Following members were present in the meeting:

1. *Prof. Ranjan Chakrabarti, hon'ble Vice-Chancellor*
2. *Prof. Debasish Mondal*
3. *Prof. Debidas Ghosh*
4. *Prof. Pijush Kanti Jana*
5. *Shri A.M.Sarkar, the Finance Officer*
6. *Shri Pralay Kr. Ghosh*
7. *Shri Rajib Mandal, A.G.S, VUSU*
8. *Shri A.K.Sarkar, the Deputy Librarian*

Prof. Ranjan Chakrabarti, hon'ble Vice-Chancellor, presided over the meeting and the Deputy Librarian acted as the Secretary.

Proceedings:

1. *Confirmation of the minutes of the last meeting of the Library Committee held on 14.7.2015.*

   The minutes of the previous meeting of the Library Committee held on 14.07.2015 were read and confirmed.

2. *To discuss about composition of the Library Committee.*

   Regarding composition of the Library Committee, hon'ble Vice-Chancellor advised to include the Information Scientist as an invitee member of the Library Committee in the perspective of taking any decision about ICT related library services. The Committee agreed and resolved that the suggestion of the hon'ble Vice-Chancellor be accepted.

3. *To take a decision about requisition of furniture for setting up the main circulation section and the new reading hall.*

   Regarding a requisition for purchase of some furniture for the new sections/units to be started soon in the annex library building (as proposed by the Deputy Librarian), the Library Committee discussed the matter and finally resolved that before taking any decision for procurement of the furniture, an Expert Committee be constituted comprising of the following members – (a) Prof. Amitabha Chatterjee, former professor of the Dept. of

Library & Information Science, Jadavpur University as its Chairman, (b) Prof. P.K.Jana, Dept. of L.I.Sc., V.U, (c) the Finance Officer, V.U., (d) the University Engineer, V.U. as the members and (e) the Deputy Librarian, V.U as the convener of that Expert Committee for visiting and ascertaining the actual available space for relocation of existing units. and requesting to take final decision about proper and effective utilization of new space and the proposed furniture requirements in long term perspectives and the Deputy Librarian be requested to place a report (on the decision of the Expert Committee) in the next meeting of the Library Committee for taking final decision.

4. *To discuss and find out a solution regarding manpower requirements in the perspective of extension of library services in the new annex library building.*

On another important issue of manpower requirements in the perspective of extension of services in the annexe library building, it was reported that the central library has not got any permanent professional / technical post for more than fifteen years, though library service and workload had been increased few times. In addition to that, two sincere staff (non-technical) had left us about six months ago and those post were lying vacant. At the same time, it was proposed that at least 3-4 professional manpower (having library science background) might be engaged on contract basis through any professional agency (if available) till availability of permanent technical post.

On that issue, the hon'ble Vice-Chancellor had assured to finalise the process of recruitment in the post of Assistant Librarian and to fill up the vacancy of two non-professional staff after the completion of Assembly election 2016.

The Library Committee paid thanks to the hon'ble Vice-Chancellor for his assurance and resolved that the Deputy Librarian be advised to prepare a concrete proposal in support of his suggestion regarding availability of any such agency having capability and experiences in supplying professional manpower as per our requirements of jobs and to place it before the Library Committee for discussion and final decision.

5. *To discuss about providing borrowing facilities to the ex-faculty members by imposing a caution deposit.*

On an issue of providing borrowing facilities to the ***ex-faculty members*** of this university, the committee discussed the matter thoroughly and finally resolved that the willing member be allowed to avail the borrowing facilities (application to be submitted in prescribed format) against a

library fee (non-refundable) of Rs. 2500/- along with a **caution money (refundable) of Rs. 2500/-** for which a maximum no of three (3) books at a time would be issued to him/her for ninety (90) days with this condition that the total costs of the books should not cross the limit of the caution deposit.

6. (i) *To request for sanctioning of some grant from university own fund for renewal of existing journals.*

Regarding a prayer for sanctioning Rs. 80,000/- from the university fund towards the renewal of the existing Indian journals, the Committee had been informed that due to non-availability of book grants in the last financial year (2015-16), it was not possible to renew some existing Indian journals for the year 2016.

The Library Committee, admitting the non-availability of book grants, finally resolved that the required amount be sanctioned from the university own fund towards renewal of the existing Indian journals for the current year 2016 with this condition that the said amount be adjusted from the forthcoming book grants and the Deputy Librarian be requested to take initiatives in that regard as early as possible.

(ii) *To report about status of subscription of international journals.*

Regarding the status of subscription of international journals (as enquired by the hon'ble Vice-Chancellor), it was reported that insufficient book grants were the main constraints for subscribing the international journals (print version) during more than last one and half decade. But at the same time the Deputy Librarian further informed that under UGC-Infonet consortium our university could access over 7 thousand full text online international journals on different diciplines.

Hon'ble Chairman suggested to prepare a proposal for subscribing at least few online international journals from renowned publishers, which were not available through consortium.

The Library Committee agreed to the suggestion given by the hon'ble chairman and resolved that the Deputy Librarian be advised to intimate the decision of the Library Committee to all the departments, requesting to submit a requisition of 3-4 nos. (per department) of online international journals of their subjects for direct subscription and a collective requisition (with estimated price) be placed before the Library Committee for further decision.

(iii) *To seek approval of the formats of some application forms for different library services.*

Regarding the approval of the formats of some 'Application Forms' placed in the Library Committee by the Deputy Librarian, the Library Committee perused the sample 'Application Forms' and finally resolved that a uniform format of different 'Application Forms' (as prepared by the library) be approved and the Deputy Librarian be advised to take necessary action to make those Forms available in library website.

(iv) *To seek approval of the construction of a small shade in front of the library Xerox Centre.*

Regarding approval of a construction work of a small shade (made of corrugated PVC sheet) covering the window of the Xerox centre at the central library (for which estimation had already been prepared by the Engineering Department), the Library Committee resolved that before giving a final approval of the work, the Expert Sub-committee, so framed for looking after the space utilization, be requested to inspect the location and to give its opinion about the necessity of that shade.

(v) *To seek approval for deputing one library staff to attend a National Workshop on OSS at IIT , Kharagpur.*

On an issue of deputing one library staff in a 'National Workshop on Open Source Software for Library Management' during 13th – 18th June 2016 at IIT, Kharagpur, for getting an advanced level hands on training on Library Automation, Institutional Repositories, faculty Publications Analysis and E-books Management, the Deputy Librarian proposed the name of Sri Debayan Nanda, the Technical Assistant (IT) (contractual), who assisted here in all kinds of library automation work and engaged in developing its Institutional Digital Repositories for attending that workshop.

The Library Committee agreed to that proposal and resolved that for the benefit of the university library the proposal of the Deputy Librarian be accepted and the name of Sri Debayan Nanda be approved (as deputed candidate) to participate that Workshop.

(vi) *To discuss about introducing a RFID technology at the university central library.*

On the question of introducing a RFID technology at the central library, the Deputy Librarian reported that a Bengaluru based IT company was invited to visit our library and to prepare a solution, suitable for our library, and they did it.

The Library Committee, after a thorough discussion, resolved that the matter be discussed in the meeting of the Expert Committee (formed by the Library Committee) and a complete proposal of RFID solution (as per our infrastructure and demand) be placed before the authority for taking further decision.

The meeting ended with a vote of thanks to the chair.

A.Sarkar
30/3/16