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## Library

### Minutes of Library Advisory Committee Meeting

The 4<sup>th</sup> meeting of the Library Advisory Committee (LAC) was held at 3 P.M. on 12 August, 2011 in Director's office. The following LAC members attended the meeting:

1. Prof. Peter Ronald deSouza, Director (In the Chair)
2. Prof. M.K. Palat National, Fellow (Member)
3. Prof. Kavita Panjabi, Fellow (Member)
4. Dr. Dhananjay Singh, Fellow (Special Invitee)
5. Dr. S.P. Thakur, Secretary (Member)
6. Shri Prem Chand, Librarian (Member Secretary)
7. Ms Neeraj Sharma, Professional Assistant, Special Invitee

Dr. Sarfraz Ahmed, Fellow and Dr. Jagdish Arora, Director, INFLIBNET Centre and member LAC could not attend the meeting due to prior engagement.

The Director extended a warm welcome to the newly nominated members. He appraised the members about the initiatives taken in improving the library service. Highlighting some of the accomplishments such as bar coding, access to e-resources, database update, media server and NKN project, the Director appreciated the work carried out by the Librarian.

It was followed by the discussion on the agenda item and action taken report. During the course of deliberation, following decisions were taken:

**Agenda Item No 1: Confirmation of Minutes of the previous meeting held on 29<sup>th</sup> November 2010.**

The minutes of the Library Advisory Committee meeting held on 29th November, 2010 were confirmed.

**Agenda Item No 2: Action Taken Report on the recommendations made by the Committee in the meeting held on 29<sup>th</sup> November 2010.**

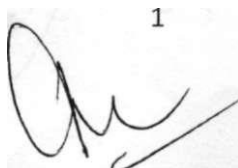
The committee noted the action taken report on each item. The Committee discussed and reviewed the pending issues of earlier Agenda which are placed below:

**Agenda Item No 2.1: Library Modernization**

The committee noted the progress made in the development of Audio Video Library. After the detailed discussion the committee recommended the following:

1. Library would spend two lakhs annually for the development of purchase of documentary films.
2. To begin with, library should purchase only documentaries pertaining to social issues.

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3. Library to compile list of documentaries brought out by National School of Drama, Film and Television Institute of India, Public Broadcasting Services and Tata Institute of Social Sciences.
4. A Sub Committee was constituted to suggest the development of Audio Video Library with its following members:
  1. Prof. Ghanshyam Shah, National Fellow.
  2. Dr. Rajvinder Singh, Fellow.
  3. Prof. Kavita Panjabi, Fellow.
  4. Dr. Amitranjan Basu, Fellow.

**Agenda Item No 2.2: Photo Copy Machine:**

The Committee recommended the purchase of a self-operated photo copy machine for the Fellows and Associates. Director suggested that the machine should have facility of a self-operating system with the provision of individual login facility of making photo copies. Director advised that it should have swiping system.

**Agenda Item No 2.3: Purchase of Microfiche and Microfilms**

The Committee deliberated on the conversion of microfilms and microfiche in to the digital format. It was resolved that library should convert these films through outside agency. It was felt that the purchase of necessary software and hardware and annual maintenance cost for in-house conversion would cost more as compare to outsourcing the conversion.

**Agenda Item No 3: Report of Stock Verification and Write off Missing Books:**

The library has undertaken the stock verification of the library records procured from 30/09/1965 to 31/03/2009. The total number of books which were identified as missing is 1917. The file containing list of 1917 missing records was placed before the Library Advisory Committee for writing off. The Committee recommended to write off 1917 missing books as per the list given in **Annexure I** and **Annexure II** and recommended that it should be placed before the next Governing Body meeting. The Committee advised Librarian to put effort to trace these books and update the missing status. The Committee recommended that in the process of tracing if library finds any book out of missing 1917, it should be updated accordingly.

**Agenda Item No 4 : Weed Out of Mutilated and Damaged Books:**

The Committee discussed on the proposal of weed out of 186 mutilated and damaged books. It was resolved that instead of weeding out library should initiate digitization of these books. Considering the importance of rare books, the Committee recommended that library should develop separate Digital Lab and procure all necessary hardware and software including high end book scanner.

**Agenda Item No 5: Purchase of Online Back File (Archive)**

The Director informed that library had purchased *Cambridge University Press Journal Archives and Annual Reviews* in 2009-10. He further informed that e-resources collection in the library would be strengthened by purchasing two e-resources every year.

The proposal received for purchasing online archive/ back files from the *Sage* costing Rs. 1565817.09 ( Fifteen lakh sixty-five thousand eight hundred and seventeen only) and *Oxford University Press* (Social Science and Humanities Digital Achieves costing Rs. 9,18,125 (Nine lakh eighteen thousands one hundred and twenty five only) was placed before the Committee.

After going through the details of the proposals from these two publishers the committee recommended the purchase of online archive of *Sage* and *Oxford University Press*. However the committee rejected the proposal of *Sage Research Methods* online.

