



## **LIBRARY and INFORMATION CENTRE**

### **LIBRARY COMMITTEE MEETING MINUTES**

Total Members: 21

Date: 22/07/2021

Attendees: 10

Absentees: 11

The following previous topics have been fulfilled:

1. Book Exhibition
2. Barcoding
3. Preparation of Budget
4. Additional computers in the digital library
5. Purchase of books
6. Website update
7. Awareness programme on NDLI

#### **Meeting Agenda:**

1. Book procurements
2. Exhibition Books procurements/shortage of books.
3. E books procurements
4. Subscription of printed journals/magazines
5. Conduction of Awareness Programme
6. NDLI Club Events
7. Introduction of library periods
8. Prize for regular library user
9. Shortage of books
10. KOHA
11. Purchase of new books for new courses
12. Subscription of Scientific magazines
13. Additions to the library
14. Faculty details update in Atria IRINS portal
15. II shift work
16. Suggestions

#### **Library Committee Meeting Summary**

<b>SN</b>	<b>Activity</b>	<b>Action Taken</b>
1	<b>Book Procurements</b>	Processing.
2	<b>Exhibition Books Procurements/Shortage of Books</b>	Processing.
3	<b>E-book procurements</b>	Awaiting for 2 more publishers list. The same will be received at the end of July 2021.

4	<b>Subscription of Printed Journals/Magazines</b>	Principal has approved to purchase the magazines and the list has been sent to the Account Section. Awaiting for the payment.
5	<b>Conduction of Awareness Programme on e- resources</b>	All the committee members have requested to conduct the onemore awareness programme for faculty and students.
6	<b>NDLI Cub Event</b>	The committee has decided to conduct the event after the LIC visit.
7	<b>Introduction of library periods</b>	Processing.
8	<b>Prize for regular library user</b>	Principal announced that the prize will be given to on who uses the library maximum.
9	<b>Shortage of Books</b>	Processing
10	<b>KOHA</b>	The training session will be conducted for library staff on 27.07.2021
11	<b>Purchase of new books for new courses</b>	Principal has approved for the purchase of new books.
12	<b>Subscription of Scientific Magazines</b>	Principal has approved for the purchase. The list has been sent to the account section. Awaiting for the payment.
13	<b>Additions to the Library</b>	Principal has given the permission to call the quotation and prepare comparative statement for purchase of 2 book racks.
14	<b>Faculty details update in Atria IRINS portal</b>	The librarian requested the committee members to inform their department faculty to upload their details in ORCID portal.
15	<b>II shift work</b>	Principal suggested to start the commencement of II shift from 24/07/2021.
16	<b>Suggestions</b>	The committee members suggested to add the new books arrival date The members also suggested to conduct the awareness programme on e-resources at the earliest.

Next meeting is on 16.11.2021

Signature of the Librarian  
**LIBRARIAN**  
 ATRIA INSTITUTE OF TECHNOLOGY  
 Anandanagar, Bengaluru-560024

Signature of the Chairperson  
  
**Principal**  
 Atria Institute of Technology  
 Anandanagar, Bengaluru-24