

Annexure D

The 16th meeting of the Library Committee was held on 10/5/96 at 3 p.m. at the office of the Vice-Chancellor, Administrative Building, North Bengal University.

Members present :-

1. The Vice-Chancellor (Chairman)
2. Prof. B. Bhattacharyya, Dean of the Faculty Council for P.G. Studies in Science
3. Dr. Rajat Subhra Mukhopadhyay, Department of Sociology & Social Anthropology
4. Dr. Binaki Bannerjee, Department of Chemistry
5. Dr. Pradip Mandal, Department of Physics
6. Sri Krishnaraj Ghatani, Department of Nepali
7. Dr. Raghunath Ghose, Department of Philosophy
8. Dr. Jaydeb Paul, Department of Zoology
9. Dr. Subir Sarker, Department of Geography & Applied Geography
10. The Registrar, North Bengal University
11. The Librarian, Convener

Dr. Lally Roy, Assistant Librarian was present at the meeting as a special invitee.

M i n u t e s :-

Item I To confirm the minutes of the 15th meeting of the Library Committee held on 5.2.96 (Annexure 1).

Resolution

The minutes of the 15th meeting of the Library Committee held on 5/2/96 were confirmed.

Matter arising out confirmation of the minutes of the 15th meeting of the Library Committee held on 5.2.96.

Some members sought clarifications on matters with regard to (i) installation of E-Mail (ii) introduction of coupon for getting photo-copy services.

(i) Librarian pointed out to the note on E-Mail submitted by him on the day of the meeting. He also intimated the decision already taken in this matter.

(ii) Librarian informed the members about the decision of the Finance Committee with regard to distribution of pass book by the Finance department to the members willing to get photo-copy services on deposit of required amount in Finance department.

Item II To consider a note from the Librarian on space problem and suggestions as to how the problem can be resolved.

Resolution

Resolved that a sub-committee with the following members be constituted. The sub-committee would finalise the suggestions submitted by the Librarian with regard to the space problem and its solution.

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The final report is to be placed in the next meeting of the Library Committee for its consideration.

Members of the Sub-Committee

- 1) Dr. Pradip Mandal, Deptt. of Physics
- 2) Dr. Sabir Sarker, Deptt. of Geography
- 3) Dr. Ragnunath Ghosh, Deptt. of Philosophy
- 4) The Librarian, Convener

Item III To discuss subscription process of periodicals.

Resolution

The Librarian briefly narrated the methods and processes of periodical subscription. The procedure of subscription as reported by the Librarian, was approved. The members felt that the subscription processes should be initiated earlier than the prevailing practice of starting the process in the month of September.

It was resolved that the journal subscription processes be initiated in the month of July. Advance payment for subscription of periodicals be made within November every year so that the issues of the subscribed periodicals reach in time.

Item IV To consider the report of the committee for submitting a comprehensive plan for computerisation etc.

Resolution

-deferred-

Item V To discuss and recommend measures for improving services in the Repregraphic Unit of the Library.

Resolution

-deferred-

Item VI To report that the following book as mentioned against the name of the member has been lost and cost price of the same has been realised.

Sri Tinku Saha, Chemistry Pt. II : Herrberg, G. - Molecular spectra Rs. 970.00

Resolution

-noted-

Item VII To report that Prof. James Evans, University of Puget Sound, Washington has kindly written expressing his desire to organise contribution of books on various disciplines to N.B. University Library.

Resolution

The letter of Prof. James Evans was read out in the meeting. Resolved that the Vice-Chancellor would discuss with Dr. Nandi about initiation of the drive by Prof. Evans, Univ. of Puget Sound, Washington in respect of contributing books on various disciplines to N.B.U. Library.

Misc. items :-

- 1) Some members mentioned that the borrowing hours be extended. The Vice-Chancellor advised the Librarian to explore the possibilities for extension of borrowing

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hours so that students, particularly those of the Science departments, would be able to borrow books when their classes would be over.

2) The Librarian reported that Prof. Ashru Kumar Sikdar had kindly donated the following books to the library.

- i) ବ୍ରାହ୍ମଣ୍ୟ ମଧ୍ୟ ବିଦ୍ୟାଳୟ : ବିଜ୍ଞାନ, ୧୨ ମ ଋତୁ
- ii))) : ଅଜ୍ଞାନ
- iii))) : ବ୍ରାହ୍ମଣ୍ୟ ଓ ବ୍ରାହ୍ମଣ୍ୟ (ମାଧ୍ୟମିକ ଶିକ୍ଷା ଋତୁ)
- iv) ପ୍ରାଣି ମଧ୍ୟ : ପ୍ରାଣି ବିଜ୍ଞାନ (ମାଧ୍ୟମିକ ଶିକ୍ଷା ଋତୁ)
- v) Clemens : Adventures of Huckleberry Finn

The members appreciated the donation and noted that Prof. Ashru Kumar Sikdar had kindly donated several books on earlier occasions also.