It was further decided that a Sub Committee should be constituted for negotiation of the price of these archives. It was resolved that that before the library purchases these online archives, the representatives of both publishers should be asked for product demonstration before the Sub Committee comprising of the following members:

1. Professor Madhavan K. Palat, National Fellow.
2. Prof. Gangumei Kamei, National Fellow.
3. Dr. Sarfraz Ahmad, Fellow.
4. Dr. Piyush Mathur, Fellow.
5. Dr. Queeny Pradhan Singh, Fellow.
6. Dr. Amitranjan Basu, Fellow.
7. Dr. Manish Kumar Thakur, Fellow.
8. Dr. Dhananjay Singh, Fellow.

The sub-committee will negotiate and fix the price of the proposals of online archives. Before purchase of these e-archives/ back files, the local representatives of the publishers will be asked to give product demonstration to the members of Sub-Committee. It was decided that negotiation and product demonstration will be held in the month of September 2011.

#### **Agenda Item No 6: Renewal of Journal Subscription for the Year 2012-13**

The Committee resolved that the same Sub Committee listed under item no 3 will review the list of journals to be renewed for the year 2011. The Sub Committee will also recommend the subscription of new titles which is required for the scholars and discontinue the titles which are not important for the library.

#### **Agenda Item No 7: Discontinuation of Subscription of Print Journals which is Available Online:**

The journals available in electronic format in the library were placed before the committee for discontinuation. These journals were published by *Willey Interscience, Springer,*

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Cambridge University Press, Oxford University Press, Blackwell and Annual Reviews. It is resolved that 58 journals as per the list given in Annexure E should be discontinued.

**Agenda Item No 8: List of New Journals Recommended by the Fellows:**

The recommendation made by the Fellows was placed before the Committee. The Committee approved the subscription of journals published by Sangeet Natak Academy (with back volumes) and Theatre India. The Committee has rejected the recommendation of the subscription of the journal entitled "*Journal of Peasant Studies*" as this journal is available online.

**Agenda Item No 9: Development of Audio Video Library:**

A committee has been constituted to suggest the list of Audio Video films. The committee members are:

1. Prof. Ghanshyam Shah, National Fellow.
2. Dr. Rajvinder Singh, Fellow.
3. Prof. Kavita Panjabi, Fellow.
4. Dr. Amitranjan Basu, Fellow.

**Agenda Item No 10: Review of Vendor Performance**

The Librarian informed the members about the order and supply of books to panel vendors. The Committee deliberated on this issue and recommended that those vendors who do not supply books promptly against our order should be removed and replaced with new vendors. After the deliberation, the committee recommended the following:

- (I) Remove *Info Book Distributors* from the panel list as the firm has not supplied books.
- (II) Library to contact M/s D. K. Gupta, Allahabad, for supply those books which regular vendor could not supply against our order. If vendor agrees to supply these books, order should be placed to M/s D. K. Gupta.
- (III) The letters of request received from *Arvind Prakashan and B. S. Publishers Distribution* for inclusion of their firms in the vendor panel of the Institute were placed before Committee. After deliberation, the Committee decided that before inclusion these firms in the panel, they should be invited for the Book Exhibition to be held by the Library.
- (IV) Email from Prof. Aditi Nath Sarkar regarding the invitation to *Chronicle Books*, New Delhi, for the Book Exhibition was placed for the consideration. The Committee recommended that M/S *Chronicle Books*, New Delhi, should be called for the book exhibition.

**Agenda Item No 11: Letter from Asian Education Services**

Asian Education Services has agreement with National Archives of India to republish old and print books. Letter received from the Asian Education Services was placed for consideration. After detailed discussion, the committee recommended that library should get the entire list of republished books by Asian Education Services.

**Agenda Item No 12: Purchase two EBook Reader: Kindle**

The Director suggested that Library should enquire and check with the libraries abroad and find out whether libraries are using Kindle. The Committee deliberated on the purchase of Kindle and recommended to purchase two Kindles for the library which shall be placed at the counter for the use of the fellows.

**Agenda Item No 13: Any other issue with the permission of the Chair**

**13.1 Purchase of books directly from the primary publisher:**

The Librarian informed that library purchases books only through the panel of vendors. However there are number of primary publishers who directly deal and supply books to the libraries. As per the purchase policy of the Library, books are being procured through the vendors who are in the panel. Unless or until the publisher is in the panel of the Institute, Library can't procure books from them. As per the purchase policy, the order has to be placed through the panel vendor which causes unnecessary delay in receiving the books. In order to avoid the delay in receiving the books, Librarian proposed that instead of placing the order to the panel vendors, purchase order should be placed directly to the primary publishers. The Committee considered the proposal and recommended that in such cases ordered should be placed directly to the primary publishers even though they are not in the panel of the Library.

**13.2 Online Subscription of Various Reviews:**

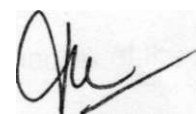
The Committee recommended subscription of online version of *New York Reviews of Books*, *Time Literary Supplements*, *London Review of Books* and *Monthly Reviews*. Besides these the committee also recommended following:

**13.2.1** Purchase/ subscribe online version of various government publications like Census Report, Economic and Political Weekly etc.

At the end of the meeting Librarian informed the Committee that today was the Librarian's Day and the Committee congratulated the Librarian and the entire Library staff on the Librarian's Day.

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

Date: 1.9.2011



Prem Chand  
(Librarian)

Sd/-

(Prof. Peter Ronald deSouza, Director)