

# Minutes of Library Advisory Committee Meeting - 2018

## Minutes of the Library Advisory Committee Meeting- 2018

Date & Time: 19/12/18 at 02: 45 p.m.

Venue: Office of the Principal

The following members attended the meeting.

Principal	: Dr. Sr. Rosy Joseph firm	<i>Rosy Joseph</i>
Secretary	: Sr. Susan Matheikal firm	
Vice Principal Shift I	: Dr. K.H. Rajini	
Dean (Cumm & Bus.studies)	: Dr. Leema Francis	
Dean (Plan. & Comm.)	: Dr. Bernadine Joseph	
Librarian	: Ms. M. Mahalakshmi	
IQAC Coordinator	: Dr. Shiny Vairamon	
Bursar	: Sr. Veera Jacette Barboza firm	
Faculty Representatives	: Dr. Gerardine Davey (Dept. of Botany) : Dr. Benita Marian (Dept. of Social Work) : Dr. Padma Mckertich (Dept. of English)	
Student Representatives	: Ms. Kavya Rayala (17/PELA/009) : Ms. B.Pavithra (17/UHSA/026)	
Absentees	: Dr. Agnes Rozaria : Dr. Sr. Nirmala Francisco	

### Agenda

- ❖ Books which have not been issued even once from the year 2000 to 2018 has been kept separately which needs space to be stacked.
- ❖ Since the RFID Technology has been implemented students would be allowed to go to the PG library using the staircase in the UG library.
- ❖ Exterior of the Library to be painted during summer.
- ❖ EBSCO Database training during class hours

- ❖ Cost of the printing of Duplicate Identity card to be hiked
- ❖ Conduct a survey about Library use of OPAC/ Library usage

The Library Advisory Meeting began at 2.45 p.m. with a prayer by Sr. Susan, after which the student representatives, Kavya and Pavithra from the Departments of English and History 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 was also projected which are:

- ❖ RFID Installation ( Fully Operational)
- ❖ Discarding of book list ready as per the science department format
- ❖ Separate Printer for the PG Library ( Request raised)
- ❖ Pest control procedure - Masks were provided to the library staff to carry out this procedure
- ❖ Termites Control - was carried out in the PG library
- ❖ Water seepage in the Library - Temporary Solution has been provided
- ❖ Remedial Books - Housed in a room in the second floor of Main building - email sent to all the HODs about the availability of these books in the Main block, informed the remedial coordinator and also to placed a notice on the display monitor at the reception.

For the above points "**Separate Printer for the PG Library**" Sr. Principal gave her approval to procure a new printer for the PG section and for another issue was "**Remedial Books not being used**". The Librarian said email was sent to all HODs regarding the availability of the remedial books in the second floor of the Main building, also informed the Remedial coordinator and also placed a notice on the display monitor at the Main reception. In spite of all these efforts the Librarian said these books were not used at all. For this issue Dr. Rajini told the Librarian to check with the departments whether they can accommodate the books bought under remedial

budget related to their department to which the Librarian said she will prepare the list of books for each department and discuss with the respective HODs.

**The following were the points discussed:**

❖ **Space for stacking the less used collection**

The Circulation books that have not been issued even once from the year 2000 to 2018 have not been RFID tagged and has been kept separately which needed space to be stacked. The Librarian requested for the MPhil room of Economics & English Literature located in the First floor of the library, one for stacking the Arts Books & one for the Science Books. Sr. Principal said the due permission from the HOD's should be sought after which the rooms can be used.

❖ **Permission to use the staircase situated inside the UG Library for the PG students to go to PG Library**

As the RFID Security gates have been placed near the entrance of the UG Library request has come to let the students use the staircase inside the Library. When this issue was discussed Sr. Principal gave approval for the PG students to use the staircase inside the UG library to go to PG Library

❖ **Painting the Exterior of the Library**

The exterior wall paint of the library has been scrapped and looked worn out. The Librarian requested for the painting to be done during summer for which Sr. Principal gave her approval.

❖ **EBSCO Training for the PG 1<sup>st</sup> 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 postgraduates to which Sr. Principal said that class hours were to be used for lecturing only hence those hours should not disturbed. This type of training was to be organized only after class hours.

❖ **Cost of the printing of Duplicate Identity card to be hiked**

The Librarian requested for increase in the cost of printing duplicate College Identity cards which has been RFID enabled which was costlier than the previously issued Identity cards. Sr. Principal gave her nod to increase the cost from Rs.100 to Rs. 125.

❖ **Conduct a survey about library use of OPAC/ Library usage**

NAAC recommended conducting library surveys periodically. The Librarian sought permission from Sr. Principal to request the Computer Science department students to do usage of OPAC/resources/print resources as their mini project work for which Sr. Principal said the issue would be looked upon.

After the agenda was discussed few other issues were also discussed. The Librarian mentioned that the first year hostel students were enquiring about the feasibility of doing the NPTEL online certification programme from their 2<sup>nd</sup> Semester as they were not permitted to use their Laptops in the hostel. As these NPTEL courses are online courses the students needed to use the Laptops. Sr. Principal said if need arises the first year hostelites can be permitted to use the Laptops for academic purposes. Dr. Shiny Varian said books pertaining to new syllabus can be procured using the existing budget.

The student representative Ms. Pavithra mentioned that the signages in the UG Library were not clear and tracing the books was difficult. She further said when OAT gatherings happened there were lots of noise which can be heard in the Library and that there are not able to concentrate to which Sr. Principal said it the students who make all the noise and they should control themselves.

Ms. Pavithra further 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.

Both the Student representatives namely Kavya and Pavithra pointed out that the computer systems in the Library were slow to which Librarian said if all the systems in the Library are used in the same time it tends to slow down for which the only solution is to go for higher internet connectivity

After discussions, the various data and the reports of the library for the year 2018 like User Statistics, Issue Statistics, N-List Ranking, NPTEL Statistics, EBSCO usage Statistics, Revenue Report, Communities in DSpace, Month wise user Statistics, Month wise Charged resources and the department-wise utilization of the library in the form of Pie Charts were presented. Photographs of the RFID Tags, Stock Control Device, Self Kiosk and the Drop Box were also projected in the Presentation. The Librarian thanked all the members who were present for the meeting which concluded at 3.50 p.m.

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