

STELLA MARIS COLLEGE

(Autonomous)

Minutes of the Library Advisory Committee Meeting

20 December 2022

The Library Advisory Committee Meeting for the year 2022 was held on 20 December at 2.00 pm in the Office of the Principal, CC Block.

Members Present

Principal	: Dr. Sr. Rosy Joseph fmm
Secretary	: Sr. Anita Gonsalvez fmm
Vice Principal Shift I	: Dr. Shiny John Vairamon
Vice Principal Shift II	: Dr. Sr..Stella Mary fmm
Dean (Comm & Bus.studies)	: Dr. Leema Francis
Librarian	: Dr. M. Mahalakshmi
IQAC Coordinator	: Dr. Lakshmi Priya Daniel
Bursar	: Sr. Veera Janette Barboza fmm
Faculty Representatives	: Dr. Kalpana Jayaraman (UG) : Dr. Felbin C Kennedy (PG) : Dr. Shrinidhi S (SF)
0Student Representatives	: Ms. Lydia (21/UMTA/050) : Ms Amirthavarushini (21/PISA/113)

Member Absent

Dr. Regi Manimegala

The meeting commenced with a prayer by Dr. Shiny John Vairamon, Vice Principal Shift I, after which the student representatives namely Ms. Lydia from the Department of Mathematics and Ms. Amirthavarushini from the Department of International Studies introduced themselves.

Confirmation of Minutes of the previous minutes

The members of the Library Advisory Committee Meeting confirmed the minutes of the Meeting held on 16 December 2021 and it was approved to pass the previous minutes.

The Librarian presented the action points for matters discussed in the last year's (2021) committee meeting which were:

- Newspaper display rack for Commerce Library in SS Block (Library Annex) - **Procured**
- Water logging in the UG Library & Leakage in the PG Library - **Rectified**
- 10 Hours attendance posting for NPTEL Courses - **To be continued**
- Ms. Leema takes care of the Commerce Library in SS Block from - **4.30 pm to 5.30 pm**
- Smelling of the back area of the Library work place due to the six drainage outlets there - **Was looked upon but still the bad smell continues**
- Teleprompter procured for the Digital Studio - **Yet to be fixed**
- Computer systems in the Mezzanine floor of the Commerce Library in SS Block - **Pending**

Discussion on the matters pertaining to the functioning of the College Library for the Academic Year 2022

The Librarian made a PowerPoint presentation highlighting the holdings of the library. Mention was also made in the presentation about the activities conducted by the library for the year 2022 which included completion of orientation and distribution of Identity cards for the first-year undergraduates and first-year postgraduates, Facilitation of Coursera for Campus and NPTEL programmes. The usage of Unkind Plagiarism detection software was also projected which showed marginal improvement from the usage of 2021 and mention was made about the Plagiarism check done for the postgraduate Theses for the Departments of English, Economics and Fine Arts. The Department of International Studies and Public Relations was asked to do their Plagiarism check for their Postgraduate thesis henceforth. Sr. Principal mentioned if some other Plagiarism software can be tried for the coming academic year for which the Librarian said Turnitin could be tried. The Librarian presented the new menus added to the Library webpage on the College website. Dr. Felbin Kennedy suggested that the faculty directory on the College

website can be linked to IRINS website where profiles of the faculty can be accessed from the IRINS website itself.

The Librarian mentioned the setting up of a new soundproof Digital studio with state of the art facility in SS block. With regard to further enhancing the infrastructure in the digital studio Dr. Felbin Kennedy mentioned that Ms. Meenakshi from the Department of Fine Arts would further coordinate with the concerned to install the teleprompter and fix the background screen. Mention was made by the Librarian about two library staff who got trained in recording the video lectures using OBS and editing the same using Openshot software. Procurement of a new wooden stand for the RFID Self Kiosk was also mentioned.

