

**Library IAS,**

**Shimla**

**Library, Indian Institute of Advanced Study, Shimla, 171005**

The Meeting of the Library Advisory Committee was held on 13<sup>th</sup> July, 2010 at 11.30 AM. The following members attended the meeting:

1. **Prof. Peter Ronald deSouza , Director.**
2. **Prof. Shreesh Choudhary, Fellow.**
3. **Prof. Sanjay Palshikar,, Fellow,**
4. **Dr. Ranjeeta Dutta, Fellow.**
5. **Prof. Jaiwanti Dimri, Professor, Dept. of English. H P University, Shimla.**
6. **Prem Chand, Librarian.**

Dr. Jagdish Arora, Director, INFL1BNET and member LAC could not attend the meeting due to prior engagements.

The Director extended a warm welcome to the members. Addressing the members, he highlighted various steps taken in the library during the last one year.

The Director informed the members about the status report of various activities in the library and sought suggestions from the members, on the same. The members suggested that in order to make the URL of the Library OPAC and other such facilities user friendly, the URLs should not be lengthy. The Librarian informed the members that necessary changes would be done after the server is shifted to a new location.

- 1 **Confirmation of Minutes of the previous meeting held on 11<sup>th</sup> August 2009.**  
Minutes of the meeting held on 11<sup>th</sup> August 2009 were placed for confirmation.

**Decision:** *Minutes confirmed.*

- 2 **Action taken report on the recommendations made by the Committee in the meeting held on August 11, 2009.**

The Committee noted the action taken report on each item. The Committee reviewed the follow up action on the recommendations given during meeting of LAC on Aug.11, 2009. After a detailed discussion, the Committee ratified all the items of the meeting, except the issue of library membership (agenda items no 10) . The members deliberated on external library membership policy and approved membership on the basis of the following:



2.1 Library may offer membership to 20 users in a year.

2.2 There shall be two categories where the membership period and fee is concerned. They are:

One month: Member ship fee: Rs. 600/- (Non refundable]  
One year: Membership fee: Rs. 2000 /- /- (Non refundable)  
HP University Faculty, Shimla: Rs. 1000/- ( Non- Refundable) for one year.

Agenda items for consideration were taken up and the following decisions were taken:-

**1. Agenda Item No 1: Library Modernization:**

The Librarian proposed the modernization of the Library. The plan for modernization aimed to deliver a modern, effective and efficient service by establishing a separate section. It was proposed that separate rooms should be earmarked for keeping the server room and for establishing an audio video and multimedia section in the Library. This audio video and multimedia section should have modern facilities of plasma, VCD, scanner, LCD projector, screen, furniture, microfiche reader and other accessories.

The proposal was placed before the Committee for approval.

**Decision:** *Approved. It was decided that the Librarian would submit a detailed proposal with regard to infrastructure, estimated cost, space, manpower and budget required for modernization and establishment of the audio video library.*

**2 Agenda Item no 2: Discontinuation of Subscription of print journals that are already available online under NLIST. The list is given in Annexure 1**

*The Librarian informed that 32 journals that were subscribed by the Library in print were already under the Consortium and if discontinued could save the Library Rs. 332322/- annually. He further stated that the amount saved could be used for subscription/purchase of e-resources. Prof. Shreesh Chaudhary suggested that the money could be used for the development of the Library infrastructure and increasing the bandwidth. Prof. Jaiwanti Dimri felt that the Library should continue the printed subscription of the journals as readers still preferred to read in print.*

**Decision:** *The Committee after detailed deliberations decided to to constitute a Committee representing members from different subject discipline. It was decided that the same Committee would recommend the subscription of print and electronic journals. It was suggested that the Committee would recommend following three categories of subscription:*



- (A) Electronic
- (B) Print
- (C) Electronic and Print

**3 Agenda Item no 3: Write off of reference book:**

The directories, yearbooks, almanacs, maps and annual reports and other less used books should be placed for write off.

