Central Library, Loyola College
Chennai – 600 034
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Library Committee Meeting: 2016-2017

Date: 21-10-2016 **Time: 11:30 A.M.** **Venue: Principal's Office**

AGENDA

1. Welcoming the New Library Director
2. Explaining the
    - Software related Changes that has taken place in the Library
    - All monetary transactions (Late Fee, Deposit, Book Lost) transferred to CMS counter
    - Exam Hall Ticket blocking for long pending defaulters through ERP
    - In future – Stopping the Manual process of issuing No Due Chit for deposit refund & T.C. Clearance
    - Implementing RFID technology with the support of ERP.
3. Intimation not being provided well in advance regarding work schedule for the Administrative staff if there is no day order for the students e.g. Saturdays (apart from Sundays and Government Holidays).
4. Confusion regarding the working hours of the Administrative Management Staff – no uniformity.
5. Process of bringing Research Scholars (Ph.D) into the ERP students portal is getting delayed.
6. Computer configuration to be upgraded in all machines in the Scholar's Corner.
7. Augmentation of Library Budget
8. Any other Issues.

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Minutes of Library Committee Meeting – 2016-2017

The Library Committee meeting was held at Rev. Fr Principal's room on 21st October, 2016. It began at 11.40 a.m. with a silent prayer.

The following members were present:

Rev. Dr M. Arockiasamy Xavier, S.J., Principal & Chairman
Rev. Dr S. Lazar,S.J., Secretary & Correspondent
Dr Fatima Vasanth, Deputy Principal
Rev. Dr. G. Wellington Fernando, S.J., Library Director
Dr K.T.Dilli, Librarian
Prof. S. Pencier, Vice-Principal (Shift-1)
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. Suresh Paul, Member
Mr. Arokia Sagaya Melson, Member
Dr M.Parthiban, Asst. Librarian

Fr. Secretary introduced the new Library Director (who took charge from 17th October, 2016) to the library committee members. Then the Librarian read out the minutes of the previous library committee meeting held on 23rd September, 2015. and the same was approved by the committee.

Librarian informed the committee

- Adjacent to the Library, a reading Room for the students to study their own materials has been arranged.
- Centralized Printing and Photocopy facility for the students has been established for their benefit near the Reading Room.
- Like E-Journals a package of 50 E-Magazines has been subscribed and added to the existing e-resources of our college.

- Training session for using E-Resources was conducted for the Research Scholars on 04-10-2016 (M.Phil) & 05-10-2016 (Ph.D.).

Librarian thanked Fr. Secretary for providing the above facilities and initiated the discussion as per the agenda.

- With reference to the Software conversion the Librarian briefed the committee about the ongoing process in Library, i.e. migrating to the ERP system of our College. Through this the Library can get users data the moment they joined the college. .All the monetary transactions have been routed through CMS counter to the Bursar office. Regarding implementation of RFID technology, Fr. Secretary asked the Librarian to co-ordinate this work With Dr. Nester Jayakumar, ERP-Coordinator.
- With reference to the issue regarding the working hours of Administrative Staff – the Librarian explained that Library Staff alone is following the pattern of Eight Hours working (excluding Lunch Break). Fr. Secretary replied that he would look into it and asked the Librarian to continue with the existing system in the Library.
- With reference to the issue of status of Computers in Scholars Corner – Fr. Library Director said that the CRT Monitors shall be replaced with LED Monitors for better performance. The Committee approved it and Fr. Secretary asked the Librarian to put a purchase request through the ERP.
- With reference to the Augmentation of Library Budget – Fr.Secretary replied that amount has been sanctioned as per the budgetary request provided by the Librarian last academic year.
- In other issues the Committee members gave suggestions on various issues -
  - The Dean of Science: – Gave suggestion for increasing the number of books for the management faculty, since they are handling more number of classes, the committee approved this suggestion. As a follow up of this issue the practice of Receiving Rs.1000/- as refundable deposit from them for Library membership was also discussed. Finally the committee came to the conclusion, that the management faculty can borrow 12 books and the practice of receiving deposit from the management staff can be stopped.

- The IQAC Coordinator: - based on the queries raised in the Open Forum he suggested that the books in the book bank are to be replaced with new editions. The Committee approved this and said that the existing funds can be utilized for this purpose.
- Prof.Suresh Paul : - Suggested that the existing book collection in the Tamil section of our Library is very outdated. For this the committee replied that the list of books has to be selected and approved by the Tamil Department.
- The Deputy Principal: - Suggested that Library related events like Book Exhibition, Library Week, Seminars and Training Sessions should be conducted. Interior of the Library should be furnished for a better reading ambience. The Committee requested the Librarian to look into it.
- The Dean of Research: - Suggested that more training sessions should be conducted on e-Resources for the faculties - Shift wise. There was a general discussion on, whether soft copies of the Ph.D. Thesis can be stored in the Digital Library. For this the committee requested the Dean of Research to check with the University norms regarding this.
- Fr. Principal: - Suggested that awards should be given for the users who are spending more time in the Library genuinely. If not for individual atleast department wise awards shall be considered. Report on the daily usage of the Library should be displayed prominently. Committee approved this.
- The Dean of Arts: - Suggested that the details regarding the Library Dues can be intimated individually, to avoid long pending dues. The Librarian replied, that the Library link for the users ERP Portal has been given, so they can check their Library Activities at any time.

Finally Father Library Director thanked everyone for attending and providing valuable suggestions for this meeting.

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24/11/16