MINUTES OF THE LIBRARY COMMITTEE MEETING

The Library Committee meeting held at Rev. Fr. Principal's room at 10.00 a.m. on 5th November 2008 with a silent prayer.

The following members were present:

Rev. Fr. Principal
Rev. Fr. Secretary
Rev. Fr. Dr. A.G. Leonard, S.J.
Prof. G. Ramamurthy
Prof. T. Vincent Jayakumar
Dr. P. Sagayaraj
Dr. Clement King
Mr. K.T. Dilli

Fr. Library Warden welcomed the library committee members and then the librarian read out the minutes of the previous library committee held on 1st April 2008. the minutes were approved by the committee.

The following points were discussed.

1. Fr. Principal informed the committee about the UGC XI Plan and the amount to be spent to buy books and journals during the academic year 2008 – 09.

2. The librarian informed the committee that a separate account is maintained for the MCA in the library

3. Dr. Clement King, HOD, MCA Department suggested the committee to go in for E-subscription instead of Print version as the former costs less than the latter and also requested the librarian to go in for E-Journals at least for IEEE and ACM Journals.

4. The librarian accepted the proposal to weed out the unused books during the summer vacation.

5. Fr. Secretary informed the librarian to inform the availability of Institutional Membership cards periodically to the teaching faculty. The librarian informed the committee that the renewals and information regarding the Institutional Membership such as USIS, BCL, IIT and Madras University have been sent periodically.

6. The committee felt the need of separate reading room facility for the teaching staff. The librarian informed the committee that a separate space in the Maran Library has been ear marked for the teaching staff by Fr. Secretary by providing reading tables and chairs.

7. As per the decision of the library committee, henceforth the Library Advisory Committee would meet twice a year.

8. Dean of Science suggested having smoke detector in the library. The librarian requested Fr. Secretary to have a demonstration as to how to use the fire extinguisher installed at the library.

9. The librarian accepted the proposal of re-introduce the circulation of 'Monthly Addition' to all departments.

10. The committee suggested that the contents of all subscribed journals to be circulated every month. The librarian informed the committee that the contents of all journals would be available of OPAC only after the consultation with the AUTOLIB Engineers.

11. The librarian and Fr. Library Warden accepted the proposal to buy increasingly the low cost books.

12. It was suggested to have 10 days of lease period instead of 14 days for the text books borrowed by the Students. Fr. Secretary requested the librarian to give high priority to purchase of text books than reference books. The librarian informed the committee that the library is working out with a view to make the library a student-friendly in meeting their demands.

13. It was suggested that all the library users should have their caller ID when they visit the library.

14. The members felt that the 'New Arrivals' of books must be circulated to all the departments once in a month. Fr. Secretary instructed the librarian that the monthly additions should be circulated as usual. The librarian agreed to do so.

15. The members also requested the committee that the contents of only 'peer reviewed' journals should be circulated if possible. Fr. Library Warden and the librarian informed that they would look into it.
