Minutes of Meeting of Library Committee

A meeting of the Library Committee was held on 14th June, 2017 in the conference hall.

It was attended by the following members:

Rinki Deo (Member)
Sitaraman Ramakrishnan (Member)
Ratan Kumar Jha (Member)
Shantanu (Member)
Chander Kumar Singh (Convenor)
Naqui Anwer (Member)

Mr. Ratan updated the committee members about the library functioning, feedback, resources etc.

Agenda 1: Confirmation of the Minutes of the Meeting held on 5th April, 2017.

Minutes of the previous Library Committee (LC) meeting held on 5th April, 2017 was confirmed discussed with the new library committee members.

1. Minutes of the previous LC meeting held on 13th January, 2017 was discussed and confirmed.

2. Action taken: procurement of books have been taking place as per the decision arrived at the last meeting.

3. LC recommends that the books and other materials recommended by Principal Investigators to be procured using their respective Project Funds will not be routed through the LC. It shall be the sole discretion of the Principal Investigator concerned. This shall be an exception to the general procedure for procurement of books and other materials to the library.

4. LC noted its earlier recommendation to procure software for Remote Access to the e-resources by the users of library from outside.

5. LC recommends that an 'Intranet' link be placed on the University Library webpage for accessing e-resources available with the library to users while they are inside the University.

Agenda 2: Action taken on the decisions arrived at the Meeting held on 30th June, 2016

2. Procurement of the books is taking place as per the decision.

4. Single window remote access to subscribed resources at the TU library is being provided using Knimbus remote access platform since September, 2016.

5. The link [digitallibrary.teriuniversity.ac.in/ with the following URL http://cdserver.teri.res.in/F4012/lic/elib/el.html] is in the process of being put up in the TU Library website. In addition, an email was sent to all the students and faculty members about this link.

Agenda 3: Issue of books in the library

Analysing the pattern of books issued from the library, it has been found that many books have not been issued at all in the last three years. At a more informal level, students have been complaining about not getting the book that s/he has been looking for. In order to address this gap between perceived demand and stock of books (historical), the Library Committee has decided to recommend a change in the Rules and Regulations on issue of books, among others:

PhD students	a maximum of 5 books to be issued for 10 days [earlier (5 books for 15 days)
Other students	a maximum of 3 books to be issued for 7 days [earlier 3 books for 5 days]
Faculty	a maximum of 5 books to be issued for 1 month [earlier 10 books for 6 month

Agenda 4: Classification of books in the library

This follows from the contents of the previous agenda, i.e. on the matter of gap between perceived demand and stock of books (historical). Library Committee has decided to recommend that all the books be categorized into three groups:

Type	What it is	Whether to be issued
1. Text	Books referred in any course taught in the University, either as a Core or Supplementary text	Not to be issued
2. General	Books other than text and reference	To be issued

It was also decided to recommend the following:

(a) Every book that has more than one copy would ordinarily be designated as a **text book**

(b) Any general book which is not issued for three continuous years will be categorized as a **reference** book.

Agenda 5: Recommendation for books in the Library

On the matter of purchase of books for the library, it has been decided to recommend the following:

1) To seek the advice from the concerned faculty on the type of book (Text, Reference or General) on every requisition

2) In case it is not a text book, to seek her/his advice on the reason(s) for the requisition

These will be over and above the information that is being sought otherwise for any requisition.

Agenda 6: Fund Allocation to Library

The library should have a separate budget head for subscription of journals

The unspent amount under library budget allocation should be carried forward to the next financial year

The fine collected as a result of late submission of books should be put into the library budget allocated each year.

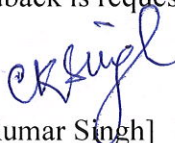## Agenda 7: Journals subscription

The subscription of journals such as Nature and Science should be reinstated

The library committee also requests a meeting with the Vice-Chancellor to discuss issues related to journals and budget allocation

Agenda 8: User Feedback

The feedback about the library services should be made online twice a semester, at the time when faculty feedback is requested from the students.

Sd/-

[Chander Kumar Singh]

Convenor, Library Committee

For Ramakrishnan, Naqui, Shantanu, Rinki and Ratan