



ATRIA INSTITUTE OF TECHNOLOGY

DEPARTMENT OF LIBRARY AND INFORMATION CENTRE

LIBRARY COMMITTEE MINUTES OF THE MEETING

Total Members: 18

Date: 30/01/2021

Attendees: 15

Absentees:03

Almost Previous topics have been fulfilled. The following works are pending.

1. Procurement of books and printed Journals.
2. Purchase of barcoding Machines.
3. Introduction of library periods
4. Replacement of Reading Tables and Chairs
5. Bound Volumes
6. Project Reports
7. Prize for Regular/Maximum Library Users
8. Additions to the Library

Meeting Agenda:

1. Books Procurements
2. Shortage of books
3. Subscription of Printed Journals
4. Barcoding
5. Remote Access
6. Awareness Programme
7. Introduction of library periods
8. Replacement of Reading Tables and Chairs
9. Bound Volumes
10. Project Reports
11. Prize for Regular/Maximum Library Users
12. Additions to the Library
13. Preparation of budget
14. Suggestions

Library Committee Meeting Summary

Activity	Status
Agenda Topic 1: Books Procurement	
Notes: Need to collect book indent from all the department.	Book indent form has been sent to all the department.
Agenda Topic 2: Shortage of Books	
Notes: As per AICTE norms, there is shortage of books in the library.	To be purchased (Processing)

Agenda Topic 3: Subscription of printed journals.	
Notes: The printed journals have not been subscribed since 2017.	To be purchaed (Processing)
Agenda Topic 4: Barcoding /Purchase of Koha software	
Notes: Quotations havebeen called from 4 vendors and comparative statements have been prepared for Barcoding materials	Approved Final statement has been sent for the account section. Sent P O on 30.1.2021
Agenda Topic 5: Remote Access	
Notes: The e-mail ID's of staff and students has to be registered in knimbus, NDL and turnitin. Need to provide DELNET	I year students e mial id to be registered in Knimbus
Agenda Topic 6: Awareness Programme	
Notes: Awareness programme has to be arranged for all the students and staff to make use of different library resources like e journals and e books	Last year conducted. Need to be conducted for the current year
Agenda Topic 7: Introduction of library periods	
Notes: There should be introduction of library periods in the college at least twice a week for students.	Yet to be decided
Agenda Topic 8: Replacement of Reading Tables and Chairs.	
Notes: The tables and chairs in the reference section are old and will have to be replaced.	Processing
Agenda Topic 9: Bound Volumes	
Notes: The old journals have to be binded.	Processing
Agenda Topic 10: Project Reports	
Notes: The project reports of final semester students will have to be sent to the library.	Yet to be received
Agenda Topic 11: Prize for Regular/Maximum Library Users.	
Notes: The prizes should be given regular and maximum library users.	Last meeting The principal announced that a cash prize of Rs.5,000/- will be given to one who uses the library maximum.
Agenda Topic 12: Additions to the library	
Notes: The library requires digital display board, book racks, computers, newspaper stand and separate chamber to librarian. Also the reading area has to be increased.	Processing
Agenda Topic 13: Budget	
Notes: The budget for the year 2020-21 has to be prepared.	Budgent has been prepared and sent the principal

Agenda Topic 14: Suggestions	
Notes: The members are requested to forward the ideas and suggestions to improve the library.	Committed suggested that make arrangements to purchase the books at the earliest.

Next meeting is on 17.02.2021


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


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