Loyola College Library
Chennai – 600 034

Minutes of Library Committee Meeting

The Library Committee meeting was held at Rev. Fr. Principal's room on 09th October, 2012. It begun at 12.00 A.M. with a silent prayer.

The following members were present:

Rev. Dr. B.Jeyaraj SJ, Principal
Rev. Dr. Albert William, SJ, Secretary & Correspondent
Rev. Dr. John Pragasam, SJ, Library Director
Dr. K.T. Dilli, Librarian
Dr. S. Albones Raj, Vice Principal (Shift-1)
Dr. S. Vincent, Dean of Research
Dr. S. Jerome Das, Dean of Science
Dr. Bernard D Sami, Coordinator, IQAC
Prof. T. Vincent Jayakumar, Member
Prof. S.A. Nagarajan, Member
Dr. M. Parthiban, Asst. Librarian

Fr. Library Director welcomed the library committee members. Then the Librarian read out the minutes of the previous library committee meeting held on 28th September, 2011 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.

- OPAC Monitors, Keyboard and CPU were replaced
- Proquest package which is bought by LICET is accessed by our Library users through IP Address.
- No Due certificate for Teaching and Non-Teaching staff is yet to be made mandatory.
- Provision has been made for counting of the users of e-resources
- Scanner has been placed at the entrance of Library to record the entry of visitors
- six CCTV Cameras have been placed at the back end of Library
- College magazines from 1927 – 2010 onwards have been digitised

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

- Presence of CCTV Camera in the Library should be highlighted

- Digitised college magazine to be uploaded initially in the Intranet and then in Internet
- Smoke detector alarm for Library has been suggested but can be implemented based on the cost and budget
- Providing more emergency lights
- Regarding the extension of Book Issue time from 05.00pm to 07.00pm the Committee suggested to change the timing of existing staff members of morning shift to facilitate the extended time.
- To the need of qualified staff members, the committee agreed to give financial assistance for those who want to do courses in Library Science.
- Regarding Electrical work – committee gave its approval to separate the same switches for Lights and Fan. It can be done during summer vacation
- Digital Library cement staircase needs to be painted, so that it reflects even in the dark
- Emergency exit for the Digital Library users through the Library
- In purchasing the books for he department, the Librarian should request the HOD to call for a meeting where HOD, along with some senior staff (preferably) plus the Librarian, Dean of Science, Arts or Commerce as the case may be , to present , discuss and approve the list of books suggested /recommended by the respective department lecturers. This implies that the department prepares well ahead of this meeting a list of books suggested by all the concerned department staff members.
- Delay in processing of books
- More e-resources for Arts stream of students
- To represent to the University of Madras, to share its e-resources to our College Library, where the E-resources are supplied by the UGC free of cost to most of the Universities including University of Madras.

Finally Fr. Principal proposed the vote of thanks.

20/11/12

Library Warden
LOYOLA COLLEGE LIBRARY
CHENNAI-600 034

Librarian
LOYOLA COLLEGE
Chennai-600 034