**Decision:** *A committee will be constituted to identify the titles which can be written off.*

**4 Agenda Item no 4: Subscription of the following (Archive) e-resources:** The

proposal of purchase/ subscription of e-archives of the following publishers/ aggregators were placed before the committee:

- a. Taylor and Francis
- b. Sage: Archive and current issues
- c. Oxford: Archive and current issues
- d. All India Report: Back file
- e. Census 1991+
- f. Project Muse
- g. Ebsco Host

**Decision:** *The Director informed the Committee that the library can spend 12 lakhs rupees every year for the subscription/purchase of e-resources. He further stated that the Library can subscribe/purchase every year one to two e-resources. This process will help the Institute to build rich collection of e-resources in next five years.*

*The Committee discussed the prices of OUP and Sage. The members after a discussion emphasized that the journals published from Sage are more important than OUP. Prof. Shreesh Choudhary felt that the titles published by OUP are equally important. He suggested that the Institute Library should also purchase the OUP archive. After discussion it was decided that the OUP archives can be considered in next financial year.. After detailed deliberations, the committee took the following decisions:*

- 4.1 *The Committee approved the online subscription of the journals published by Taylor and Francis, (Associate membership of INFLIBNET/ or directly through the publishers) All India Reports, Census 1991+ and Project Muse.*



- 4.2. *The Committee deliberated on the price of Oxford University Press e-archive and deferred the purchase of OUP archives. It was decided that the journals published from OUP can be considered next year.*
- 4.3. *The Committee felt that Sage publishes journals that are relevant for the Fellows in the Institute. After some deliberations, it was decided that the Library can negotiate the price of the journals published by Sage. In this connection, the same committee constituted by the Director will identify the relevant journals published by Sage to be purchased by the Institute for its Library.*
- 4.4 *The Committee recommended that the Library should also subscribe to the Lexus Nexus database*
- 4.5 *The Librarian informed the Committee that Project Muse is available under INFLIBNET Consortium but access is not given to HAS because INFLIBNET provides access only to the libraries of the universities and colleges. In this regard, the Director informed the Committee that he would write a letter to the Ministry for including the HAS under the INFLIBNET Consortium.*

**5 Agenda Item no 5: Subscription and renewal of journals for the year 2011:**

The list of the journals mentioned in the Annexure-III to be renewed in 2011 was placed before the Committee.

**Decision:** *The Director informed that a committee for this purpose would be constituted. The Committee would study the titles that are being subscribed in print as well as in electronic versions available under INFLIBNET and NLIST consortium. The Committee will then give its recommendations before 31<sup>st</sup> October 2010*

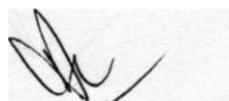
**6 Agenda Item no 6: Reading carrels:** The Librarian informed that the present carrels in the library reading area are large in size. It was felt that the arrangement for smaller and standard carrels was required so that more carrels for the users could be accommodated. The proposal to purchase new carrels was placed before the Committee for approval.

**Decision:** *The proposal was approved. In this regard, the Director informed the Librarian to submit a proposal.*

**7 Agenda Item no 7: Review of vendors list:**

The vendor's performance of the year 2009-10, as stated in the Annexure IV was placed for the review.

**Decision:** *The Committee reviewed the performance of the vendors and decided to remove two vendors from the panel. They were: (1) Uppal Book Store, New Delhi (*



2} Indu Book Service, New Delhi. It was decided that the Indus publisher will be included in the panel in place of Indu Book Service.

**8 Agenda Item no 8: New Vendors in the panel:**

The request received from various vendors for inclusion of their names in the Institutes panel was placed before the Committee for their consideration..

**Decision:** After detailed discussion, the Committee recommended the following:

8.1. The Committee approved the names of Northern Book Centre, New Delhi, the Institute's Book Shop, [Flipcart.com](http://Flipcart.com) and Aakar Books in the panel of selected vendors.

