Central Library, Loyola College
Chennai – 600 034
Phone: 28178200 Ext: 340-341
E-mail: loyolalibrarychennai@gmail.com

Library Committee Meeting: 2017-2018

Date: 21-03-2018 **Time: 12:00 noon** **Venue: Principal's Office**

AGENDA

1. Prayer – Dr Xavier Mahimairaj A
2. Welcome – Dr Parthiban M, Librarian
3. Minutes of the Previous Meeting
   - Dr Parthiban M, Librarian
4. Introductory Remarks
   - Rev Dr Leonard A G SJ, Library Director
5. Library - related Issues & suggestions, if any
6. Vote of Thanks – Prof. Manoharan.X

CENTRAL LIBRARY, LOYOLA COLLEGE, CHENNAI

ACTIVITIES DURING THE ACADEMIC YEAR 2017-2018

Change of Officials

Rev. Dr Leonard A G SJ, took over as Library Director from Rev. Dr Wellington Fernando, SJ on June, 16th 2017.

Dr Parthiban M, Assistant Librarian since 06-10-1998, took charge as Librarian, on June, 16th 2017 as Dr K.T.Dilli, retired from service.

Mr Ashok Kumar M.P took over as Assistant Librarian on June, 16th 2017.

Initiatives during June 2017 to March 2018

1. Fixing RFID

Thanks to the Jesuit management, all our Library staff participated at the important work of fixing RFID (Radio Frequency Identification) Tags on every book of our Library, between 16-04-2017 and 10-05-2017.

2. Sale of Discarded Books and Materials

While undertaking this task, (as directed and supervised by Dr K T Dilli, Librarian) books not used for more than 30 years and were in brittle condition were removed from the shelves and isolated. These books were meant for sale to our Library users. The sale took place during July – August 2017.

The amount generated through the sales was deposited with the Bursar through CMS (Cash Management System) counter. Details are given below.

Date	Particulars	Amount (Rs)
10-07-2017	By Sale of discarded books	27,945
18-07-2017	By Sale of waste papers	11,500
10-08-2017	By Sale of discarded books	4580
10-08-2017	By Sale of waste papers	14,500
22-02-2018	By Sale of waste papers	1700
Total		**60,225**

3. Facilities to Research Scholars

From June, 16th 2017, research scholars are allowed to borrow **Four** Library books instead of three.

An E-Resource package PROQUEST which is subscribed by LIBA, has been linked to our E-resources.

LOYOLA COLLEGE LIBRARY IHS Chennai-600 034

4. *BSST*

On 06-10-2017, the first unit of BSST (Book Self Service Terminal) was installed at our Library and at the beginning of the even semesters, the second unit of BSST was installed. Using these equipment, facilities exist to **Issue, Return, and Renew** the books of our Library without assistance from our Library staff. Our students are quick to using such facilities. Others are provided assistance by our Library staff.

Through this arrangement, the Library-Users are able to see for themselves their history.

5. *ID Card Readers*

As the library-users (Students & staff) enter and exit the Library, they are to tap their ID cards. Every detail concerning the library user is now recorded and available at the library.

6. *Extension of Open Access System*

From November, 2017, the "Open Access System" is extended to the "book bank" section also. This has considerably reduced the use of stationery materials and time. Students are happy about this extension.

7. *Printing & Photo-copying centre*

The amount generated from these two units is submitted to the Bursar using a newly designed submission format. Particulars are given below.

Date & Amount → Unit	Date		Amount
	from	to	
Print	16-06-2017	14-03-2018	1,30,000
Photocopy	16-06-2017	17-03-2018	37,200
Total			1,67,200

8. *New Arrivals during the Academic year 2016-2017*

Books	795	3,91,792
Journals	102	4,43,120
E-resources	2	14,13,035
TOTAL		**22,47,947**

Nota Bene: Administrative Report - already handed over to Fr Rector, Fr Secretary, Fr Principal. Its copy available at the Library

Library has purchased from June, 2017 till March, 2018, **734** books worth Rs.**4,20,014**. Details will be made available after March 31st.

9. *Other Issues*

Library Users are permitted to carry their notebooks inside the Library from 04-01-2018.

Our Library Staff visited to the 41st Chennai Book Fair on 20-01-2018

We have thanked our donors for their generosity in adding about 20 titles to our collections.

LOYOLA COLLEGE LIBRARY ★ IHS ★ Chennai-600 034

Central Library, Loyola College
Chennai – 600 034
Phone: 28178200 Ext: 340-341
E-mail: loyolalibrarychennai@gmail.com

2017-2018 : Minutes of Library Committee Meeting - I

01. *Date & Venue*

2017-2018 The Library Committee Meeting - I was held at Rev. Fr Principal's room on 21st March, 2018, Wednesday at 12:00 noon. (after refreshment) . Fr Leonard A G, SJ chaired the session as suggested by Fr. Principal and Mr Ashok Kumar.P, Assistant Librarian recorded the minutes.

