

Minutes for Library Advisory Committee Meeting – 2017

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Date & Time: 15/12/17 at 02: 30 p.m.

Venue: Office of the Principal

The following members attended the meeting.

Members for the Library Advisory Committee Meeting

Principal	: Dr. Sr. Jasritha Qundras fmm
Secretary	: Sr. Susan Macheikal fmm
Vice Principal Shift I	: Dr. Agnes Rozario
Vice Principal Shift I	: Dr. K.H. Rajini
Librarian	: Ms. M. Maha akshmi
IQAC Coordinator	: Dr. Sandra Joseph
Bursar	: Sr. Veera Janette Barboza fmm
Faculty Representatives	: Dr. Padma Mckertich (Dept. of English) : Dr. Veena Gayathri (Dept. of Biotechnology)
Student Representatives	: Ms. Akshita Agarwal (16/PECA/005) : Ms. Chandni A.(16/UIISA/031)
Absentees	: Dr. Leena Francis : Dr. N.L. Mary

Agenda

- ❖ RFID Implementation
- ❖ Printing facility during condonation of attendance lack
- ❖ Discarding of books
- ❖ Separate Printer for the Post graduate Library
- ❖ Pest control procedure

- ❖ Termite Control
- ❖ Certificate programmes – Manpower
- ❖ Water leakage in the Library (Temporary Solution)
- ❖ Remedial Books – Housed in a room in the second floor of Main building
- ❖ Extension of existing facility

The Library Advisory Meeting began at 2.30 p.m. with a prayer by Sr. Susan, after which the student representatives, Akshita Agarwal from the Economics department and Chandni from the History Department introduced themselves.

The Librarian made a PowerPoint presentation highlighting the holdings of the Library, improvements made in the library, the programmes organised by the library staff and the seminars and the workshops attended by the Librarian.

Action taken for points discussed at last year's Committee Meeting

- RFID – Software Integration has commenced
- Display of new arrivals – Available in the OPAC

The following were the points discussed:

❖ **RFID Implementation**

The Librarian informed the members that the RFID implementation process had commenced for which the first step of upgrading the existing LMS to RFID Compatible version was being carried out.

❖ **Printing Facility during condonation of Attendance Lack**

The Librarian observed that during the time of condoning of attendance lack there was a huge crowd of students in the library using the computer systems requesting photocopies and

other students were therefore deprived of the use of the computer systems in the library for their academic work. When this point was discussed at the meeting, Sr. Principal asked the Librarian to check the availability of the printer in the F Block browsing center which can henceforth be used for printing challans during condonation.

❖ **Discarding of Books in the Library**

With reference to the process of discarding of books done in the Library, Sr. Principal asked the Librarian to check with the science departments about the process of discarding items and recommended that the Library staff follow the same method.

❖ **Separate Printer for the Post graduate Library**

For the above point, the feasibility of providing the printer would be looked into.

❖ **Pest control procedure**

The Librarian observed that this procedure was a mammoth task in practice from 2008. The process was explained to the members present. The Librarian pointed out that a few of the library staff had become allergic to this process to which Sr. Principal replied that if was creating issues, remedial measures had to be taken since the employee's health was of utmost important. The suggestion by Dr. Bernadine that gloves and masks be provided to the library staff to carry out this procedure was accepted.

❖ **Termite Control**

Some windows in the general library have been ravaged by termites Hence termite control would be carried out for the affected windows as and when required.

❖ **Certificate programmes (NPTEL) – Manpower (if it is to be a continuous activity)**

The Librarian pointed out that as Certificate programmes had been integrated into the students Timetable the number of students opting for such courses had increased. These students visit the Library more often to do these courses. As there were only two counter staff to do the Issue, Return, Renewal, Internet logins, NPTEL logins, the Librarian requested for additional manpower to which Sr. Principal replied that there were enough staff in the Library and no additional staff would be provided.

❖ **Water leakage in the Library (Temporary Solution)**

During the recent rains, water had begun to seep inside the Library through the front door. When this point was discussed Sr. Principal remarked that this issue should be forwarded to the maintenance team who would take corrective measures.

❖ **Remedial Books – Housed in a room in the second floor of Main building**

The librarian pointed out that the books bought under the Remedial budget Programme were housed in a room on the second floor of the Main Block. The books which were available for issue from 1:00 p.m. to 1:30 p.m. were not used at all. Addressing this point, the Vice Principals asked the Librarian to send an email to all the HODs about the availability of these books in the Main block, to inform to the remedial coordinator and also to place a notice on the display monitor at the reception.

❖ **Extension of Existing facility**

The Librarian pointed out that they were running out of space to stack the books bought every year from different budget allocations. Sr. Principal pointed out that once the new building came up, the entire Commerce collection would move out leaving more space for other books to be stacked in the library. Sr. Principal also asked Dr. Veena Gayachri to check the feasibility of adopting moving shelves since she said she has seen

such shelves in some library. It was suggested that one more shelf be placed at the top of the existing racks to which the Librarian replied that it was not possible because of the position of the fans.

The student representative Ms. Chandni observed the Library was clean, the bulletin boards were good and that she was satisfied with the library facilities. She said at times there was an odour in the library. The Librarian pointed out that it was the smell of the lemon grass oil and the herbal powder used for pest control. Ms. Chandni also said some books could not be found in the library to which Sr. Principal asked her to inform the exact requirements to the Librarian promptly. The other student representative Ms. Akshita Agarwal said that she was very happy with the Library facilities and that she had not used the Library when she was an undergraduate in another college while she was using it in SMC. She said she was very happy to work in the theses section available in the Postgraduate library because of the peaceful ambience reigning there. She further mentioned books which were not available elsewhere were made available in the Postgraduate library which enriched her considerably.

After discussions, the various data and the reports of the library for the year 2017 like User Statistics, Issue Statistics, NPTEL Statistics, Statistics of Laptop users, EBSCO usage Statistics, Revenue Report and the department-wise utilisation and Stream-wise utilisation of the library in the form of Pie Charts were presented. The Librarian thanked all the members who were present for the meeting which concluded at 04:10 p.m.

