

The resolutions of the general meeting of the Library Committee dated 03.06.2014

Following members were present in the meeting:

1. *Prof. R.Chakrabarti, the hon'ble Vice-Chancellor*
2. *Prof. Bidhan Chandra Patra, Dean, Science*
3. *Prof. Ujjayan Bhattacharya, Dean, Arts & Commerce*
4. *Shri A.M.Sarkar, the Finance Officer*
5. *Prof. Debasish Mondal*
6. *Prof. Debidas Ghosh*
7. *Prof. Pijush Kanti Jana*
8. *Shri Pralay Kr. Ghosh*
9. *Shri Rajdip Singha, A.G.S, VUSU*
10. *Shri A.K.Sarkar, the Deputy Librarian*

Prof. Ranjan Chakrabarti, hon'ble Vice-Chancellor, presided over the meeting.

Proceedings:

1. *To note and ratify the decisions on different issues relating to library services, taken in last one year which were already approved (by the Hon'ble Vice-Chancellor) and executed.*

The decisions, regarding different issues relating to library services, taken earlier and had approved and executed properly, were *noted and ratified* in the meeting.

2. *To discuss about the duties and responsibilities of Library Committee.*

On an issue regarding the '*Duties and Responsibilities*' of the Library Committee, the hon'ble Vice-Chancellor advised to prepare a rule for the Duties & Functions of the Library Committee. The members agreed to the proposal and it was resolved that the Deputy Librarian be entrusted to take the responsibility of preparing a draft rule of '*duties & responsibilities*' of the Library Committee and place the same before the next Library Committee meeting.

The Committee further resolved that the Deputy Librarian be advised to take initiatives to plan for setting up the Departmental Libraries also and submit the proposal to the Library Committee meeting.

3. *To distribute the State Book Grant 2013-14.*

Regarding *distribution of the State Govt. book grant 2013-14*, it was reported that an amount of Rs.11,66,974/- had been received towards purchase of books & journals during last financial year (2013-14) and regarding its distribution, the Deputy Librarian proposed to spend Rs. 10.50 lakh towards renewal and subscription of E-books after deducting 10% of the total grant for *Infrastructure Development* of the library [out of which 30% might be spent for processing of new books, if necessary, by engaging some extra manpower on contract basis as was done earlier].

The members of the Library Committee discussed the matter thoroughly and agreed to accept the proposal of deducting 10% of the book grant for *infrastructure development* (along with its 30% share for book processing cost). But regarding the rest of the amount, i.e. Rs.10.50 lakhs, they opined that as university did not get any book grant in the current year, that amount should be used for purchasing print books.

The Committee, in this issue, resolved that the proposal for '*Infrastructure Development fund*' be accepted and the rest of the amount (i.e. Rs.10.50 lakhs) be distributed among the departments under the Faculty of Science (total Rs.6.50 lakhs) and the departments under the Faculty of Arts & Commerce (total Rs. 4.0 lakhs) and the Deans of Faculty Councils for P.G. Studies were thereby requested to distribute the allotted amount among their respective departments as early as possible.

4. *To discuss about making provision of some funds for procuring of some e-books.*

As no amount was left undistributed (from the State Book Grant 2013-14) for subscribing new e-books or renewing existing e-books, the Deputy Librarian made an appeal to think of sanctioning some fund for that purpose. The honorable members also admitted the necessity of subscription of e-books as proposed.

After a detailed discussion it was finally resolved that a concrete proposal be prepared for developing the *digital library infrastructure* stating the present status of the *electronic references* (including e-books) available there so far along with the proposed future requirements for its improvements and the Deputy Librarian be advised to place that proposal to the Development Officer requesting him to check the possibility for allocating some grants from the '*Infrastructural Development Fund for ICT*' of the university for subscribing some e-books.

On the same issue some hon'ble members informed the house that some faculty members had their own collection of e-books downloaded freely from different websites, for which they might be requested to deposit their available authorized collections to the library for inclusion in the digital library archives. The Committee agreed to that proposal and

resolved that the Deputy Librarian be advised to make an appeal to all the faculties requesting to deposit such available authorized collections (maintaining the copyright act) to the library to strengthen the digital archive.

5. *To renew the Institutional membership of British Council Library and IIT Library, Kharagpur.*

Regarding renewal of ***Institutional Membership of British Council Library, Kolkata and IIT Library, Kharagpur***, it was informed that the membership of both of those libraries had already been expired and thus required to be renewed for further one year.

Mr. A.M Sarkar, the Finance Officer and one of the hon'ble members of the Committee as well, *suggested that as the memberships of those two rich libraries were renewed every year for the benefit of our users, the university authority should think of generating a standing order for renewal of those two libraries every year.*

The Library Committee, in this issue, ***resolved that the Institutional Membership of BCL and IIT Library be renewed for next one year and at the same time the Deputy Librarian be advised to place the proposal (initiated by the Finance Officer) before the Executive Council for approval.***

6. *To seek approval for purchasing one Digital Copier with Network Printer for Digital Library Centre.*

On the issue of the *approval of the proposal for purchasing one Digital Copier with Network Printer for the Digital Library Centre*, the Deputy Librarian informed the house that as the office of the Merged Scheme (which was mainly operated from the Central Library so far) would be shifted very soon along with all their furniture and equipments (including the Digital Copier) to some other place, thus for the benefit of the Digital Library users (for whom the copier machine was installed there) another '*Digital Copier with Network Printer*' was required to be purchased from the *Infrastructural Fund of the UGC XII-th plan Book Grant.*

The Library Committee finally ***resolved that the proposal for purchasing one new Digital Copier Machine be approved and the Deputy Librarian be requested to take necessary action by intimating that decision to the appropriate authority.***

7. Miscellaneous:

(i) *To report the statement of attendance of users in the library during extended hours (including Saturdays and Sundays).*

Regarding the *statement of attendance of users in the reading room and the periodical section during the extended hours (including Saturdays & Sundays)*, a statistics of attendance was placed by the Dy. Librarian, mentioning that as per the earlier notification it was mentioned that the new extended service would run at least for three months (starting from 16 March 2014) on trial basis.

The Committee examined the statistics carefully and finally ***resolved that for the benefits of our readers, this new service should be continued and be extended for next three months (w.e.f. 16th June 2014) and the Deputy Librarian be advised to inform the authority requesting to circulate an office order accordingly.***

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

A. D. Kar
3/6/14