

Library, Indian Institute of Advanced Study,**Shimla, 171005****Minutes of the Meeting**

The Meeting of the Library Advisory Committee was held on 11th August 2009 in Director's office, at IIAS, Shimla. The following members attended the meeting:

1. **Director (In Chair)**
2. **Prof. Shreesh Choudhary**
3. **Prof. Sanjay Palshikar**
4. **Dr. Ranjeeta Dutta**
5. **Prem Chand**

Dr. Jagdish Arora, Director, INFLIBNET and a member of the LAC could not attend the meeting due to prior commitments.

At the outset, the Director welcomed the new members of Library Advisory Committee. He informed the members about various measures that have already been taken to improve the facilities in the library and requested the members to give further suggestions in this direction.

The Director proposed to include Prof. J. Dimri, former Fellow and Head of Department of English from Himachal Pradesh University in the Library Advisory Committee. This was unanimously agreed by the members.

Before taking up the agenda items, the committee deliberated upon the collection development policy and the issue of digitizing Govt. reports. This matter was raised by Dr. Ranjeeta Dutta. It was decided that the Institute will not be able to consider such projects at this stage. Dr. Ranjaeta Dutta proposed that various ASI publications like South Indian Inscriptions (All Volumes), Report on Indian Epigraphy, South Indian Epigraphy and so on should be purchased as they were relevant for research. After some deliberations, the Committee recommended the purchase of ASI publications.

The Committee advised the Librarian to initiate digitization of its own rare books collections. It was suggested that library should establish a separate section for rare books where books published before 1900 will be kept. The members discussed about exploring the option of acquiring a credit card in the Institute's name so that the purchase of online books from Amazon. Com and other similar sites would be possible.

In order to minimize disturbance to the users, the Committee advised to raise the height of the Glass partition at main entrance gate of the library. The Director asked the librarian to take this



matter on an urgent basis and also do the same for the glass partition in the reference and reading section of the Library.

Collection Development Policy:

The Committee deliberated on the present collection development policy. During the course of discussion, following issues were raised and advised librarian to implement the same:

The Collection Development Policy is a plan on the basis of which the library will procure books for the fellows of the Institute. The committee recommended that the Collection Development Policy of the library should focus on making the IAS library as one of the best resource Centres in the field of Humanities and Social Science in the country. The committee advised the library to address stock selection of items in all formats, preservation of rare books, and access to e-resources and develop a wide range of collection that would cater to the needs of scholars. It was felt that library collection should not be confined to the needs of present fellows only; rather it should also address the requirements of the future scholars too. The Library should possess all books in core discipline of Social Science and Humanities. Library can purchase multiple/duplicate copies of book in case single title is not sufficient to cater to the needs of users. As part of that effort, the committee recommended the building of the library collection of following disciplines:

1. Philosophy including Social , Political and Economic
2. Comparative Indian Literature and Linguistics. (Including, Ancient, Medieval, Modern Folks and Tribal)
3. Comparative Studies in Philosophy and Religion
4. Development of World Views
5. Education, Culture, Arts including Performing Arts and Crafts and Anthropology
6. Indian Civilization in the Context of Asian Neighbours
7. Problems of Contemporary India in the Context of National Integration and National Building
8. Books pertaining to Nobel laureates, Gandhi, Nehru, Dr. B R Ambedkar, Tagore, Aurobindo and original writings of Indian thinkers
9. The Library should develop a rich reference collection in Humanities and Social Sciences.
10. The library should develop the collection in all Indian Languages including Urdu.

In order to build the above collections, the Committee recommended following:

- a.) The present Fellows of the institute will be asked to give a list of books by important authors and a list of widely read books in their discipline to the Librarian by 31st September 2009.
- b.) To strengthen the library collection, the Fellows, Associates and Former Fellows can recommend the books in their subject disciplines.



- c.) Library should not only purchase current books but also add old books which are available in multi -volumes and series publications.

After the deliberation, Committee took up following agenda items:

Item No 1: Confirmation of previous minutes of the meeting.

The Minutes were confirmed. It was decided to circulate the minutes of the previous meeting to all the members of Library Advisory Committee.

Item No 2. Action Taken on various agenda items listed during the last meeting

The action taken report was noted. The terms and condition for purchase of books has been prepared and included here as **Annexure I**

Item No 2.3 of the Agenda: Review of the Library rules:

The Committee discussed on the photocopy service and the borrowing privileges of users and recommended the following:

1. The photocopy service facility of 1000 free exposures to the associates will be retained and reviewed after one year.
2. Since fellows have option to issue 30 books, it was felt that Xerox of 1000 free exposures can be reduced to 500. The members will discuss this in Fellows meeting and get back to the committee. The facility of issuing 30 books to the Fellows would be reconsidered in future.
3. The borrowing privileges of the users will remain unchanged.

