

AGENDA FOR THE 20TH MEETING OF THE LIBRARY COMMITTEE

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AGENDA FOR THE 20TH MEETING OF THE LIBRARY COMMITTEE
TO BE HELD ON 7.11.90 AT 3.15 PM IN THE COMMITTEE ROOM OF
THE INSTITUTE.

Opening remarks by the Chairman.

PART-I (FOR CONFIRMATION)

- 20.1 TO CONFIRM THE MINUTES OF THE 19TH MEETING OF THE
THE LIBRARY COMMITTEE HELD ON DEC. 15, 1989.

The minutes of the 19th meeting of the Library
Committee were circulated vide this office letter
No. TI/LIB/Meet-19 dated 5.1.1990. As no comments
were received from any member, the Committee,
therefore, may confirm the minutes as circulated
(Copy enclosed, pp.21-24).

- 20.2 TO CONSIDER THE STATUS REPORT ON THE DECISIONS
TAKEN BY THE LIBRARY COMMITTEE.

The Committee noted the actions taken.

PART-A (PREVIOUS MEETINGS)

- 16.2 (15.3 14.10) Miss pushap Malik, Education Officer,
British Council Division Library, New
Delhi was requested to visit the Institute
address our students and faculty in
the month of Feb. 1990. She wrote back
that she herself would fix some date and
time and inform well advance in time to
address our students and faculty. We did
not receive any communication from her.

- 17.6(i) A provision of 25 chairs for the periodical
Section has now been made in the budget of
the Institute for the year 1990-91. The
Deputy Registrar (Finance) has informed
the Librarian that there are no funds
available.

- 17.8
DISPOSAL OF
POPULAR MAGAZINES An exhibition of old popular magazines was
arranged on May 8-9, 1990 for the sale of
the magazines to the students and staff. A
sum of Rs. 184.50 was earned and the balance
number of magazines were sent for disposal
as RADDI to the Central Stores of the
Institute.

- 18.6
USER EDUCATION (a) Dr. M.L. Gambhir, Incharge, Time-Table
was approached to make the 7th and 8th
periods free on every Wednesday so that
User Education Lectures, Library Users Forum
Activities and the Activities of other
Societies may be conducted during these
periods. He expressed his inability to
do so as the time-table was already jam
packed.

(b) To assess the level of awareness of users about the Central Library, a survey was conducted through a questionnaire. The responses are yet to be tabulated and analysed.

(c) Some room in the TIET Newsletter for transmitting some information about the Library to users will be utilised in the future issues.

PART-B (LAST MEETING)

- 19.3
TO CONSIDER
AND APPROVE
THE BUDGET
FOR THE YEAR
1990-91 FOR
THE INSTITUTE
LIBRARY
- The Librarian approached all the Department/Schools/Centres to obtain information from them about their needs in terms of amount required by them in the five years to come for the purchase of reading material. There was no response from anyone inspite of reminders. Since the Accounts Section wanted the Budget proposals immediately due to preporment of meeting of the Board of Governors, there was no time left to again convene meeting of the Library Committee to consider the Budget proposals. Hence, the Budget proposals already put up to the Library Committee were sent to the Accounts Section.
- 19.6(ii)
BOOK FAIR
- The 9th World Book Fair was held at New Delhi from 13.2.1990 to 18.2.1990. Ten members of faculty and 14 students from the various branches of engineering were taken to the Book Fair from 16.2.1990 to 18.2.1990. Both the members of faculty and students visited the Book Fair and recommended books for purchase for the Library.
- 19.6(iii)
ADDITIONAL
BUDGET FOR THE
SCHOOL OF
HUMANITIES AND
LIBERAL ARTS
- A request to this effect was sent to the Director to make provision for additional budget for the School of Humanities, and Liberal Arts.
- 19.6(iv)
LIBRARY USERS'
FORUM
- A circular was sent to the students to join the Library Users' Forum. As a result, 14 students enrolled themselves to be its members. The first meeting of the Forum was held on 19.3.1990. Only five members attended the meeting. The members of the Forum organised the sale of the old popular magazines.
- 19.6(v)
INFORMATION
RESOURCE CENTRE
- The Board of Governors in its 18th Meeting held on Dec.6, 1989 had already decided to name the Institute Library as 'Central Library'.

PART-II (FOR CONSIDERATION)

- 20.3 TO NOTE AND APPROVE THE ACTIONS TAKEN BY THE CHAIRMAN REGARDING REALLOCATION OF GRANT OF RS. FIVE LAKHS RECEIVED FROM THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT FOR REMOVAL OF ONSOLESCENCE AND MODERNISATION OF THE LIBRARY. (SEE APPENDIX I, p. 4).
- 20.4 TO NOTE THE EXPENDITURE STATEMENT FOR THE YEAR 1989-90. (SEE APPENDIX II, p. 7).
- contd....3

20.5 TO CONSIDER TO ALLOCATE THE LIBRARY MAINTENANCE GRANT AS UNDER:

	<u>1990-1991</u>
i) News paper & Magazines	9,000/-
ii) Book Binding Materials	4,000/-
iii) Library Stationery	5,000/-
iv) Binding of Journals	8,000/-
v) Library Supplies	4,000/-
vi) Misc.	5,000/-
vii) Journals(1991)	1,65000/-
	<u>2,00,000/-</u>

20.6 TO CONSIDER AND APPROVE THE ANNUAL REPORT OF THE LIBRARY FOR THE YEAR 1989-90 (APPENDIX-III, p.p. 7-9).

20.7 TO CONSIDER TO SUBSCRIBE TO THE JOURNALS FOR THE YEAR 1991 AS PER THE LISTS ENCLOSED (APPENDIX IV, p.p. 10-20).

20.8 ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR.

Secretary - July 90
SECRETARY