

The resolutions of the 1st general meeting of the new Library Committee held on 13.09.2017

Following members were present in the meeting:

1. *Prof. Subrata Kr. De, Dean(Actg.), Faculty of Science*
2. *Prof. Damodar Mishra, Dean (Actg.), Faculty of Arts & Commerce*
3. *Prof. Debashis Bandyopadhyay*
4. *Prof. Sebak Kumar Jana*
5. *Dr. Jayashree Laha*
6. *Shri A.M.Sarkar, the Finance Officer*
7. *Shri Kaushik Paul*
8. *Shri Niranjan Panja, Student's representative*
9. *Shri A.K.Sarkar, the Deputy Librarian*
10. *Shri Biplab Chakraborty, Information Scientist (Invitee)*

In absence of the hon'ble Vice-Chancellor, Prof Subrata Kumar De, Dean (Actg.), faculty of Science, presided over the meeting and the Deputy Librarian acted as the Secretary.

Proceedings:

1. *Confirmation of the draft resolutions of the last meeting of the last Library Committee held on 18.07.2016.*

The draft minutes of the previous meeting held on 18.07.2016 were read and confirmed.

2. *To discuss about the 'proposal for installation of POS machine at the circulation counter for collection of fines and other payments.'*

Regarding a proposal for installation of POS machines at the central library for collection of payments, the various problems presently faced by the valued stakeholders of the library to deposit their fines and payments at the university cash counter were clearly stated by the Deputy Librarian before the house. He further pointed out that the only unparalleled solution of that problem was to install at least one POS machine at the circulation counter (wherefrom the books were borrowed and returned and fine slips were generated) to collect all kinds of payments without loss of time.

After due deliberations, it was *finally resolved that the proposal for installation of at least one POS machine be accepted and the Deputy Librarian be advised to send the proposal to the authority for appropriate action.*

3. *To finalize the programme for shifting the Circulation Section and a portion of the Reading Room to the annex building after puja vacation and to seek permission to suspend the lending service (and the reading room also) for at least four (4) days during that period (of shifting work).*

On the issue of shifting the existing Circulation section and a portion of the Reading Room to the annex building of the library after puja vacation, the Deputy Librarian proposed that as per the recommendations of the Expert Committee, the present Circulation section (from the 2nd floor of the existing building) would have to be shifted [only the most active titles (the books used frequently) would be shifted], in first phase, to the ground floor of the annex building for the convenience of the users, especially for the physically challenged users and also in view of the shortage of staff (professional / semiprofessional) in that section within the Puja vacation (from 14th Oct. to 18th Oct. 2017). He also appealed to the committee to allow the library to keep the lending work suspended (keeping the other services open as usual) during the period of shifting.

After a thorough discussion, the ***Library Committee resolved that the proposal for shifting the circulation section be accepted and the Deputy Librarian be requested to take necessary action accordingly so that the new circulation counter could be started operating from the annex building from 23.10.2017.***

4. *To discuss about 'requirement of some skilled / semiskilled manpower in the perspective of extension of some services in the annex building'.*

On an issue of shortage of staff (mainly the skilled / semi-skilled), it was reported that the entire library services were controlled and managed by only six professional staff and there was no new recruitment during last 17 years. It was further reported that three (3) contractual staff (1 technical and 2 non-technical staff) from the library had also left this university during last one year for which no action was taken for their replacement till date. The Dy. Librarian, in this issue, appealed to the Library Committee to recommend for filling up those three (3) vacant posts as early as possible.

The members of the Library Committee, after thorough discussion, realized that the existing staff strength was not enough to serve such a huge area (mainly after the expansion of the service in the annex building) properly.

After due deliberation, the ***Library Committee finally resolved that the proposal of the Deputy Librarian (to fill up at least three vacant positions) be accepted in principle and the whole situation be briefed to the hon'ble Vice-Chancellor for his kind consent in this regard.***

5. *To discuss about the 'proposal of switching over from SOUL 2.0 to Koha LMS and migrating all the existing data to Koha before finalizing the implementation of RFID technology in university library.'*

On a proposal for switching over from **SOUL 2.0** Library Management Software to '**Koha**' software, an internationally accepted Open Source Software, before implementing the RFID technology in the university library, it was reported that since the year 2000 (up to 2015), the SOUL software had been using in the university library for different house-keeping services. Since the year 2016, the library had started using an updated version - SOUL 2.0, which supported internationally accepted MARC standard format for database creation and transaction procedure and RFID technology also supported that MARC standard format.

