

MINUTES OF 26TH MEETING OF LIBRARY COMMITTEE HELD ON SEPTEMBER 27, 1996 AT 5.00 P.M. IN THE COMMITTEE ROOM OF THE INSTITUTE.

The following were present :

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| 1. | Dr. C. B. Kukreja
Dean, Research & Development | In the Chair |
| 2. | Dr. P.S. Bimbhra
Dean, Academic Affairs | Member |
| 3. | Shri Sunder Singh
Prof. Deptt. of Civil Engg. | Member |
| 4. | Dr. S.C. Parti
Prof. Deptt. of Electrical
& Electronics Engg. | Member |
| 5. | Shri A. K. Khanna
Prof. M.I.E.D | Member |
| 6. | Shri T.K. Bansal
School of Basic & Applied Sc. | Member |
| 7. | Dr. Janak Raj
Librarian | Member-secretary |

The following members could not attend the meeting :

1. Shri Bhalinder Singh
2. Shri B.P. Chauhan
3. Ms. Pooja Gupta
4. Shri Anuj Kumar
5. Shri Jagjeet Saini
6. Shri Sandeep Kumar Sharma
7. Ms. Nandani Patpatia

OPENING REMARKS BY THE CHAIRMAN

The Chairman welcomed all the members.

PART 1 (FOR CONFIRMATION)

- 26.1 TO CONFIRM THE MINUTES OF THE 25TH MEETING OF THE LIBRARY COMMITTEE HELD ON DECEMBER 15, 1995.

The minutes of the 25th meeting of the Library Committee held on December 15, 1995 were circulated among the members vide letter NO. TI/CL/2203/7 dated December 29, 1995. As no comments were received from any member, the Committee confirmed the minutes as circulated.

PART - 11 (ACTIONS TAKEN)

The members noted the actions taken on the items of the previous meetings.

25.3 E-Mail

E. Mail using NICMAIL-400 of NICNET has become fully operational

25.4 Photocopying Machine

Modi Zerox 1038 model, actually belonging to CILPED, after refurbishing at a cost of Rs.30,000/- out of the income of the machine, was transferred back to the CILPED.

25.7 A sum of Rs.30,000/- was earmarked for purchase of Sanjay Package for acquisition, circulation and serials control and Rs. 20,000/- for processing of data to make the library database machine readable. The Sanjay Package was not procured as it was discovered that it was meant for small libraries with a collection upto 30,000 only. Obviously, the expenditure on data processing was also not made.

25.8 The Librarian had explained about the COPS/COPSAT Service of INSDOC to all the Heads of Departments/Schools as desired by the Library Committee.

PART-III (For Noting)

26.2 PHOTOCOPYING MACHINE

Noted that a plain paper copier Minolta EP-5320 model was procured from Japan by the Institute for the Library. It was proposed that a note may be prepared for the Director for importing consumables and some spares for Minolta EP-5320 Model from Japan. While doing so the shelf life of the tonner may be ascertain from the suppliers M/s : Methodex, Chandigarh.

26.3 TRAINING AT INFLIBNET, AHMEDABAD

Noted that Shri Sanjeev Guleria, System Analyst in the Computer Centre attended a Training Course on "Application of Computer to Library and Information Services" at INFLIBNET Centre, ahmedabad from July 30, 1996 to August 17, 1996, so that he can guide and assist library staff from time to time in data capturing, transmitting and computerisation.

26.4 FOURTH NATIONAL CONVENTION ON AUTOMATION OF LIBRARIES
 IN HIGHER EDUCATION AND RESEARCH INSTITUTES
 (CALIBER-97)

Noted that the 4th National Convention on Automation of Libraries in Higher Education & Research Institutes popularly known as CALIBER-97 will be held at Thapar Institute of Engineering & Technology, Patiala, from February 27 to March 01, 1997 on the theme : " IT Applications in Academic Libraries in India: with Exphasis on Network Services Information Sharing." It was further noted that about 200 delegates are expected to attend the Convention. However, the members present resolved to extend whole hearted cooperation for the success of the Convention.

26.5 TO NOTE ABOUT THE GRANT FOR ESTABLISHMENT OF CORE
 FACILITIES FOR ACCESS TO LIBRARY INFORMATION.

Noted that the University Grants Commission had decided to provide a one time grant of Rs. One Lakh under INFLIBNET programme for establishing core facilities for information access to all the University Libraries which could not be covered under INFLIBNET programme so far. This grant is available for such Universities which give an undertaking to take care of providing a telephone line, subscription to NICNET and registration fee of Rs. 300/- for I-NET. The grant of Rs. one lakh will cover cost of a pentium based personal computer, a printer and a modem. The members noted that the Institute had already sent the undertaking to avail this grant.

26.6 TO NOTE EXPENDITURE ON JOURNALS FOR THE YEAR 1995-96

Noted that during the year 1995-96 the Librarian submitted bills to the Accounts Section for Journals to the tune of Rs. 1,40,210/- and for general expenses Rs. 44,264/-. The Accounts booked expenses of Rs. 98,000/- only. The reason given by the Deputy Registrar (Finance and Accounts) was that the bills submitted during the months of March 1996 could not be paid for want of cash flow with the Institute and paid during the year 1996-97. Explanatory note for less expenditure under the budget head NP/OP/34 during the year 1995-96 to meet expenses for subscription of journals and other general expenses was noted as under :

- 1) Library subscribes journals out of the said budget head. The journals are generally subscribed for the calendar year from January to December as mostly new volumes start from January onwards. Contrary to this the funds are provided for a financial year. So, payments of subscription in advance for the ensuring year, say, 1997 have to be made during the financial year 1996-97. In case some proforma invoices are received late, the payment has to be made from the funds for the next financial year.

