Central Library, Loyola College
Chennai – 600 034
Phone: 28178340-341
E-Mail : library@loyolacollege.edu

Library Committee Meeting: 2020-2021

Date: 13-03-2021 **Time: 12:00 noon** **Venue: Central Library (online meet)**

AGENDA

1. Prayer– Dr M.George Johnson
2. Welcome – Dr M.Parthiban, Librarian
3. Minutes of the Previous Meeting
   - Dr M.Parthiban, Librarian
4. Introductory Remarks
   - Rev Dr A.Maria Augustine, SJ,
     Library Director
5. Library - related Issues & suggestions, if any
6. Vote of Thanks – Mr. K.Arokia Sagaya Melson

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Activities for the Academic Year 2020-2021

ACTIVITIES

From the academic year 2020-2021 new Library Director (Rev Dr A.Maria Augustine, SJ) took charge. He was introduced to the Library staff by the outgoing Director (Rev Dr A.G.Leonard, SJ).

Library resumed its regular activities from August, 2020. Due to COVID-19 lockdown, Library was kept closed from April – July 2021. During June & July some Library staff members were assigned duty in other departments based on the need. Under the initiative of our Secretary (Rev Dr D.Selvanayakam,SJ) complete Electrical rewiring took place in the Library. As per the wiring work, our Library Staff completely rearranged the books and racks. This project took two months to be completed. After this Telephone wiring was also completely revamped. Thanks to our management, our Library is glowing better than before. The concealed wiring adds to the neatness of the Library.

Due to the COVID-19 lockdown, the due date for the users was extended from March, 2020 to January, 2021. Users were given the option of returning the books through post or courier. In consultation with our Principal (Rev Dr A.Thomas,SJ) maximum consideration were given to the Library users for returning or retaining the document.

The process of Book Acquisition and Journal Renewal was carried out periodically. Inspite of the COVID-19 lockdown the offline work of updating (acquiring from various ends) of Library resources were carried on from October 2020, catering to the needs of the users.

Under the guidance of our Library Director, portraits were fixed in Library, reflecting the past history of our college. NAAC committee members visited the Library on 28-01-2021 at 05:30 pm. Taking into consideration the present workload in Library, some of the Library staff members were deputed to the Controller of Examination office, to clear the additional workload.

Being a service sector, Library staffs were keen on completing the assigned work to them.

STATISTICS *(Due to COVID-19 lockdown in all categories count would be less)*

1. *New Arrivals during the Academic year 01-04-2020* ***to*** *31-03-2021*

Category		Amount RS.
Books	674	8,12,974
Journals	86	3,74,446
E-resources	3	20,74,170
TOTAL		**32,61,590**

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2020-2021 : Minutes of Library Committee Meeting – I

01. *Date & Venue*

2020-2021 The Library Committee Meeting- Due to the prevailing pandemic (COVID-19) Lockdown restrictions & Online classes, meeting was conducted online on 13th March, 2021, Saturday at 12:00 noon. Rev Dr A. Maria Augustine,SJ chaired the session 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 A.Thomas, SJ,	Principal & Chairman
02. Rev. Dr D.Selvanayakam, SJ.,	Secretary & Correspondent
03. Dr Melchias Gabriel,	Deputy Principal
04. Rev. Dr. A. Maria Augustine, SJ,	Library Director
05. Dr M. Parthiban,	Librarian
06. Mr P. Ashok Kumar,	Assistant Librarian
07. Dr M.George Johnson,	Member - Chemistry
08. Prof K.T.Manivannan,	Member - Commerce
09. Dr A.Xavier Mahimairaj,	Member - Commerce
10. Prof K.D. Francis Xavier,	Member - English
11. Rev Dr A. Irudayaraj, SJ,	*Member – Visual Communication*
12. Mr. K. Arokia Sagaya Melson,	Member – Service Learning

03. *Prayer*

The meeting began with the prayer said by Dr M.George Johnson.

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04. *Thanks & Welcome*

Librarian thanked the outgoing members: Dr Sherafin Janci Vincy, & Prof. E.Suresh Paul, for their valuable suggestion for the functioning of the college library. Further, he welcomed all the members present.

05. *Passing of the Minutes of the Previous Meeting*

Librarian read out the Minutes of the previous Library Committee Meeting held at Central Library on 26th March, 2020, Thursday at 11:00 am. (See copy of the minutes attached). The same was passed without any modification.

06. *Introductory Remarks*

Rev Dr. A.Maria Augustine, SJ. presented the activities at the central library during the academic year 2020-2021.

07. *Clarifications, Proposals & Queries*

The following proposals were given by the Library Committee members for the betterment of the Library.

- Members appreciated the management for completing the task of total electrical rewiring in the Library in spite of the pandemic situation.
- They insisted on following the Covid-19 protocols to ensure the safety of staff and students.
- Library staff should ensure that the Books borrowed by the users before the lockdown should be returned safely without compromising on the safety guidelines.
- Students should not be charged any late fee amount while returning the borrowed books for this lockdown period.
- If students are not able to come in person, option should be given for them to return the books through known person or through postal mode.

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- If students are interested they should be allowed to access the Library resources.
- Awareness regarding the availability of E-Resources should be given to the students.
- Skills of the Library staff should be enhanced to handle queries regarding E-Resources.

The Library, has taken note of these proposals, and will work out the possibilities of implementing it.

08. Vote of Thanks

Mr K.Arokia Sagaya Melson, proposed vote of thanks.

Meeting came to an end.

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S.No.	Name	Designation	Signature
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2.	Rev. Dr D.Selvanayakam, SJ.	Secretary & Correspondent	
3.	Dr. Melchias Gabriel	Deputy Principal	
4.	Rev. Dr A.Maria Augustine, SJ	Library Director	
5.	Dr M.Parthiban	Librarian	
6.	Mr P.Ashok Kumar	Asst. Librarian	
7.	Dr M.George Johnson	Member	
8.	Prof K.T.Manivannan	Member	
9.	Dr A.Xavier Mahimairaj	Member	
10.	Prof K.D.Francis Xavier	Member	
11.	Rev Dr A. Irudayaraj, SJ	Member	
12.	Mr K. Arokia Sagaya Melson	Member	