8.2. It was suggested that the private publishers/ vendors / distributors should be asked to submit their PAN card, copy of the membership of Federation of Indian Publishers, Association of Indian Publishers and booksellers and a list of their clients..

8.3. The email received from Mr. Vinay Khanna, a distributor from Delhi was also discussed and it was decided that the Library since his emails were discourteous it was best to ignore them.

**9 Agenda Item no 9: Extension of the library membership to the former Associates:**

The Librarian informed the members that the Library has had access to quality e-resources. The Associate Fellows who came from different colleges for one month at the HAS did not have access to these resources at their respective Institutes. It was proposed that attempts should be made to initiate the electronic delivery of the articles to the former Associate Fellows under the external membership programme so that they can make use of the Library e-resources.

The Library membership to the former Associate Fellows was placed before the Committee for their approval.

**Decision:** Approved. The Committee discussed the proposal and recommended the following:

9.1. The former Fellows/ Associate should be also given external membership for this service.

9.2. The membership fee would be Rs. 500 for five years.



9.3. *The membership under this category should be sent on request through emails for the articles which were electronically available at the HAS Library.*

9.4. *The library would send the articles to the member through the email.*

9.5. *One of the computer /library trainees would be retained for this service on a contract basis.*

**10 Agenda Item no 10: Lack of trained and skilled staffs:**

The Librarian emphasized on the lack of skilled manpower in the Library and proposed for the retention of three project trainees.

**Decision: Approved.** *The Director informed the members that efforts were being made to acquire permanent posts. In this regard a letter had already been, sent to the Ministry for sanctioning the permanent posts. In the meantime, it was decided that three trainees would be retained on contract.*

**11 Agenda Item no 11: Space constraint:**

The Library has proposed to shift the bound volumes of the journals from the basement to some other place. Considering the number of journals available in the library, it was proposed that the periodicals available in JSTOR, Annual Reviews and Cambridge Archive could be removed from the basement.. Such titles were mentioned in the **Annexure VI.**

**Decision:** *It was decided that until the renovation of building is complete, the Library should manage with the existing space.*

**12 Agenda Item no 12: Photocopy facility to the Associate Fellows:**

The Librarian informed that the photocopy facility to the Associate Fellows was being misused. The Library provided for 1000 pages to be photocopied free of cost to the Associate Fellows.

In this regard, a proposal to review the facility was placed before the Committee.

**Decision:** *After deliberations the committee recommended that:*

*12.1. The Associates would now be given 500 exposures free.*

*12.2. The Library would charge Rs. one per page after 500 exposures.*

**13 Agenda Item no 13: Cleaning and Dusting of the Stacks:** It was noted that the dust and dirt got accumulated in the areas of books which have not been used for years. With the result, the books could easily get damaged by the lack of proper cleaning and dusting. The proper safeguard of books from dust, moisture, insect and fungus was necessary.



The proposal of outsourcing of dusting and cleaning is placed before the Committee for approval.

**Decision:** *Approved. After some deliberations, the Committee approved the outsourcing of dusting and cleaning of the Library stacks. In this regard, Committee recommended that:*

13.1 *The revenue generated through the library membership could be used for outsourcing of cleaning and dusting work.*

13.2 *The members emphasized that cleaning should be done on Saturday and Sunday and after office hours.*

13.3 *The entire area of the Library would be cleaned once. After that periodically different section would be taken up for cleaning.*

13.4 *The Librarian would prepare a plan and submit to the Director.*

**14. Item no 14: Any other issue with the permission of the Chair**

**14.1 Library Advisory Committee meeting:** *It was decided that in future the Library Advisory Committee would meet twice in a year.*

**14.2. Preservation and safeguard of the books:** The committee expressed their views on the preservation and safeguard of rare books from insects, silver-fish and beetles. Various suggestions were made for pest control and fumigation to protect the books. The Committee informed the Librarian to take necessary actions with regard to safeguard from insects.

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

..... Ronald deSouza, (Director )