

Minutes of the Library Advisory Committee Meeting - 2015

Minutes of the Library Advisory Committee Meeting for the year 2015

Date & Time: 15-12-15 at 2.00 pm

Venue: Sr. Principal's Office

The following members attended

- Principal : Dr. Sr. Jasinha Quadras f.m.m.
- Secretary : Sr. Susan f.m.m.
- Vice Principal Shift I : Dr. Bernadine Mary Joseph
- Vice Principal Shift I : Dr. Priscilla Jebakumari
- Vice Principal Shift II : Dr. Leema Francis
- Librarian : Ms. M. Mahalakumari
- IQAC Coordinator : Dr. Sandra Joseph
- Bursar : Sr. Veera Janete Barboza f.m.m.
- Faculty Representatives : Dr. Rita Jayara (Head – Zoology)
Dr. Miruna George (Head – English)
Ms. U.Jeyapriya (Head – Computer Science)
- Student Representatives : Ms. Princy Jessica (II yr BSc. Physics)
Ms. Bodhitra Joseph (II yr MA Economics)

The Library Advisory Meeting began at 2.00 pm with a prayer by Sr. Susan, Secretary of the college, after which the student representatives namely Princy Jessica from II yr Physics (UG) and Ms. Bodhitra Joseph from II yr Economics (PG) introduced themselves.

The Librarian made a powerpoint presentation which highlighted all the points that were discussed in the last committee meeting for which action had been taken and also pointed a few issues that were yet to be completed. The Librarian pointed out the non usage of the books bought under remedial budget which were housed in a room in the first floor of Main Building, to which Sr. Principal asked the librarian to address the remedial coordinators of each department in the next academic year for better utility of those books. The librarian then cited the improvements

made in the library, briefed about the programmes organised by the library and also mentioned the paper presentations made by her in various conferences and workshops she had attended.

The Agenda was this year's Committee meeting was as follows:

- Provision of Wi Fi in the Library
- EBSCO Training for the PG 1st years (1 hour per year)
- Meet the Author Program (during Library Hour – 1 hour per semester)
- Identity card photos (Possibility of face and card matching when a ID is swapped)
- Space Constraint
- Library Membership cards for retired Administrative staff
- Webpage for the Library
- Minor repairs to be done which was caused by floods

The following were the points discussed:

- **Provision of Wi Fi in the Library**

This issue was raised in the last committee meeting also. Since many students and staff bring their own laptops to the library, need for providing Wi-Fi in the library has become a necessity. Sr. Principal asked the librarian to coordinate with the systems Engineers for doing so.

- **EBSCO Training for the PG 1st years (1 hour per year)**

The Librarian wanted to allocate one hour from the timetable of the students for the EBSCO Database training for the first year Post graduates in which Sr. Principal said class hours are to be used for lecturing only hence those hours should not be disturbed . These types of trainings to be organised only after the class hours

- **Meet the Author Programme (during Library Hour – 1 hour per semester)**

The Librarian requested allotment of one hour per semester for the conduct of "Meet the Author" programme. The Librarian mentioned as this type of programmes supplement the curriculum lessons whether they can be held during the class hours. But Sr. Principal insisted these kinds of programmes to be organised after the class hours only.

- **Identity card photos (Possibility of face and card matching when a ID is swapped)**

As there was interchange of Identity cards among the students often, the Librarian wanted to know the possibility of face and card matching when an ID was swapped to which Sr. Principal asked the librarian to check this feasibility with the concerned department.

- **Library Membership cards for retired Administrative staff**

The librarian wanted to know if Library membership can be extended to the retired administrative staff like the retired Teaching Faculty. Sr. Principal said this issue needs to be discussed further.

- **Webpage for the library**

Developing a separate web page issue was discussed in the last committee meeting also and was mentioned in the yet to be completed list. Sr. Principal asked the librarian to coordinate with Ms. Shanta Gabrie., Public Relations Officer regarding the same.

- **Space constraint**

Space Constraint is a major concern for any library. The Librarian pointed that they are running out of space to stack the books bought every year from many budgets. Sr. Principal gave the suggestion to try the possibility of joining two tables together in the reading hall which would give more space to accommodate extra racks.

- **Minor repairs to be done which was caused by floods**

The Librarian also pointed the minor damage caused by the recent floods to the furniture in the library.

The student representatives Ms. Bodhitia Joseph made a request that as many students stayed in the college hostel and as they cannot go often to the Internet Browsing centre, she wanted to know if the Internet browsing charges would be waived off in the library for the Post graduates to which Sr. Principal said there would be chances of misuse of Internet usage if offered free. Hence the present practice of charging would be followed. Ms. Bodhitia Joseph also mentioned about the staircase inside the UG library should be let for the Post graduates to

climb up to the PG Library to which Sr. Principal replied due to security reasons and also lot of undergraduates may land up in Post graduate library this practice cannot be followed .

To further increase the usage of the library, it was suggested that the librarian can conduct library quiz, essays competitions etc. for the departments during their library hours to popularize the library services and facilities. It was also brought to notice providing a suggestion box at the entrance of the library would enable the students to express their opinion freely in addition to the suggestions form which is available in the OPAC.

Dr. Lorna Francis enquired the timings of the library on Saturdays this semester to which the librarian replied since the shift I closed at 2.25 pm the library worked till 3.00 pm on all Saturdays this semester.

Dr. Priscilla Jebakumar wanted to know whether the fiction books were discarded every year to which the librarian pointed if they are in very bad condition and mutilated those books would be discarded and if they are found worthy would be replaced.

The librarian requested a separate web page for the library to be developed to which Sr. Principal asked the librarian to coordinate with the Public Relations Officer Ms. Sharna Gabriel regarding the same.

Ms. Jeyapriya was of the opinion that the library was not used to the fullest extent possible to which Sr. principal said it should be the teachers of the departments who should drive the students to the library by giving them assignments for which information should be collected from various library resources.

After the discussions, the various data and the reports of the library for the year 2015-2016 like User statistics, Issue of books, EBSCO Statistics, Revenue report and the Department wise utilization of the library in the form of pie chart were presented. Dr. Rita Jayaraj suggested that the department wise utilization can be shown as percentage for easy understanding to which the librarian said it would be adhered to from the next meeting.

The Librarian thanked all the members who were present for the meeting, which concluded at 3.10 pm.