As there was no other items to discuss the meeting was terminated with a vote of thanks to and from the chair.

Ashru Kumar Sikdar
Convener
Library Committee

R. G. Mukherjee
Chairman
Library Committee

11

Minutes of
the meeting of the Sub-Committee (for finalising the suggestions
submitted by the Librarian with regard to the space problem and
its solution) held on 15.7.96 at the office of the library.

Members present :

1. Dr. Pradip K. Mandal, Deptt. of Physics
2. Dr. Subir Sarker, Department of Geography
3. Dr. Raghunath Ghosh, Department of Philosophy
4. The Librarian, Convener

The members thoroughly measured the space in the library and checked up as to how such space is being utilised. The members, after necessary deliberations, proposed the following measures to be taken up and recommended these to the Library Committee for its consideration :

- 1) Extension of the main stack be done after demolishing the wooden cubicles on the 2nd floor.
- 2) One of the rooms facing the unbound periodical room on the 2nd floor be converted to Teachers' Reading Room cum Stack for less used books.
- 3) Sitting arrangements in the main stack be increased and improved.
- 4) The Conference Room be furnished with a big reading table so that the teachers can use it for the purpose of consulting periodicals. This arrangement would be for exclusive use of the teachers.
- 5) Suitable sitting accommodation be arranged in the thesis room on the ground floor.

The members felt that if the above proposals be implemented the acute space problem which the library was confronting would be eased and there would be no space problem in the library in the next 3/4 years.

Sd/- Dr. Pradip K. Mandal
Sd/- Dr. Subir Sarker
Sd/- Dr. Raghunath Ghosh

Sd/- D. Chowdhury
Convener

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III

The committee constituted for submitting a comprehensive plan for computerisation including details of hardware, software & personnel to be required, in its 1st meeting held on 8/3/96, resolved that a meeting be convened on 26/3/96 where the following persons be invited.

1. Dr. Swapan Sengupta, USIC
2. Sri Sandip Das, Deptt. of Computer Sc. & Applications
3. Sri Nikhilnath Bhattacharyya, Programmer

It was also resolved that the Convener would submit a note showing the requirements of the library.

As per above resolution a meeting was held on 26/3/96. The following members and special invitees were present.

1. Dr. P.K. Chowdhury
2. Dr. N. Kar
3. Dr. N.R. Manna
4. Dr. S. Sengupta
5. Sri Sandip Das
6. " Nikhilnath Bhattacharyya

The Convener submitted the following phasewise programmes before the meeting.

"The automation process should be taken up phase-wise. The phases are mentioned below in order of preferences.

1. E-Mail operation and continuation of the existing computerised services.
2. Data base creation/conversion of catalogues of (a) books (b) periodicals (c) theses - current and retrospective both needed.
3. Serial control :-
 - (a) Fund allotment registration
 - (b) Subscription suggestion processing
 - (c) Subscription order processing
 - (d) Verification of pro-Invoices on receipt
 - (e) Registration of issues of periodicals
 - (f) Reminder for issues not received
 - (g) Binding records
4. Acquisition :-
 - (a) Book Selection
 - (i) Slip preparation
 - (ii) Recommendation registration
 - (iii) Verification of slips
 - (iv) Fund verification
 - (b) Book ordering
 - (c) Bill verification with order

- (d) Accessioning
- (e) Bill forwarding

5. Circulation control :

- (a) Membership registration (both current and retrospective)
- (b) Charging the loan
- (c) Discharging the loan
- (d) Reminder
- (e) Reservation
- (f) Fine registration

6. Stock-taking/Maintenance :-

After due deliberation the meeting resolved that for E-Mail service which was going to be introduced very soon along with continuation of existing computer-based services and for creating DataBase i.e., conversion of catalogues of (a) books (b) periodicals (c) theses into machine readable forms - one PC/AT 486 with 2 drives i.e., 1 x 1.44 MB Floppy Disk Drive, 1 x 1.2 MB Floppy Disk Drive be purchased with a view to expediting the DATA creation process. It was further resolved that engagement of one Part-time Key Puncher be recommended. The committee also opined that conversion of catalogue could also be done by engaging outsiders such as students of Bachelor of Library & Information Science department and Computer Science and Application department on contractual basis.

The Committee felt that the above programmes was sufficient for the time being and emphasis should be given on the need of data creation as mentioned above. Regarding the other phases mentioned by the Convener in his note it was resolved that these could be taken up after completing the programme of the 1st phase only. It would be easier then to assess all the requirements i.e., hardware, software & personnel.

Sd/- Dr. P.K. Chaudhuri
28/3/96

Sd/- Dr. N. Kar
28/3/96

Sd/-N.R.anna
28/3/96

Sd/-D.Chowd
Convener
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