Eventually it was reported that the 'Koha' software had more flexibility in using different modules than the existing software - SOUL 2.0 and as per the reports gathered from other institutions, the RFID system had been working smoothly using 'Koha' software.

In this context the house had also been informed that though the e-tender process was already completed for implementation of RFID technology in VU library, but it became cancelled due to non-fulfillment of the required criteria and lack of expertise in handling RFID system in SOUL environment by the participated vendors. The Deputy Librarian, in this situation, proposed that before finalizing the re-tender process, the existing LMS should be changed and all the existing data should be migrated first from 'SOUL 2.0' to 'Koha' with the help of any experienced vendor in that field. He also reported that the approximate cost for migrating all the existing data, including the training of our library staff, would be **Rs.1.75 lakh** (approx.) and an unspent amount (Rs. 1.16 lakh) from infrastructural share of the book grant might be utilized for that purpose while the rest of the amount could be spent from *university own fund*.

After due deliberation, the *Library Committee resolved that for better performance of library services and successful implementation of the RFID system in the library, the proposals placed by the Deputy Librarian be accepted and the matter be sent for final approval of the appropriate authority.*

6. *To discuss about 'proposal for subscribing Remote XS Service'.*

Regarding a proposal for subscription of 'Remote XS' Service, the Deputy Librarian informed that the existing Remote Access service, provided by the central library to the faculty members using SSL VPN technology since the year 2014, was recently not working properly due to upgradation of

portals by the service providers for which the publisher's portals could not be accessed. In such a situation, it was thus proposed to subscribe the *cloud based 'Remote XS'* having active tie up with all the leading publishers. It was further mentioned that the Remote XS service was also running successfully in the institutions like J.U., K.U., ISI, etc. and the amount required for one-year subscription was Rs. 84,094/-.

The Library Committee, after thorough discussion, resolved that subscription of the Remote XS service be recommended for one year on trial basis and the detailed proposal be sent to the appropriate authority for approval.

7. *To discuss about a 'proposal for introducing some new services at the Central Library' (in the perspective of coming NAAC visit).*

Regarding a proposal for introducing some new services for our library users, it was proposed that two new services, namely, '*Resource Discovery Service*' and '*Mobile Apps for Digital Library Service*' and one '*Orientation Programme for E-resource Services*' available from the central library, might be introduced, mainly for the researchers and the M.Phil. students as well.

The Library Committee, on this issue, resolved that the proposal be accepted and the Deputy Librarian be requested to send a complete proposal to the hon'ble Vice Chancellor for his kind approval.

8. (i) *To discuss about the demands for subscription to the English Newspaper 'The Hindu'.*

In the miscellaneous items, a thorough discussion took place about a demand placed by some students regarding subscription of one daily English Newspaper – '*The Hindu*' – at the university library. After several exchange of thoughts, hon'ble members suggested that the university library could think of subscribing the said daily newspaper by replacing one English daily newspaper - '*The Statesman*', which, according to them (the hon'ble members), did not have much reader.

The Library Committee, in this issue, finally resolved that the proposal be placed before the appropriate authority for approval.

- (ii) *To discuss about a suggestion to organize some Orientation and Training Programmes at the university library.*

Hon'ble members of the Committee also suggested to organize some 'Orientation Programmes' and 'Resource Generating Short Training Programmes' for the affiliated colleges on 'Institutional Digital Repositories' of Vidyasagar University library. They also proposed that any affiliated academic institution, who would like to publish any academic information in our website, might be allowed to access the university library server on rent.

The Library Committee discussed those matters thoroughly and finally resolved that a concrete proposal be sent to the appropriate authority for final approval.

(iii) *To discuss about introducing special keyboards in different vernacular languages.*

Some hon'ble members of the Library Committee proposed to check the feasibility of introducing special keyboards for searching bibliographical details of the documents available in different vernacular languages, like Hindi, Bengali, Sanskrit, etc.

The Library Committee resolved that the Deputy Librarian be requested to take possible measure in this regard.

The meeting ended with a vote of thanks to the chair.

A. Jankar
13/9/17