

CITY COLLEGE  
102/1, Raja Rammohan Sarani, Kolkata – 700 009.

Proceedings of the meeting of the Library-Sub-Committee held on **13.01.2020 (Monday) at 1.00 P.M.** in the Rector's room.

1. Prof. Sital Prasad Chatterjee, Principal, City College
2. Prof. Kaustav Chakraborti, Dept. of History
3. Prof. Argha Kumar Hait, Dept. of Botany
4. Prof. Pampa Guha, Dept. of Chemistry
5. Prof. Supriti Sarkar, Dept. of Zoology
6. Prof. Mitali. Roy, Dept. of English
7. Sri Arkanil Das, G.S. Students' Union
8. Sri Krishna Sen, Student Representative
9. Prof. Sudarsan Ghosh, Dept. of Commerce
10. Sri Ajoy Sahoo, Dept. of Physiology
11. Dr. N. RayChoudhury, Librarian, City College and Convener, Library Sub Committee

Prof. Sital Prasad Chatterjee, Principal, City College chaired the meeting.

**Agenda 1: Confirmation of the last meeting held on 07.02.2017**

*The convener confirmed that the proceeding of the meeting held on 07.02.2017 was sent to the members along with the notice. Further, he apprised the members about the follow-up actions and work to be done in coming days. The members discussed different issues vividly and confirmed the resolutions of the meeting held on 07.02.2017.*

Report: The Librarian informed the members that no fund was released so far for the purchase of books and other resources. Librarian also informed that Prof. Sharmila Basu Sarkar, informed that her name has been included as ex-officio of member of Secretary, Teachers' Council.

*Resolved Prof. Nihar Sarkar, Secretary, Teachers' Council be included as an ex-officio member*

**Agenda 2: Suggestions of the members regarding enrichment of the library resource and smooth functioning of the library**

The members present in the meeting shared their views and opinions regarding the above issue and other issues pertaining to smooth functioning of the library. Librarian informed that the roof of the stack room is in such a position that it may collapse any time, causing physical injury to the students and staff. Following resolutions were adopted as mentioned below:

1. *Resolved that a door closer should be fixed at the main entrance of the library to prevent entry of pigeons.*
2. *Resolved that weeding out of old, damaged, soiled copies of books to be done with the active support and assistance from the teacher. Keeping in mind of the acute space crisis in the library, principal is requested to make suitable arrangement of manpower and space to start the job.*
3. *Resolved that immediate thorough renovation and revamping of the central library is the need of the hour.*
4. *Resolved that proper arrangements are to be made for organizing and shelving of books.*
5. *Resolved that proper arrangements are to be made so that the valuable books present in different corners of the library can be accessed without any hindrance.*

**Agenda 3: Regular dusting and cleaning of the library books and other resources**

Librarian informed that sweeping is not done regularly. On request, one lady part-time sweeper sweeps the reading hall and adjacent areas. Dusting and cleaning of books is immediately needed for their use.

*Resolved that the administration is requested to consider the matter and make necessary arrangements for regular sweeping of the Central Library, dusting and cleaning of books of the central library as well as the departmental libraries.*

**Agenda 4: Creation of On-line bibliographic database (OPAC) of library books, implementation of bar-coding system and digitization of important library resources.**

Librarian informed that an Integrated Library Management Software **Koha** has been installed. He informed that bibliographic data of approx. 2700 records from SOUL software has been exported to Koha and the same are being updated by a LIS student. The data base need updated and bibliographic information of books of the library need to be uploaded. He further told that he has submitted a project proposal to the administration for data entry work to be undertaken with the assistance from students of Library Schools, but no approval from administration has come as yet. Hence the data entry work has not been started.

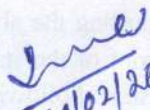
*Resolved that searching Bibliographic details of book is imperative for smooth functioning of the library and the principal is requested to take necessary steps for the execution of the proposal at the earliest. Project Assistant on suitable mode could be hired, as in the case of other academic libraries and the data entry work should start immediately.*

*Resolved that faculties are to be requested to identify the valuable/rare volumes available in the library for their proper preservation, conservation and digitization.*

**Agenda 5 Miscellaneous**

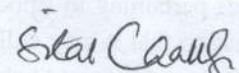
- 1. Resolved that the teachers should sign in the register for keeping record of the academic foot fall and an official resolution needs to be passed to that effect.*
- 2. Resolved that adequate manpower needs to be deployed for carrying out revamping works.*
- 3. Resolved that members of the Library-Sub-Committee would present a joint petition to the principal by means of a deputation for resolving library related issues at the earliest.*

The meeting ended with vote of thanks to the chair.

  
14/02/2020

Librarian

City College, Kolkata- 700 009



Principal

14/2/20

City College, Kolkata – 700 009.