allocation of Budget.
2. Review of Journals.
3. Development of Library infrastructure of maintenance.
4. Filling up of vacant positions.
5. Post-Audit Report.
6. Any other item with the permission of the Chair.

The meeting commenced with a word of welcome by Prof. Shipra Vaidya, Head, LDD. She informed the members about the reconstitution of the library committee and briefed about the agenda items.

With the permission of the Chair, the convener presented the agenda items and the following decisions were taken:

Agenda – 1: Allocation of Budget for the year 2021-2022 and reduction of Journal Budget

In the light of less usage of many print journals in last few years and demand of online journals and need for remote access, the LDD proposed for reduction of the Journals budget. The LDD placed 33 titles on the basis of usage costing approximately Rs.17,53,072 (Rupees Seventeen Lack Fifty Three Thousand Seventy Two Only) to be dropped . Also it was informed to the members that the total expenditure spent for the year 2020-2021 was Rupees 1, 01,70,360. However for the year 2021-2022 the budget allocated is Rupees 80, 00,000 only.

Decision

1. The Chairman advised to send the list of 33 titles to all the departments/divisions for review n terms of cost and declining readership so that appropriate journals can be discontinued particularly the international journals, for which the payment is made in foreign currency which keeps fluctuating each year.
2. It was also stated that the library will come up with the basic statistics of readership both for print, online journals and J store database on yearly basis for the future journal subscription.
3. Accordingly the Sage, Emerald package E-books etc. may be procured as a part of library digitization

Agenda – 2: Development of Library Infrastructure and Maintenance

The deteriorating condition and urgent need of its maintenance was informed to the members. The following need for infrastructure procurement and maintenance of existing infrastructure was presented :

1. Outsourcing of Deep cleaning of library resources to get rid of fungus, termite, moisture, dust and dirt accumulation. Head, LDD also informed the members that the presently installed ACs are creating problem for the stack area due to water leakage and damaging the books and journals. She requested the Secretary to hand over the task of removing the old air conditioners, reinstalling and maintenance of new air conditioners to CPWD instead of S& S section.
2. Complete renovation of journal section and installation of Compactors for bound journals i.e. second floor of LDD.
3. Installation of CCTV cameras.
4. Web-OPAC on Cloud for remote access.
5. Creation of work-stations in consultation with Senior System Analyst, CRC.

Decision

1. The Chairman urged to expedite the above concerns considering the physical condition of the library building.

2. Deep cleaning of library resources by hiring an agency was agreed upon. Secretary enquired if any cost estimate of the same is available with LDD. Head LDD informed that an informal survey was done at their end and will appraise the Secretary office of the same.

Agenda – 4: Vacant Positions in the library

Head, LDD informed the problems faced in the administration branch of Library in the absence of Section Officer (to be retired on October, 2021) and UDC. The Director assured the filling up of the position of Section Officer at the earliest.

Agenda – 5: Post Audit Report

Head, LDD informed the members that, Stock Verification of LDD is in progress and the stock verification report for the year 2018-2020 will be submitted by the end of December 2021.

The meeting ended with a vote of thanks to Chair and members by Head, LDD.
