

The resolutions of the general meeting of the Library Committee dated 04.03.2015

*Following members were present in the meeting:*

1. *Prof. Ranjan Chakrabarti, hon'ble Vice-Chancellor*
2. *Prof. Bidhan Ch. Patra, Dean, Faculty of Science*
3. *Prof. Tirthankar Das Purakayastha, Dean, Faculty of Arts & Commerce*
4. *Prof. Debasish Mondal*
5. *Prof. Debidas Ghosh*
6. *Prof. Pijush Kanti Jana*
7. *Shri A.M.Sarkar, the Finance Officer*
8. *Shri Pralay Kr. Ghosh*
9. *Shri Swadesh Sarkar, G.S, VUSU*
10. *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 meeting of last Library Committee held on 29.10.2014.*

The minutes of the previous meeting of the Library Committee held on 29.10.2014 was read and confirmed.

2. *To discuss about the letter received from M/s. Tripti Xerox desiring withdrawal of their Xerox service from the central library and to decide the future action thereof.*

On the issue of the letter submitted by M/s. Tripti Xerox, a private Xerox centre at the Central Library, desiring to withdraw their Xerox service from the Central Library after serving here for more than eight (8) years, the Library Committee, realizing the necessity of providing the Xerox facility to our users uninterruptedly, **resolved that an initiative be taken to request M/s. Tripti Xerox to reconsider their decision once more.**

At the same time the Library Committee further **resolved that in case of the decision of the vendor remained unchanged, an urgent action be taken to float a fresh tender, maintaining the official procedures and the present vendor be requested to continue its service till finalizing the**

*matter and the Deputy Librarian be requested to take initiatives in this regard.*

3. *To discuss about a proposal for engaging some extra technical manpower on purely contract basis for processing of newly purchased books to clear the backlogs.*

On the proposal of engaging some extra technical manpower on purely temporary and contract basis for processing the newly purchased books (to make them available to the users early), the Deputy Librarian proposed that as every year the no. of purchased books were increasing rapidly, so to clear the backlog in the book processing unit, some technical manpower (not more than 4-5) having professional degree in Library Science might be engaged on contract basis as were engaged earlier and their payment might be made from the share of the infrastructural grant of the library book budget.

The Library Committee, after being learnt about the earlier procedure of engaging the extra technical hands on purely contract (and on piecemeal) basis, finally *resolved that the proposal of engaging some professional manpower on contract basis be accepted and the Deputy Librarian be requested to take initiatives to select the required no. of candidates having requisite qualifications by maintaining the official procedure.*

4. *To discuss about a proposal regarding conducting a stock verification programme.*

On the issue of conducting a stock verification programme in the central library, the Deputy Librarian reported the house that though the central library had attempted to conduct a physical stock verification last time in the year 2007-08, but failed to complete the whole process due to shortage of manpower and heavy pressure on daily library service and after that no initiative was taken for a complete stock verification work. He, at the same time, proposed to take the help of handheld wireless barcode scanner for conducting a speedy and errorless stock verification work.

The Library Committee expressed its deep concern knowing the status of previous stock verification work and finally *resolved that a strong and urgent action be taken this time to complete the physical verification of books and for accuracy of the whole process, the proposal of using wireless scanners be accepted and the Deputy Librarian be entrusted to take necessary action in this regard as early as possible.*

5. (i) *To fix a date for conducting a user training programme on using e-books subscribed by our library.*

To increase the usage of online books, subscribed by the Vidyasagar University library and to solve the problems in using some of those e-books (as reported by some of the faculty members), the Deputy Librarian proposed to conduct a user training programme on using those e-books within March 2015, if possible.

***It was thus resolved that one user training programme be conducted for that purpose at any suitable date and the Deputy Librarian be entrusted to take necessary action to arrange for such a programme by inviting the faculties and scholars to attend it.***

- (ii) *To request our university faculties to avail the remote access facility.*

On the issue of Remote Access facilities provided to the faculties, scholars and other staff of Vidyasagar University, the Library Committee expressed its great concern to know that most of the members did not avail that facility yet and ***resolved that the Deans of two Faculties be requested to take initiatives to motivate the faculties for availing that facility as much as possible.***

- (iii) *To report about providing e-mail alert service to the library users.*

On another issue of providing E-mail Alert service to all the users (for disseminating different information regarding library services), the Deputy Librarian reported the house that though the central library had already started an e-mail alert service (relating to library services), but it was detected that a large section of library users either did not have their e-mail accounts or did not use their e-mail account on regular basis for which they could not avail the benefit of the information which are generated from the library. The hon'ble Vice-Chancellor in that issue suggested thinking about using sms service instead of e-mail alert service

The Committee agreed with the suggestion of the hon'ble Vice-Chancellor and finally ***resolved that the library authority be advised to send all the service oriented information to all the stakeholders hereafter through SMS instead of e-mail alert, as almost all the library users had their own mobiles for which they could access the SMS easily. The Information Scientist is advised to assess the cost involvement for these SMS alerts and to proceed further in this regard.***

(iv) *Discussion to provide university library facilities to DDE students.*

On a separate issue, the hon'ble Vice-Chancellor advised the Committee to think about the possibility of providing the library facilities (including lending facility) to the students of the DDE (against a caution deposition and a service charge).

*The members of the Library Committee opined that within the present infrastructure it might not be possible to provide lending facility to the DDE student, but if required reading facilities, internet and other such services might be provided to them by framing a policy for a separate category and the Deputy Librarian be advised to put a proposal on this issue in the next meeting of the Library Committee for discussion.*

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

*A. Sarkar*  
4/3/15