The Librarian also showcased the other programmes conducted by the library for the year 2022 like Meet the Author programme, Essay writing competition, Online Poster Making Contest, Online Quiz on “General Knowledge”. Special mention was made by the Librarian about the Regional seminar the first of its kind by the Library titled “**The Landscape of Academic Libraries in the Digital Era**” which was organized on 08 October 2022 in which 81 Library professionals from all over Tamil Nadu participated. Mention was made in the presentation about the new bookmark designed by the Librarian to commemorate the 75th Jubilee year of STELLA MARIS COLLEGE.

The Librarian mentioned about the completion of accessioning the 1682 library books of the Department of English and Dr. Felbin Kennedy said library books of the Department of Mathematics should also be accessioned. The Librarian showcased her accomplishments like being a Subject Expert to Women Christian College Chennai for their recruitment of Librarian Shift II, being Nominated as an External Library Committee Member of Shasun College of Arts and Science, Chennai and her contribution of a Research paper for the International Conference “Open Access Sources and Information Services during Post-Covid Times: Challenges and Opportunities held at Kuppam University from 24-26 March 2022. Special mention was made in the presentation about the award received by the Librarian named “ **Mrs. M. Jannath Najeemunnisa Beegum Memorial National Appreciation and Meritorious Service Award**” [for Women Librarians] for the year 2019 at SALIS 2022 National Conference

on "Transformation of Learning Resource Centres in the Digital Era" on 14th October 2022 at KSR College of Technology, Tiruchengodu.

With regard to the computer systems to be added to the SS Block Library, Sr. Principal asked Dr. Leema Francis to look for the feasibility of allotting new systems to the Mezzanine floor of the Commerce Library.

Hosting of the OPAC on the Internet was the foremost point to be discussed for the year 2022. It was decided to look for faculty who would require an IP address to host their content apart from the Library which required two IPs one to host Moodle content, one to host OPAC on the web.

The next point discussed was replacing the current pictures on the walls of the UG and PG Library (More than 20 years old) with pictures of the various blocks of the College to which Sr. Principal told to check with Sr. Jebamalai, the Archivist if some of the painting of Sr. Sylvester would be printed and laminated.

With regard to the cost of the Identity card to be hiked not much consensus was reached. Some of the members present informed that in the Identity cards issued now the photos and the data were not clear and the lamination sheet tore out very quickly. It was decided to check with Mr. Dominic if the quality of printing would be enhanced to print a clearer picture.

To a request to display quotes from Bible and Thirukkural in the Library, it was suggested by Dr. Lakshmi priya that she could check with the students of Fine arts about the prototype for the same. With regard to the discussion about racks to be added to the mezzanine floor to overcome the space constraint, it was decided to shift the table on the mezzanine floor to the extreme end near the balcony and then look for the feasibility to add more racks to accommodate the books.

Dr. Leema Francis, Dean of Commerce pointed out the incompetency of the current library assistant to manage the Commerce Library and a qualified Librarian could be recruited.

The feedback from the Student Representatives was also received. Ms. Lydia, an undergraduate student representative from the Department of Mathematics said more copies of the textbooks could be procured as many of the existing copies were always in circulation. Mention was made

that many faculty members retained the books borrowed from the Library for the complete semester to which Sr. Principal objected and said this practice should not be continued.

Ms. Amuruthavarshini pointed out that the latest books on International studies were not available to which Sr. Principal asked her to inform her Head of the Department who would pass the list of books to be procured to the Librarian. Dr. Shrinidhi pointed out that some of the costly books are in the reference section and hence not allowed to borrow to which the Librarian said they can give their Identity cards and borrow those books on weekends.

After discussions, the various data, and the reports of the library for the year 2022 like Issue statistics, Coursera reports, NPTEL reports, IRINS reports like top ten profiles, Expenditure report, Library users reports, and Revenue reports were presented. The Librarian thanked all the Committee members who were present for the meeting which concluded at 3.20 p.m.
