

Minutes of the Library Advisory Committee Meeting – 2016

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Date & Time: 24/11/16 at 11.00 am

Venue: Sr. Principal's Office

The following members attended the meeting.

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| ➤ Principal | : Dr. Sr. Jasintha Quadras from |
| ➤ Secretary | : Sr. Susan from |
| ➤ Vice Principal Shift I | : Dr. Priscilla Jebakumari |
| ➤ Vice Principal Shift I | : Dr. Agnes Rozeria |
| ➤ Vice Principal Shift II | : Dr. Nirrula Kanagaram |
| ➤ Dean (Commerce & Business studies) | : Dr. Leema Francis |
| ➤ Dean (Planning & Communication) | : Dr. Bernadine Joseph |
| ➤ Librarian | : Ms. M. Mahalakshmi |
| ➤ IQAC Coordinator | : Dr. Sandra Joseph |
| ➤ Bursar | : Sr. Vera Junette Barboza from |
| ➤ Faculty Representatives | : Dr. Mary George (Head – Chemistry)
Dr. Maria Agnes Sasitha (Head – Sociology)
Ms. Ranjya Prasad (Head – Public Relations) |
| ➤ Student Representatives | : Ms. Swetha Anandasiva (15/PELA/035)
Ms. Afrin Sara (16/UHISA/076) |

Agenda

- Can Library books borrowing eligibility increased for students who top the class during end semester examinations
- MPhil Students Identity cards – duration of validity
- Migration from commercial library software to In-house software
- Clearance from library to be included for the Hall Tickets

- Price for printing of Hall Ticket to be fixed
- Extension of existing library facility
- Telephone extension to be provided in Commerce departmental library

The Library Advisory Meeting began at 11.00 a.m. with a prayer by Sr. Susan, Secretary of the College, after which the student representatives namely Swetha from the English Department and Aftin from the History Department were asked to introduce themselves.

The Librarian made a Power Point presentation of the highlights of the discussions at the last committee meeting and the action taken. The librarian pointed out that the books brought under the remedial budget housed in a room on the second floor of the main block, were available for issue from 1.00 p.m. to 1.30 p.m. The librarian then cited the improvements made in the library, briefed the members about the programmes organised by the library staff and also mentioned the paper presentations made by the Librarian at various conferences and workshops she had attended. The highlights of the library from 2012, the year the Librarian took over the office was also projected.

Action taken for points discussed in last year's committee meeting

- Provision of **WIFI** in the Library **(Completed)**
- EBSCO Training for the PG 1st years (to be done during Library Hour or after Class hours)
- Meet the Author Programme (to be done during Library Hour or after Class hours)
- Minor repairs to be done for damage caused by floods **(Completed)**
- Remedial Books – Housed in a room on the second floor of Main building **(Provision has been made for issue of books from 1.00 p.m. to 1.30 p.m.)**
- RFID –Quote given for RFID implementation in CPE Proposal

The following were the points discussed:

- **Can Library books borrowing eligibility increased for students who top the class during end semester examinations**

Sr. Principal pointed out that the Library was a common facility and no one could be accorded different treatment. Toppers of all classes would be good users of the library, hence there is no need to increase the borrowing eligibility for them.

- **MPhil Students Identity cards**

MPhil students join the programme in August and their thesis submission due date is June 30 of the corresponding year. As of now the validity of MPhil students Identity Cards is only until April 30 in which case those students are not able to use the library after April 30 as their Identity Cards would have expired. On students' request the validity of identity cards is altered manually in the Library Software by the Library Staff. When this issue was pointed Sr. Principal gave approval to change the validity of MPhil Identity cards to June 30 of the corresponding academic year.

- **Migration from commercial library software to in-house software**

All the software applications of the College are maintained in-house except that of the Library which was using commercial software. Hence the need has arisen to include library in the in-house software. The Librarian pointed since a quotation has been given in CPE Proposal the migration of new software should be RFID compatible. As the funds for CPE had not come in completely, Sr. Principal observed that it could be looked into later.

- **Clearance from library to be included for the Hall Tickets**

Since from the last semester, students can print their hall tickets from their logins library clearance has become a problem which was expressed in the meeting to which Sr. Principal asked the librarian to get in touch with the programming team. A new field Library Book Overdue could be added to the Hall Ticket software to prevent them from printing their Hall Tickets if their books were overdue.

- **Price for printing of Hall Tickets to be fixed**

The cost of printing the Hall Tickets from the day one of end semester examination has been fixed to Rs. 100 and at all other times the Library could follow its practice of collecting the cost for printouts.

- **Extension of existing library facility**

Space constraint had become a major concern for the library. The Librarian pointed that they were running out of space to stack the books bought every year from different budget allocations. Sr. Principal said that they would consider this when they planned their next building.

- **Telephone extension to be provided in Commerce departmental library**

The Librarian pointed out that there was no means to contact the Library Assistant of the Commerce departmental during the college hours as she does not pick up the mobile during the college hours. Hence the Librarian requested for an Intercom there to which Sr. Principal said it can be provided.

The student representative Ms.Afrin said the Library was well equipped and she was satisfied with the library facilities. She also suggested that a Computer terminal could be fixed at the entrance of the Library to display the new arrivals. Afrin also said latest fiction books were not available in the library to which the librarian said that all latest fiction books like Man Booker list, Hindu Literature prize and latest fiction books had been bought. The Librarian pointed out that the fiction was bought only after going through the book reviews. The other student representative Ms.Swetha said she was also very happy with the library and its staff. She said at times the OPAC showed the status of books available but those books were not actually available on the racks.

After the discussions, the various data and the reports of the library for the year 2016 like User Statistics, Issue Statistics,

Statistics of Laptop users, EBSCO usage Statistics, Revenue Report and the Department-wise utilisation of the library in the form of a pie chart were presented. The Librarian said orientation for NPTEL courses would start from the first week of December for the present undergraduate second year students. Taking Dr.Rita Jayaraj's suggestion from the last meeting the department-wise utilization was shown as

percentages for easy understanding The Librarian thanked all the members who were present for the meeting which concluded at 12.00 p.m.

JB