02. *Apology for absence, if any*
All the members were present

The following are the members: *(The names of new members are given in Italics)*

01. Rev. Dr Arockiasamy Xavier M, SJ, Principal & Chairman
02. Rev. Dr Lazar.S, SJ., Secretary
03. Dr Fatima Vasanth, Deputy Principal
04. Rev. Dr. Leonard A G SJ, Library Director
05. Dr Xavier Mahimairaj, Coordinator, IQAC - Commerce
06. Prof. Suresh Paul, Member – Visual Communication
07. Mr. Arokia Sagaya Melson, Member – Service Learning
08. Prof Manoharan.X, Member - English
09. Dr George Johnson.M, Member - Chemistry
10. Dr Sherafin Janci Vincy,Member – Adv. Zoology
11. Prof Manivannan.K.T, Member - Commerce
12. Mr Ashok Kumar .P, Asst. Librarian
13. Parthiban, Librarian, Central Library

03. *Prayer*
The meeting began with the prayer said by Dr Xavier Mahimairaj.

04. *Thanks & Welcome*
Dr Parthiban.M, thanked the outgoing members : 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, and Dr A. Marcus, Dean of Arts for their contribution towards the functioning of the college library.

Further, he welcomed all the members present.

05. *Passing of the Minutes of the Previous Meeting*
Dr Parthiban read out the Minutes of the Library Committee Meeting held at Rev Fr. Principal's room on 21st October, 2016, Friday at 11:40am. (See copy of the minutes attached). The same was passed without any modification.

06. *Introductory Remarks*
Rev Fr. Leonard A G, SJ presented the activities at the central library during the academic year 2017-2018. (See copy of his report attached).

07. *Clarifications, Proposals & Queries*
In response to the letter sent by the Library (CL.....) Prof Suresh Paul suggests that all the staff members may send the titles of the books to be bought by the library through the existing ERP system.

The Library will send a communication to this effect to all the teaching staff members.

Dr Xavier Mahimairaj, Dr Fathima Vasanth & Prof Suresh Paul suggested that the library works out a strategy to improve the reading habits of the Library-users. A book review session, it was suggested, could be arranged periodically. As practiced by the LISSTAR.

The Library, accepting this proposal in principle, will send a communication to all the HOD's regarding this.

To the proposal from the Library that more books to be bought to facilitate students preparing to undertake competitive examinations, SLET, NET, UGC Examinations, Fr. Principal informed the library authorities to increase and improve the preparatory works in this regard.

The Library henceforth will issue only the "No Library Due" to the Library users and will not be handling "Caution Deposit".

The Library will undertake Stock Verification at all the Department Libraries during the Semester Examination. The Library will send a letter to the departments to this effect.

The Library will try to work out the possibility of placing the newspapers at various advantageous places.

The Library will attempt to place the self-improvement books in separate shelves.

The Library appreciates the initiatives of Fr. Samuel Jeyaseelan, SJ, Hostel Director in sending the hostellers to the Library instructing them to spend some 30 hours. However this practice is meant only for students likely to apply for hostel accommodation next year.

There was a reference to the noise from Bertram Hall while chairs are arranged for various functions held.

08. *Vote of Thanks*

Prof. Manoharan.X, proposed vote of thanks.

Meeting came to an end.

21 March 2018

Central Library, Loyola College
Chennai – 600 034
Phone: 28178200 Ext: 340-341
E-mail: loyolalibrarychennai@gmail.com

Library Committee Meeting: 2017-2018

Date: 21-03-2018 **Time: 12:00 noon** **Venue: Principal's Office**

S.No.	Name	Designation	Signature
1.	Rev. Dr M. Arockiasamy Xavier, S.J.	Principal & Chairman	
2.	Rev. Dr S. Lazar,S.J.	Secretary & Correspondent	
3.	Dr. Fatima Vasanth	Deputy Principal	
4.	Rev. Dr Leonard A G SJ	Library Director	
5.	Dr M.Parthiban	Librarian	
6.	Prof. X. Manoharan	Member	
7.	Dr M.George Johnson	Member	
8.	Dr Sherafin Janci Vincy	Member	
9.	Prof K.T.Manivannan	Member	
10.	Dr A. Xavier Mahimairaj	Member	
11.	Prof. Suresh Paul	Member	
12.	Mr. Arokia Sagaya Melson	Member	
13.	Mr M.P.Ashok Kumar	Asst. Librarian	