

REF: TI/LIB/A-21/

DATED: -18.3.1991

AGENDA FOR THE 21ST MEETING OF THE LIBRARY COMMITTEE TO BE HELD ON MARCH 20, 1991 AT 11.00 A.M. IN THE COMMITTEE ROOM OF THE INSTITUTE.

Opening remarks by the Chairman.

PART-I (FOR CONFIRMATION)

- 21.1 TO CONFIRM THE MINUTES OF THE 20TH MEETING OF THE LIBRARY COMMITTEE HELD ON NOV.5, 1990.

The minutes of the 20th meeting of the Library Committee were circulated vide this office letter No. TI/LIB/Meet-90/20 dated 9.11.90. As no comments were received from any member, the Committee, therefore, may confirm the minutes as circulated. (Copy enclosed, p 6 onwards).

- 21.2 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, 14.12) Miss Pushp Malik, Education Information Officer, British Council Division Library, New Delhi, visited the Institute and addressed the faculty members on 4th March 1991 in the Seminar Hall of the TCRDC.

She also addressed the students in the Convention Hall of the Institute on 5.3.91. She showed a video film and distributed handouts to the students. She also donated books to the Library regarding educational facilities in Britain.

- 17.6(i) Order for 10 Nos. of chairs for the Periodical Section has been placed and provision for more chairs in the budget of the Institute for the year 1991-92 has been proposed.

17.8

DISPOSAL OF POPULAR MAGAZINES The Library Users' Forum in its meeting held on 16.1.1991 decided that the old magazines may be disposed off once a year at a nominal cost to the students and members of faculty by arranging a display.

18.6(a)

USER EDUCATION

The Library Users' Forum in its meeting held on 16.1.1991 expressed that activities of the Library Users' Forum and User Education would not be successful on Saturdays as many of the students leave for their homes on week-end.

b)

The results of the survey conducted by the Library staff to assess the awareness of the users about the Central Library, showed that more than 50% of the users were found unaware of the correct location, arrangement of materials lying in the Library and various types of services rendered. For the information of the students, correct answers to the various questions posed in the questionnaire were displayed on the Notice Boards.

19.6(ii)

BOOK FAIR

Since no funds were available, trip of the faculty members to the shops of book-sellers in Delhi could not be arranged.

PART-B (LAST MEETING)

20.7(a)

Regarding International Journal of Engineering Science, which was recommended to be dropped by the School of Basic and Applied Sciences, if other Departments did not share its subscription. The Library Committee had decided that the Librarian may enquire from Head, Division of Library and Information Services, TCRDC, if that Library could subscribe to this journal. The Head, Division of Library and Information Services, TCRDC, informed that they will not be able to subscribe to the journal as it is not of much use to their scientists. A letter was written to the various Heads of the Departments of the Institute, if they agreed to

share the subscription to continue the journal. Head, Mechanical and Industrial Engineering Department has replied in negative. Reply from other Departments is still awaited.

- b) We subscribed to the journals suggested by the School of Management Studies.
- c) Regarding CD-ROM Drive, an enquiry was made from M/S Hindustan Computers Ltd. (HCL). M/S HCL informed that they do not import CD-ROM Drive. However, Informatics (India) Pvt. Ltd., Bangalore has confirmed that they can supply the CD-ROM Drive at a cost of Rs. 57,000/- and the database Compendex Plus with one year back file will cost Rs. 2,69,345/- and Rs. 98,892/- with 4 years backfile respectively.
- d) All new journals recommended for the year 1991 have been subscribed out of the first component of the UGC Grant for the 8th Plan which will cost us Rs. 94,000/- approximately.

20.8(a)
SHELVING

A Notice was sent to all the members of faculty and displayed on all the Notice Boards for the information of the students, requesting the users, not to replace books on shelves after they take them out.

PART-II(FOR CONSIDERATION)

21.3 TO NOTE AND APPROVE THE ACTIONS TAKEN BY THE CHAIRMAN, LIBRARY COMMITTEE REGARDING SUBSCRIBING TO THE FOLLOWING JOURNALS IN ANTICIPATION OF THE APPROVAL BY THE LIBRARY COMMITTEE:

		Rs.
i	Journal of Structural Engineering	100.00
ii	Transportation Research (Int. Jl.)	11,770.00
iii	Accident (Int. Journal) - Analysis & Prevention	6,687.50
iv	Computing Systems in Engineering	3,456.00
v	Haryana Labour Journal	50.00

21.4 TO ALLOCATE THE FIRST COMPONENT OF THE UGC GRANT OF RS. 5,00,000/- FOR THE 8TH PLAN WHICH IS PROPOSED AS UNDER:

Books	Rs. 3,86,000/-
Current Journals	Rs. 94,000/-
Staff for accessioning, shelving etc.	Rs. 20,000/-
Total:	5,00,000/-

For books, we have already spent a sum of Rs. 1,20,000/-. To utilise the balance of Rs. 2,66,000/-, we propose to arrange a Book Exhibition shortly on 25.3.1991.

- 21.5 TO CONSIDER TO ENROLL THE INSTITUTE AS LIFE MEMBER OF THE INDIAN ASSOCIATION OF SOCIAL SCIENCE INSTITUTION AS RECOMMENDED BY PROFESSOR DR. P.K. KAPOOR, SCHOOL OF MANAGEMENT STUDIES. THE SUBSCRIPTION FOR LIFE MEMBERSHIP IS RS. 6,000/-.
- 21.6 TO CONSIDER RULES FOR STOCK VERIFICATION AND WRITING OFF DOCUMENTS/META DOCUMENTS OF THE LIBRARY. DRAFT RULES ARE ENCLOSED (APPENDIX-I).
- 21.7 TO DISCUSS SOME ALTERNATIVE ACCOMMODATION TO HOUSE THE BOOK BANK COLLECTION.
- 21.8 TO DISCUSS ABOUT ACCOMMODATION FOR READING FROM PERSONAL BOOKS.
- 21.9 ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR.

J. S. 18/3/91
SECRETARY