Minutes of First Meeting of the Library Committee, Sikkim University
Held on 27th February, 2013 (at 3:00PM) at Vice-Chancellor's Chamber

The First Meeting of the Library Committee of Sikkim University, constituted as per the Office Order No. SU/2012-13/2217, dated 22-02-2013, was held on 27th Feb. 2013 at the Vice-Chancellor's Chamber.

Following Members attended the meeting:

Sl. No.	Name	Position
1	Prof. (Dr.) T.B. Subba	Vice-Chancellor and Chairperson Library Committee
2	Prof. Pratap Pradhan	Dean, School of Social Sciences
3	Dr. Kavita Lama	HOD (i/c), Department of Nepali Language & Literature
4	Dr. Manish Srivastava	HOD, Department of International Relations/Politics
5	Dr. Hare Krishna Tiwari	HOD, Department of Microbiology
6	Dr. Nishchal Wanjari	Representative of HOD (i/c), Department of Earth Sciences
7	Shri Dibakar Kanunjna	Ex-Officio Member
8	Dr. Tamal Kumar Guha	Ex-Officio Secretary

Following member requested for leave of absence from the meeting due to prior engagement:

Sl. No.	Name	Position
1	Prof. J.P. Tamang	Dean, School of Sciences

At the outset, the Vice-Chancellor & Chairperson of Library Committee welcomed all the members and highlighted the need and role of the Library Committee as the highest policy making body with regard to the functioning of the University Library. It was also suggested that the Librarian would look after the management of University Library and its branches, whereas, the existing Library Management Committee would stand dissolved.

The following agenda items were taken up in the Meeting:

LC:01:01	Review of Budget Provision & Present Financial Position (F.Y. 2012-13)

Minutes:

The House was informed about the Library budget provision under different heads and the present status expenditure, as on 25-02-2013, was brought to the notice. The total estimated fund to be utilized was also brought to the notice of the House. The Committee suggested the following:

a) A department-wise distribution of budget may be worked out for overall library collection for all the departments of the University and may be placed in the next meeting of the Committee for further discussion and recommendations.

b) A separate allocation may be made (within the budget provision) for procurement of books on general and common interest books, resources, etc. for which the Library Committee will decide the titles.

LC:01:02	Exploring the possibility of conducting a Book Fair (Proposed Date: 18th to 20th March, 2013)

Minutes:

The House welcomed the suggestion and in addition to already proposed outline for the event, recommended the following:

a) The Vice-Chancellor of Sikkim Manipal University may be requested to inaugurate the Fair.

b) The advertisement for the proposed Book-Fair may be inserted in following newspapers:
   i.   Hamro Prajashakti (Nepali daily newspaper)
   ii. Dainik Jagaran-Local edition (Hindi daily newspaper)
   iii. Sikkim Express (English daily newspaper)

c) In addition to the already proposed subjects, Biotechnology may also be incorporated for the Subject-Coverage of the Fair

d) The faculty members may be requested to select maximum 05 copies for the text-books and 02 copies for the reference books.

e) The Committee also suggested that, if the proposed Book-Fair is successful, similar kind of event may be organized during 2nd/3rd week of February, from next Financial Year.

LC:01:03	Possibility of converting Science Library from a lending library to a Reference Library

Minutes:

After careful deliberation on the issue, the Committee recommended to convert the Science Library from a lending Library to a Reference Library from Monsoon Semester-2013, onwards. However, it was suggested to take-up the following measures:

a) Library may take the inputs from the concerned departments to select the titles to be retained in the Science Library for reference purpose.

b) At least two copies of each such reference titles shall be maintained.

c) An out-sourced photo-copying facility may be engaged within the Library premise to provide necessary services.

LC:01:04	Ratification of Library Rules in view of recent changes in lending facilities and timing (vide Notification No. SU/2013/LIB/COMM-06/RSSC-002/1634/1990 Dated 10.01.2013)

Minutes:

The House ratified the Library Rules for incorporation in the printed version, with following modifications:

a) All other provisions remaining same, reduce the Loan Period from 30 days to 21 days, to have better circulation of issueable books. The modified period needs to be implemented from the month of April, 2013.

LC:01:05	Internet Connectivity and related issues: including restriction of access to Social networking sites.

Minutes:

The House was informed about the present difficulties and hardships being caused due to frequent disconnection and low-bandwidth availability of the Internet in the University Library. The difficulties caused due to non-availability of static IP for the Science Library was also highlighted. Observing the above stated difficulties, the Committee recommended the followings:

a) Obtain an alternative connection (along with static IP) through other service provider, like STPI or NIC, so us to have a better internet connection for the users' community.

b) Install a remote login software, along with cloud enabled IP authentication, so us to provide access to the academic e-Resources to all the users of the University. However, before obtaining such infrastructure, cyber-security issues should be addressed properly. Once the University shifts to the permanent campus and develops a strong IT infrastructure, it may be considered to remove the cloud service.

c) Disable all the social networking and torrent services, through the Library network, until we have stable to high-speed connectivity.

LC:01:06	Regarding enhancement of space in the Teesta-Indus Library

Minutes:

Considering the existing space constraints in the Teesta-Indus Library, the Committee recommended for occupying the space previously being used by the University Conference Hall.
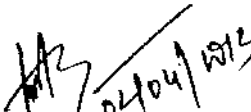
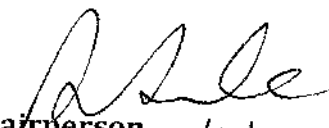| LC:01:07	Additional UPS for prolong backup for the Servers, Kiosk and PCs for Staff members.

Minutes:

To provide better backup support during prolonged power failure, the Committee recommended the following:

a) A suitable UPS system may be procured for the stated purpose after careful consideration of the Load factor of the existing infrastructure.

b) The stated system should provide at least 2hours backup.

c) The UPS, to be installed, shall also provide power supply to at least two tube-lights in each floor.

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

Ex-Officio Secretary

Chairperson 2/4/13