Item no 2.4 of the Agenda: Library Building:

The action taken report was noted

Item No 2.5: Bibliographic data of Library Holdings:

The action taken report was noted

Item no 2.12: Addition and Discontinuation of the current journals:

The library has discontinued a number of journals during the last five years. The Committee recommended that the library should subscribe to those journals that fulfill the following requirements:



1. Prestigious Publishers
2. Professional, Society and Association Journals: Indian and foreign
3. Interdisciplinary journals
4. Widely read journals on Philosophy.
5. Widely read journals on Science

Item no 3: Subscription of new serials

The Library sub committee recommended the subscription of a number of journals in 2008. The list of the recommended titles was discussed in the meeting. The librarian informed that subscription cost of these journals amounted to Rs. 13, 43, 753. /-. The Committee recommended that in case, the funds fell short, the library could then divert the Plan grant of library and utilize it for the subscription of the recommended journals. The Librarian informed that the library has now access to a number of e-journals published by Springer, Cambridge University Press, Oxford and JSTOR. The Committee recommended that the journals published by these publishers should not be subscribed since these are available in an electronic format.

The committee recommended subscription of 36 journals out of 114 recommended by various fellows and Library Sub Committee. The final list of recommended new journals to be subscribed in library is given in **Annexure II**

Item no 4: Subscription order of serial to different suppliers

The Committee approved the subscription of the journals from two different suppliers/agencies besides Central New Agency, New Delhi. It was decided that Librarian will identify in addition two more agencies that must have a national presence.

Item no 5: Filling up of vacant posts on contract basis

The Committee discussed the proposal for appointing six professionals and approved to appoint six persons on contract basis initially for six months. They will be called library trainees. The terms of trainees will be initially for six months which could be further extended. The extension of the term will be based on remaining work in the library and the performance of the trainees. They will be paid 9000/- per month and will be given free accommodation. The minimum qualification for appointment of the trainees is Master Degree in Library & Information Science (MLIS). Those having working knowledge of Libsys and library software will be given preference. The proposal has already been approved by GB in its meeting 131st meeting held in Delhi.

The Committee advised the librarian to initiate process of the appointments of trainees for updating of the library records by inviting applications from eligible candidates. The members advised the librarian to advertise for these appointments in various library List forums and Department of Library Science Schools and select them after a walk in interview.

The proposal is given in **Appendix III**



Item no 6: Weed out or withdrawal of books

Keeping in view the space constraint in the library, the Committee advised the librarian to take steps for withdrawal of old or less used books such as directory, pamphlets, yearbooks and almanacs etc. The current edition of such books can be kept in the library and rest will be weeded out from library record. The library will prepare a list of such books and place before the Committee for final approval. The committee also recommended disposing of old national and regional newspaper magazines, pamphlets etc.

Item no 7: Subscription of E-Archives / back files

The library aims to enrich its collection by subscribing to print, electronic and digital resources in core subject disciplines. The librarian informed the Committee that major publishers across the globe have come out with the model for providing access to their archival file. The committee suggested that the institute should purchase e-archives of the contents of major publishers in the field of Social Science and Humanities. The Committee recommended purchasing of e-archives in the field of Humanities and Social published by Cambridge, University Press, Oxford University Press, and other institutes and commercial publishers provided that the library has a substantial budget. The Committee also recommended the subscription of Project Muse and Ebsco Host, Sage and HW Wilson (Social Science and Humanities collections).

The Committee recommended the transfer and utilization of the **Plan grant** of the library to purchase E-archives and access to E-resources

Item no 8: Review of vendors' performance and expansion of vendors list

In 2007-08, the library had finalized the list of eleven vendors / distributors for supply of books against the orders. The performance of these 11 vendors was discussed in the meeting. Based on the vendors' performance of one year, it was decided to drop three vendors from list. These vendors are: Manohar Publisher and Distributors, New Delhi, Minierva Book House, Shimla, Munshiram Manohar Lal, New Delhi.

The list of vendors' supplying books to the libraries of LBSANNA, Mussoorie, JNU, Delhi, IIPA, New Delhi were discussed and it was recommended that common suppliers/ vendors from these libraries should be selected for the IAS library.

