

Library

Library Committee

Minutes of the Meeting

Date: March 22, 2024

Time: 11.00am

Location: Central Library, Main Building

Attendees:

1. Dr. Suketu Jani
2. Dr. Ishbir Singh
3. Dr. KC Roy
4. Dr. Rajeev Mathur
5. Dr. Monika Gupta
6. Dr. Falguni Tandel
7. Dr. Rajeshri Patel

Dy. Registrar,
Director, IITE
Dean, IISHLS
Director, IICT
IDEA-Architecture
Principal, IIPR
Associate Librarian

Chairman

Member

Member

Member

Representative

Co-Opt Member

Member Secretary

Agenda:

1. Library Late Book Fine
2. Awareness about the SOP of Book Procurement
3. Library Feedback from Students & Faculties
4. Library Attendance of Faculties
5. Books Supporter

Proceedings:

The meeting was called to order by the Chairman of the Library Committee, Dr. Suketu Jani, who welcomed all the members present and briefed them about the role of the library committee in enhancing library functions.

1. Library Late Book Fine:

The Chairman inquired about the current overdue fine for books. The Librarian informed the committee that the existing fine is Rs. 2.00 per day per book since inception. After discussion, it was resolved that to encourage timely return of books and support the acquisition of new books, the fine would be increased to Rs. 10/- per book per day, effective from July 2024. It was also

decided to display a notice regarding this change on the notice board. Other conditions of book loans such as the number of books allowed, member categories, and loan periods will remain unchanged.

2. Awareness about the SOP of Book Procurement:

The Chairman proposed raising awareness among committee members, Heads of Institutes (HOIs), Heads of Departments (HODs), and faculties regarding the Standard Operating Procedure (SOP) of book procurement.

3. Library Feedback from Students & Faculties:

The Chairman suggested collecting feedback from students and faculties regarding library services. Additionally, it was suggested that the librarian obtain questionnaires from other institutes for reference. Dr. Ishbir Singh, Director of IITE, proposed gathering feedback department-wise through Google Forms.

4. Library Attendance of Faculties:

While the central library currently records student attendance, the committee members recommended extending this practice to include faculty members as well.

5. Books Supporter:

The Librarian noted that the requirement for a Book Supporter is still pending. The Chairman assured that this issue would be addressed promptly.

Conclusion:

The meeting concluded with a vote of thanks from the Chairman, Library Committee, expressing gratitude to all the members for their participation and contributions.

Next Meeting:

The date and agenda for the next meeting will be communicated to all members in due course.



Minutes Recorded by:
Associate Librarian



Approved by:

Chairman of Library Committee