Loyola College Library
Chennai – 600 034

Minutes of Library Committee Meeting

The Library Committee meeting was held at Rev. Fr. Principal's room on 28th September, 2011. It begin at 11.30 A.M. with a silent prayer.

The following members were present:

Rev. Dr.Jeyaraj.B,SJ, Principal
Rev.Dr.Joe Arun.C,SJ, Secretary
Rev. Dr. John Pragasam,SJ,Library Director
Mr.K.T.Dilli, Librarian
Dr. S.Albones Raj, Vice Principal
Dr.P.Sagayaraj, Dean of Research
Dr.Jerome Das, Dean of Science
Dr. Bernard D Sami, Coordinator, IQAC
Prof. T.Vincent Jayakumar, Member
Prof.S.A Nagarajan, Member
Dr.B.Jeyaraj, Member
Dr.M.Selvanayagam, Member
Mr.M.Parthiban, Asst.Librarian

Fr.Library Director welcomed the library committee members, with a special reference to new members. Then the Librarian read out the minutes of the previous library committee meeting held on 27th September, 2010 and the same was approved by the committee.

After reading out the minutes of the last meeting the Librarian explained the work carried out in the Library.

- Completion of pasting of magnetic stripes in all the books
- Successful installation and functioning of the Magnetic Alarm Gate, which was inaugurated by Fr.Principal and Fr.Secretary
- Unused and damaged books were weeded from the library and sent to the B.Ed college.
- Procurement of e-resources package such as Springer Link and N-List from the UGC. Accesses were ensured to the Loyola users for the Proquest package which was purchased by LICET.

The committee congratulated the Librarian for the successful completion of these projects.

Based on the Agenda the following points were discussed.

1. To upgrade all computers in the Library and Digital Library with regard to RAM.
   - This was approved in general and to be worked out in consultation with the computer technical staff.
2. Fine amount to be increased from 50 Paise to 1Rupee.
   - The Committee approved for hiking the fine from 50 Paise to 1Rupee.
3. E-Resources for Arts (Commerce, Economics, Sociology, Literature) Discipline to be subscribed.
   - Fr.Principal approved this suggestion
   - Fr. Secretary stressed that Proquest package from LIBA can be accessed on sharing basis.
4. No-Due certificate to be made mandatory for all the Retiring and Reliving, Teaching and Non-teaching staff.
   - Prof.Vincent Jayakumar suggested that every year at least six months before their retirement (list can be accessed from the office)due list can be sent to the concerned retiring staff.
   - Fr.Secretary also approved that the management staff can be sent to the Library for getting the no due certificate before the disbursement of the final salary.
5. Ways and methods to initiate the users about E-Resources
   - Dr.Jeyaraj suggested that an orientation programme can be conducted for the staff and students to inform and encourage the students about the availability of e-resources.
   - Dr.Sagayaraj suggested that innovative and useful assignments can be given to the PG and M.Phil students, so that they would be accessing the e-resources regularly.
   - Fr.Secretary was not satisfied by the usage of e-resources by the staff members. He suggested that the staff members should be encouraged to give more self prepared e-resources for the sake of students.
   - Fr.Principal, Dr.Jerome Das and Dr.BDS requested the librarian to arrange for the exact counting of the usage of e-resources.
   - Prof.Vincent Jayakumar emphasized that at the research level the concentration should be more on the latest articles from the e-resources.
6. To install Automatic Counting Machine to record the entry of visitors to the Library.
   - The committee agreed to the proposal to install a scanner to check the visitors to the Library.

Apart from the Agenda the following issues were raised and discussed.

- Provision of CCTV Camera in Library
  - After much discussion among members committee approved for the placement of CCTV in various sections. Fr.Principal and Fr.Secretary insisted on the placement of CCTV, as a disciplinary measure, to prevent the internal damage for the books and for the betterment of Library.
- Conversion of College Magazine (from the first issue) into electronic format
  - Librarian brought out a proposal for the conversion of college magazine into electronic format, through the services of Mahalakshmi enterprises who is an expert in document preservation.
  - Dr.BDS suggested to consult Fr.Anto, who has digitized the Province Archives and the AICUF who has digitized the RALLY magazine
  - Finally decided to go for the best option
- More departmental libraries with more books
  - Dr.BDS insisted on creating more departmental libraries to comply with the norms of UGC
- Providing Anti-Plagiarism Software for the Users
  - Fr.Principal suggested that the Anti-Plagiarism software should be downloaded and made available for the sake of the users, to ensure quality of the research papers.

Prof.Nagarajan showed a demo of N-Petel. A package of academic video lectures (one Terra Byte memory) on various science disciplines by the IIT lecturers. This was procured free of cost by Mr.Nagarajan from IIT-Madras.

- Fr.Library Director wants this package to be utilized by LICET Library.
- Committee approved for the usage of this package as a e-resource of our college.

Finally Fr.Principal proposed the vote of thanks.

10/10/11.