Library Advisory Committee Meeting

The 5th meeting of the Library Advisory Committee (LAC) was held on 30 July 2012 in Director's Office. The following LAC members attended the meeting:

1. Prof. Peter Ronald de Souza, Director (In the Chair)
2. Prof. N. Jayaram (Fellow)
3. Dr. Sunita Rana (Fellow)
4. Dr. Aleksendra Wenta (Fellow)
5. Dr. Priyambada Sarkar (Fellow)
6. Shri Omprakash Valmiki (Fellow)
7. Dr. Jagdish Arora (External Member)
8. Shri Prem Chand, Librarian (Member Secretary)
9. Ms. Neeraj Sharma (Professional Assistant)

The Director extended a warm welcome to the newly nominated members. Addressing the members, he informed about various initiatives taken in the library during the last three years. He informed the members that three years back, condition of Library was different which has now been completely transformed by introducing digital resources, high bandwidth and better computers and network infrastructure. The Director highlighted the accomplishments of work of bar coding, stock verification, digital archives and access to E-resources from INFLIBNET Consortium. Thereafter, the members discussed on the agenda items.

1. To confirm the minutes of 4th LAC held on 12th August, 2011
The minutes of the 4th Library Advisory Committee meeting held on 12th August, 2011 were placed before the 92nd FC meeting and 140th GB meeting held on 7th and 8th June, 2012 respectively. The minutes were approved.

2. To consider the action taken report on the minutes of 4th LAC held on 12th August, 2011
The Library Advisory Committee (LAC) noted the action taken on the minutes of 4th LAC held on 12th August, 2011. The following suggestions were made:

2.1 Purchase of Self-Operated Photo Copier Machine:
The Committee suggested that the number of print out and xerox facility using swap card to the Associates and Fellows should be increased to 100 and 500 copies respectively.

2.2 Purchase of Microfiche and Microfilms:
The Librarian informed that library has converted microfilms in to PDF files which have been now copied in DVDs. The Committee suggested to store the DVDs at appropriate

place as the DVDs and format are more vulnerable to deterioration technologies The Committee further suggested to develop a system of retrieval of digital content so that users can access it. The Librarian informed that the DVDs would be uploaded on newly purchased media server which has feature of replication, retrieval as well as storage.

3. Purchase of Documentary Films

The list of films recommended by the Sub -Committee was placed for the consideration and approval of the LAC. The LAC approved the purchase of documentary and classical films as per the list given at **Annexure-I.**

4. Purchase of Books from Online Book Shops

The Committee discussed pros and cons of purchasing books from online book shops. Dr. Jagdish Arora, Director, INFLIBNET, informed the case of IIT Delhi Library where it was noticed that books purchased from online book shops (*Amazon.com)* are 21% costlier as compare to books purchased from local book shops. He further explained that besides the costs of books they add expensive shipping   rates for delivery of books. Because of this, the actual cost of books goes very high. It was also discussed that due to lack of reliable agency of these online book shops in India, delivery of books are also uncertain. In view of this, it was decided that Library should place order to online book shops only in exceptional cases. After detailed discussion LAC recommended the following:

4.1   The credit card will be used only when the recommended book(s) is/are not available with publishers representative , distributors in Indian market and same book(s) is / are available through online book shop like Amazon, FlipKart , Infebeam etc.

4.2   Librarian is authorised to use the credit card of the Institute. The card will be used only for purchase of books from online shops.

4.3   While purchasing books from online shops, the first preference will be given to Indian online book shops like *Flipkart* and *Infibeam* as they are more reliable than overseas online book shops like (Amazons.com).

4.4   Library can instruct local panel vendors to purchase books from online book shops. In such cases, Library will release payment as per the actual bill raised by the supplier.

5. Digital Resources Budget

It was decided to constitute five members Sub-Committee to study the proposal of bifurcate 25% of library budget for purchase of digital resources. The members of the Sub-Committee are:
    1. Prof. N. Jai Ram (Fellow)

2. Shri Omprakash Valmiki (Fellow)
3. Dr. Pradip Phanjourbam (Fellow)
4. Dr. Priyambada Sarkar (Fellow)
5. Dr. Sunita Rana (Fellow)

The Committee will give its recommendation on the matter.

6. Proposal to Engage Library Internees: Librarian raised the issue of shortage of trained manpower in the library. Whereas, during the last few years, the library budget and services have increased manifold. In order to cater to the needs of high profile users, Librarian proposed to hire three professional staff as Library Internes.
The LAC recommended engaging two Internes on purely contract or temporary basis, initially for six months period. The educational qualification, age and experience for the post of internes would be as under:

> **Designation: Library Internes**
> **Salary**: Rs.10,000/ per month (Consolidated)
> **Age:** Maximum 30 years
> **Qualification and Experience**: Minimum First Class in Master of Library and Information Science.
> **Additional Qualification**: Basic knowledge of computers and preferably working knowledge of all library software and open source software and e-resources. Selected internees will require to do shift duty on rotation basis along with other staff members**.**
> **Desirable**: PGDCA and proficiency in written and communication skills.

7. Renewal of Print and Online Resources
The LAC approved the renewal of print and e-resources (**Annexure II**) for the year 2012-13.

8. Other issues with the permission of the Chair
8.1   The members from the committee raised the issue of noise and disturbance in reading space, and at Circulation Desk. The committee advised that the users should be asked to maintain silence in reading area of the Library. In this regard, it was decided that the Librarian would hold monthly meeting and orientation programme to new Associates (users) of the Library.

8.2   The members also noted that books are not been regularly shelved. It was decided that Assistant Librarian would look in the matter and take necessary steps and ensure that regular shelving of the books are done by the attendants.

8.3   The members of the committee suggested that there should be sitting arrangements for users at the basement so that user can refer the bound volumes of journals.

8.4   Library staff should be trained in using digital resources.

The committee thanked the previous Library Advisory Committee members who have completed their term.

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

1. Prof. N. Jayaram (Fellow)
2. Dr. Sunita Rana (Fellow)
3. Dr. Aleksendra Wenta (Fellow)
4. Dr. Priyambada Sarkar (Fellow)
5. Shri Omprakash Valmiki (Fellow)
6. Dr. Jagdish Arora (External Member)
7. Shri Prem Chand, Librarian (Member Secretary)
8. Ms. Neeraj Sharma (Professional Assistant

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