Prof. **Sreesh Choudhary** advised the members to select one or two vendors from the southern region. The most efficient vendors in dealing with the books in Social Science would be included after consultation with the librarian of IIT Madras.

AI vendor has its own portal. Library can place online order of books. The Committee agreed to include this vendor on experimental basis for placing order of online books.



The committee approved the panel of 16 + 1 (17) vendors for the library. The addresses of these vendors are given in **Annexure IV**

It was further decided that vendor's performance will be evaluated periodically and if the services of any vendor is not satisfactory, he will be dropped from the panel.

The order will be placed to only the approved list of vendors. However if the book is published by a Govt. agency or any other agency, who do not entertain order through any vendors, then in such cases the order will be placed directly to the sole distributor or publisher. The vendor's efficiency will be the parameter to place the order of the books.

Item no 9: Professional development and training of the library staff

It is essential for the staff members to keep themselves up-to-date, enhance their professional skills and develop competence in handling the technology in order to provide good and effective library services. In order to do so, the Committee has approved the proposal of sending each library staff on rotation basis staff for attending international and national conferences, seminars and workshops. The library staff is also encouraged to contribute papers in various seminars and conferences.

The committee urged the librarian to take up with Directors all matters pertaining to the structure, pay and work conditions of the staff

Item no 10: Library Membership

At present, the library membership is limited to the Fellows, Associates, Staff on permanent pay roll and visiting fellows of the Institute. Besides, short term membership to the teaching community of HP University is also provided. The Committee discussed the present membership and recommended the following:

1. Any member visiting Institute on official capacity for delivering lectures is eligible to use the library service. The library will not issue books to such members. However, the Librarian can allow the issue of a single book only for a limited period as a special case. Under such circumstances, members have to give an undertaking that before they leave the Institute, they would return the book to library.
2. The former fellows of Himachal Pradesh state can issue two books.

Membership for Academia: Under this membership category, the teaching staff of the university, colleges, research and other academic institutions, engaged in research and teaching work can become temporary members for a short term as well as for a long term. Such Members are not entitled to issue any book from the library. They can visit and refer in the library. The duration and membership fee under this category is:



Period	Week	One Month	Three month	Six month	One year
Membership fee in Rs.	200/-	600/-	1000/-	1500/-	2000/-

External Members (Individual and Institutions) : The employee of Centre and State govt., engaged in research and teaching work are entitled to this membership. Members are not entitled to issue any books from the library. They can visit and refer in the library. The annual membership fee under this category is :

Membership	Non-Refundable deposit in Rs.	Annual Fee in Rs.
External Individual	1000/-	1000/-
Academic Institution	3000/-	3000/-

Item no 11: Proposal for Development of Institution Repository (IR) of IAS.

The Committee approved the proposal of Rs. 198000/-for establishing Institution Repository of the Institute. Two persons with computer science degree/ diploma will be appointed for the project for a period of one year. The project and the service of the project staff will be reviewed after one year. It will be extended further after accessing the nature of pending work. The manpower, salary and qualifications of the project staff would be:

The details of the same are given below:

Designation	Educational qualification	Salary	Annual Expenditure	Period
Computer Trainee	MCA / BE /BTech Computer Science/ M Sc- IT	9000/- per month	108000/-	One year
Project Trainee	MLIS/ PGDCA/ Diploma in Computer Science or certificate in networking or any other equivalent	7500/- per month	90000/-	One year

	degree			
Total			198000/-	

The proposal is given in **Appendix V**

Item no 12: Any other item with the permission of the Chair

Microfilm reader: The Librarian informed the committee about the status of Microfilm reader in the library. The microfilm reader was purchased long back but it was never used. The machine does not have requisite accessories to read the fills. A Delhi based firm had visited the Institute and submitted an estimate of Rs. 40000/- as the cost of the required accessories. The library has further explored the possibilities of purchasing the accessories from another source and found out that it will cost a minimum Rs.25000/-. (Approximately)

The Librarian informed that Dr. Samarika has material which can only be read on the microfilm. The Committee expressed its opinion and unanimously agreed that the Institute should support Dr. Samarika and requested the Director to talk to an agency in Delhi from where Dr. Samarika can use the Microfilm reader. The committee also recommended the purchase of a scanner which can convert the microfilms in to a digital format.

The meeting ended with vote of thanks to the Chair


(Prof. Sreesh Choudhary)


(Dr. Ranjeeta Dutta)


(Prof. Sanjay Palshikar)


(Prem Chand)


(Director)



