Central Library, Loyola College
Chennai – 600 034
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Library Committee Meeting: 2014-2015

Date: 17-09-2014 **Time: 11.30 A.M.** **Venue: Principal's Office**

AGENDA

1. Training Session for usage and harnessing the E-Resources (E-Books and E-Journals) for Faculties.
2. Scholar corner (for M.Phil, Ph.D and Faculties)
3. Digitization of Archival materials.
4. Library Staff Enhancement Programme (one day workshop).
5. Infrastructure:
   (a) Smoke detecting sensor
   (b) Rearranging the seating facilities in the Reference section
6. Digital Library:
   (a) PC repair
   (b) Centralised Printer
   (c) CCTV
   (d) Bifurcation of Browsing and E-Resources
7. Any other matter:
   (a) T.C. Clearance
   (b) Fire extinguisher (For Central Library and Digital Library
8. ERP delay

Sriram - Rule

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Minutes of Library Committee Meeting – 2014-2015

The Library Committee meeting was held at Rev. Fr. Principal's room on 17th September, 2014. It begun at 11.30 A.M. with a silent prayer.

The following members were present:

Rev. Dr. G. Joseph Antonysamy SJ, Principal & Chairman
Prof.G.Ramamurthy, Deputy Principal
Rev. Dr. S.Lazar SJ, Library Director
Dr. K.T. Dilli, Librarian
Dr. S. Vincent, Dean of Research
Dr. Joe G.M. Jesudurai, Dean of Science
Dr. A.Marcus, Dean of Arts
Dr. Xavier Mahimairaj, 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 04th October, 2013 and the same was approved by the committee.

After reading out the minutes of the last meeting the Librarian initiated the discussion as per the agenda.

- A training program for the Faculties and Research Scholars on Accessing e-resources was proposed by the Librarian. Fr.Principal recommended that the training programme should be conducted separately for Shift 1 and Shift 2

without affecting the classes. Dr. Xavier Mahimairaj suggested for separate sessions for Arts and Humanities. Fr. Library Director suggested that the tabs provided to the faculties shall be utilized for hands on training. It was agreed by all the members.

- Dr. Joe G.M. Jesudurai suggested that the copies of the Thesis should be placed in the Library. Dr.Vincent agreed to the proposal and informed the committee that proper instructions would be given to candidates to place a copy of the Thesis in the Library. Fr.Principal suggested that along with the Hard copy a soft copy of the Thesis should also be submitted to the Library. The Committee approved the proposal.
- Deputy Principal suggested that the Department libraries should be renovated. Prof. T. Vincent Jayakumar suggested that the old books in the Department Libraries should be discarded and that process should be routed through the Library. Dr. Joe G.M. Jesudurai said that the Department Libraries are mandatory during committee visits. The Committee approved his suggestion.
- By citing one of the recent problems related to UGC funds Fr.Principal said that the book purchased should be channalised only through the Library. Dr.S.Vincent agreed on this and said that the specific instructions would be given to the departments regarding the book selection and purchase. The committee approved that the book selection would be done by the department but the purchase and processing of the books should be done by the library and the books would be transferred to the Department if the HOD wishes so.
- Dr. Xavier Mahimairaj expressed his concern over the lack of text books for the students especially for commerce. The Librarian stated that by adding more text books it would become a text book Library. Dr. A. Marcus said that students should be encouraged to buy at least textbooks and the reference books shall be taken care of by the library. Prof.S.A.Nagarajan said that this problem can be sorted out by adding more E-books especially on the prescribed Textbooks. The Committee agreed to this suggestion.
- Members expressed their concern over the lack of reading space for Research Scholars. For this the Librarian replied, that in consultation with Fr.Library

Director the Library is going to provide a separate space for the Research Scholars and Faculties to access the e-resources. Members welcomed this proposal.

- Fr.Principal expressed his concern over non-utilization of the Maran Library. He wanted either the space to be modernized by acquiring additional funds from Maran trust or the books to be merged with the general Library. Regarding this he instructed Dr.Vincent to settle this issue. The Committee agreed to the proposal.
- Regarding the Infrastructure, the Librarian placed before the committee the need for installing the machineries for digitization of archival materials, installing Smoke Detecting Sensors, Refilling of Fire Extinguishers and Additional CCTV's in the library and the Digital Library. Fr. Principal instructed the Librarian to provide the quotation for the above works. The Committee approved the proposal.
- Librarian informed the committee about the library seminar to be held on 09th, January, 2015 and also the steps taken by him for placing a permanent book store inside our campus for the benefit of students and staff. The Committee approved the suggestions.
- Fr. Library Director informed the Library committee about the need for rearrangement of the seating pattern in the reference section to maintain silence in the Library and added that the necessary changes in the lighting and fan should be done based on the seating arrangements The Committee members approved the proposal.
- With regard to the Digital Library Fr. Library Director expressed his concern over the present status of Digital Library, for functioning more like a Browsing Centre. He said that the Digital Library should be utilized only for academic needs, for other browsing needs he suggested that a separate place can be allotted. The Librarian highlighted the consequences of overcrowding in Digital Library just for taking ERP printouts. Fr. Principal assured that the printing facilities would be provided at different places in the campus. The Committee approved both the proposals. Finally Fr. Library Director proposed the vote of thanks.

7/10/14

30/9/14

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15th September, 2014

Dear Father/Sir,

There will be a meeting for the Library Committee Members on 17th September, 2014(Wednesday) at 11.30 a.m. in Fr. Principal's Office. Kindly make it Convenient to attend the meeting.

S.No	Name	Designation	Sign
01.	Rev.Dr.G.Joseph Antony Samy.S.J.	Principal & Chairman	
02.	Rev.Dr.M.Albert William.S.J.	Secretary & Correspondent	
03.	Prof. G.Ramamurthy	Deputy Principal	
04.	Rev.Dr.Lazar Savairmuthu.S.J.	Library Director	
05.	Dr.K.T.Dilli	Librarian	
06.	Dr.S.Albones Raj	Vice - Principal	
07.	Dr.S.Vincent	Dean of Research	
08.	Dr.Joe G.M. Jesudurai	Dean of Sciences	
09.	Dr.A.Marcus	Dean of Arts	
10.	Dr.Xavier Mahimairaj	Coordinator, IQAC	
11.	Prof. T. Vincent Jayakumar	Member	
12.	Prof.S.A. Nagarajan	Member	

15/9

Principal
Rev Dr.G.Joseph Antony Samy.S.J.