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

Library Committee Meeting: 2021-2022

Date: 10-06-2022 **Time: 12:00 noon** **Venue: Principal's Office**

AGENDA

1. Prayer
2. Welcome &
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 – Prof. D. Christina Sagaya Mary

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Library Activities for the Academic Year 2021-2022

Due to COVID-19 Second Lock down Library was closed from May First week onwards. Library Staff resumed their work from 21-06-2021. Till September end all the Library Staff (Except three) were deputed for the work in the Office of Controller of Examination. Gradually by October Second week all the Library staff returned back to Library work. Till then regular Library activities were carried out with the available staff.

During this pandemic period Library was kept open from Monday to Saturday, full day. The day scholar students and staff members utilised the Library effectively after following all the Covid-19 SOP protocols. Some of the staff members utilized the Library to conduct online classes during this period.

Library Access: From 21-06-2021 Library started functioning by following the college office timings. From 22-10-2021 it was kept open till 06:00pm. From 28-02-2022 onwards regular Library working time (08:00am to 08:00pm) is followed. Book Due date was periodically extended for the students, during the lock down period and online class period, so that they were not charged any late fee.

Information to New Library Users: Necessary PPT's regarding Library Facilities and how to access, were sent to all the Library Users (New Staff and Students UG & PG). To access our subscribed E-Resources Individual User Name & Password have been created and sent to all the Library Users. Relevant Academic Information (Seminars, Webinars, Competition, Weblinks) acquired from various sources were sent to the concerned officials, staff members and students.

New Initiatives : Apart from sending E-Mails, and the general Orientation during the beginning of the Academic year our Library Director has proposed to conduct Individual Class wise Library Orientation to further enhance the Library usage by our staff and students. Based on this individual interaction was held with the HOD's and Co-coordinators and they had agreed to arrange Class Hours for Library Orientation at the beginning of semester.

Under the Initiative of our Library Director Rev. Dr Maria Augustine, SJ Loyola Campus Librarians meet was conducted on 02-03-2022 at LICET meeting Hall at 10:00am. All the Discussions and deliberations were consolidated in the Minutes and sent to our Rector, Principal, Secretary and all the unit heads (LIBA, LICET, LCE).

Staff Assessment: Internal Library Staff meeting was conducted regularly by our Library Director. Performance of the staff was monitored periodically. Based on that, the work culture was revised and rescheduled keeping in trend the needs of the Library Users. Taking into consideration the request from the Management some of the Library staff members were sent to other departments as follows. On 04-10-2021, S.Irudayaraj was transferred to the Student

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Common Room and B. Nambikkai Rani was transferred to the PULC Office. B.Lawrence was transferred to the Shift-1 College Office on 18-12-2021.

Book Donation : Our Loyola Alumni and well-wishers of our College are donating books to our Library. We acknowledge their gesture by receiving the Books (new books and used books in good condition) and sending Acknowledgement letters by expressing our gratitude in appreciation of their love and commitment towards our college. Research Scholars provide their theses and supportive books. Loyola Alumni Association plays a major role in mobilizing these resources.

Other Library activities like Acquisition, Processing and Transaction were carried out taking into consideration the needs of the Library Users. Under the Academic guidance of our Principal, Rev Dr.A.Thomas, SJ and with the Infrastructure support from our Secretary Rev. Dr D.Selvanayakam, SJ our Staff carried out their work as specified by our Library Director.

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

1. *New Arrivals during the Academic year 01-04-2021* ***to*** *31-03-2022*

Category		Amount RS.
Books	695	10,66,977
Journals	86	3,12,169
E-resources	3	18,54,949
TOTAL		**32,34,095**

2. *Usage Statistics during the Academic year 01-04-2021* ***to*** *31-03-2022*

Member Type	Access
UG Student	16692
PG Student	6101
Research Scholars	770
Faculty	4365
Administrative	1071
TOTAL	**28999**

3. *Books Issued during the Academic year 01-04-2021* ***to*** *31-03-2022*

Member Type	Access
UG Student	7266
PG Student	3648
Research Scholars	306
Faculty	1818
Administrative	171
TOTAL	**13209**

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4. E-Resources Accessed during *the Academic year 01-04-2021* ***to*** *31-03-2022*

Title	Usage & Download
EBSCO (Journal & Book)	8583
N-List	10,334
Magzter	7430

5. 683 Articles Checked for Plagiarism during *the Academic year 01-04-2021* ***to*** *31-03-2022*

Dr M Parthiban
Librarian

Rev. Dr A.Maria Augustine, SJ
Library Director

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2021-2022 : Minutes of Library Committee Meeting – I

01. *Date & Venue*

2021-2022 The Library Committee Meeting was conducted on 10th June, 2022, Friday at 12:00 noon in principal's Office. 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. Dr S.Prasanna Kumar,	*Member - Commerce*
09. Dr R.Ravindhran,	*Member - Plant Biology*
10. Rev Dr A. Irudayaraj, SJ,	Member – Visual Communication
11. Prof. D. Christina Sagaya Mary,	*Member – English*

03. Prayer

The meeting began with a silent prayer.

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04. *Thanks & Welcome*

Librarian thanked the outgoing members: Prof K.T.Manivannan, Dr A.Xavier Mahimairaj, Prof K.D. Francis Xavier, Mr K.Arokia Sagaya Melson, for their academic inputs for the development 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 (online meet) on 13th March, 2021, Saturday at 12:00 noon. (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 2021-2022.

07. *Clarifications, Proposals & Queries*

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

- Awareness should be created regarding the availability of various E-Resources
- Individual classroom wise presentation should be given so that the message reaches every individual student
- Keeping in mind the technology dependent environment the students should be allowed to utilize their laptops inside the Library. This would further enhance the technology-based learning
- To support the technology based learning the W-Fi facility in the Library should be further strengthened

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- Staff members should be encouraged to utilise the Anti-plagiarism Software available in the Library. This would enhance the quality of their research work. Apart from research articles the software can be utilised to evaluate the final year students projects.
- Faculties should suggest new titles and authors, apart from the regular textbooks. This would enhance the collection of our Library.
- Members appreciated the efforts taken by the Library Director in integrating the E-Resources of campus libraries. This would strengthen the availability and accessibility of E-Resources for the faculties, research scholars and students
- Healthy practice of, donating books by Loyola Alumni to our Central Library was well received by the members. They felt that this should be registered in some forum so that others would also follow this

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

08. *Vote of Thanks*

Prof. D. Christina Sagaya Mary, proposed vote of thanks. Meeting came to an end.

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S.No.	Name	Designation	Signature
1.	Rev. Dr A.Thomas, SJ	Principal & Chairman	
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.	Dr S.Prasanna Kumar	Member	
9.	Dr R.Ravindhran	Member	
10.	Rev Dr A. Irudayaraj, SJ	Member	
11.	Prof. D. Christina Sagaya Mary	Member	