2. Subscription of journals for the calender years 1992 and 1993 could not be made due to non-availability of funds with the Institute. It had its after effects, as follows :

- i) Research journals published by eminent professional societies such as, IEEE, ASME, ASCE, IEE, I, Mech. E are very impolrtant, but very costly. To obtain journals of these societies at concessional rates Library had been paying membership subscription of some of the senior faculty members and getting journals for the Library in their names. Since their annual subscriptions could not be remitted for the above said two years, the supply was disrupted and their renewal of membership became a problem. At long last the Societies agreed to renew their membership from the year 1995. As a result a sum of Rs. 3,18,000/- for the year 1995 and 1996 could not be utilized during the financial year 1995-96. Obviously, this amount will now reflect in the future budget for the year 1996-97, 1997-98. Efforts are on for obtaining fresh membership of IEE & I. Mech.E for two more members. It is hoped that this distribution in expenditure will straighten by the year 1997-98.
- ii) In order to fill the gaps of volumes for the year 1992 and 1993, the Library sent subscription for Journals during the financial year 1994-95. Library could complete these gaps in case of some of the journals, whereas other publishers expressed their inability to supply the back volumes and Library received a credit note worth Rs. 1,95,705/- for such journals in 1995-96. Since this money was with the respective publishers, they adjusted this amount against our subscription for the year 1995-96. Hence, a sum of Rs. 1,95,705/- was not utilized out of the funds provided for the year 1995-96 as the above saving was utilised.
- iii) During the year 1994-95 there was an excess expenditure on subscription of journals to the tune of Rs. 2,60,000/- as against budget provision. It was partly because of payment of subscription of some of the journals for the previous years. So, the excessive amount of Rs.2,59,859/- was met out of the University Grants Commission (UGC) Grant (8th plan). Had it not been adjusted like it, this amount also would have been made out of the funds for the year 1995-96.

3. The Library did not receive 21 number of Journals worth Rs.30,500/- as either there was no response from their suppliers or are now ceased publications.

26.7 TO NOTE EXPENDITURE ON BOOKS AND GENERAL EXPENSES DURING THE YEAR 1995-96

The expenditure was noted as under :

(a)	<u>Books</u>	<u>Amount</u>	
	1. U.G.C.	Rs. 2,73,966.53	
	2. R.R.F.	Rs. 2,33,000.00	
	3. Book Bank	-	
	4. MHRD-29	Rs. 1,00,000.00	
	Total :		Rs.6,06,966.53
(b)	<u>General Expenses</u> NP/OP/34		
	Equipment	Rs.11,095.00	
	Library supplies	Rs. 7,538.00	
	Binding	Rs.22,898.00	
	Miscellaneous	Rs. 7,789.00	
	Total :		Rs.49,320.00
(c)	<u>R.R.F</u>		
	Circulation Counter	Rs.14,300.00	Rs.14,300.00
	Total		Rs.63,620.00
	Grand Total : (a,b & c)		Rs.6,70,586.53

PART IV (FOR CONSIDERATION)

26.8 TO REVIEW AND CONSIDER A&B LISTS OF JOURNALS AS ENCLOSED FOR SUBSCRIPTION OF JOURNALS FOR THE YEAR 1997.

Recommended to subscribe to all the journals in list - A Appendix 2 (PP 13-20).

The Committee recommended to discontinue the journals for which there was no response from their suppliers or they are ceased publications Appendix 3 (PP 21). The Committee noted to add new journals to the subscription list as shown in list - B Appendix 4 (PP 22) for the new Department of Chemical Engineering. The Committee recommended to subscribe to the following new journals.

1. Chemical Engineering Works (CEW) Technical Magazine	Rs.400.00	Annual
2. Proceedings (Chemical Sciences)	Rs.150.00	-do-
3. Journal of Industrial Pollution Control.	Rs.200.00	-do-

The position of journals received against the names of faculty members as shown in Appendix 5 (PP 23-24) was noted.

The Committee recommended to continue receiving journals against the name of Dr. G. Singh, Prof. V.V. Sastry and Dr. B.M. Nayar till Dr. H.N.Chandrawat, Dr. V.K. Sood and Dr. T.R. Gulati are not enrolled as members of the respective societies.

For providing contents of journals under COPS service, the INSDOC has reduced the number of journals per subscription against an individual from 30 to 15 journals. Recommended to subscribe to the same journals against two members of faculty instead of one member.

26.9 COMPUTERISATION OF LIBRARY

Recommended that a sum of Rs. 30,000/- out of the budget head NP/OP/34 may be utilized for preparing a database of Library collection and printing of catalogue cards by the staff during other than office hours at the rates already recommended by the Library Committee and approved by the Director.

26.10 TO CONSIDER AND ACCEPT ANNUAL REPORT OF THE LIBRARY FOR THE YEAR 1995-96

The Committee considered and adopted the annual report as presented.

26.11 TO CONSIDER AMENDMENTS TO THE LIBRARY RULES.

The Committee recommended the amendments in the Library Rules as per Appendix 6 (PP 25-30).

26.12 ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR.

It was felt that many books received much earlier were waiting for classification, cataloguing and processing due to shortage of technical staff in the Library as many books were being received under the scheme of IMPACT. Professor S.C. Parti, Coordinator, IMPACT suggested that a proposal may be made to get the work done on payment by extra hands at the rates already approved by the Director on the recommendations of the Library Committee. The expenditure will be met out of the funds of IMPACT. Proposal prepared by the Librarian will be recommended by the Coordinator for approval of the Director.

C.B. Kukreja
(Dr. C.B. Kukreja) 22/11/97
Chairman

(Dr. J. Raj)
(Dr. J. Raj)
Secretary