



Memo no. Dylib/HQ/031/24

12<sup>th</sup> February 2024

### Minutes of the 6<sup>th</sup> Library Committee meeting

6<sup>th</sup> Library Committee meeting (Vide approval VC/17/1543 dated 22<sup>th</sup> January 2024) was held on 9<sup>th</sup> February 2024 at 1 pm in the board room of the headquarters at Salt Lake campus. Members and invitee present in the meeting are as follows:

1. Vice-Chancellor, Chair Person
2. Registrar (Add'l charge)
3. Director, School of Humanities
4. Director, School of Social Sciences
5. Director, School of Education
6. Director(I/C), SPS and SVS
7. Officer- in- Charge, School of Sciences
8. Director, Study Centres (Add'l charge)
9. Finance Officer
10. Deputy Director, Regional Centre , Durgapur
11. Dr. Kishor Chandra Satpathy , Librarian , Indian Statistical Institute
12. Dr. Srideep Mukherjee, HOD- Dept. Of English, Invitee
13. Dr. Sanjay Roy, HOD – Dept. Of Chemistry, Invitee
14. Dr. Anirban Ghosh, HOD- Dept. Of Zoology, Invitee
15. Dr. Gahul Amin, HOD – Dept. Of Physics, Invitee
16. Dr. Anamika Das, Assistant Professor Library and Information Science, Invitee
17. Dr. Barnali Roy Choudhury, Assistant Professor Library and Information Science, Invitee
18. IT Officer, Invitee
19. Deputy Librarian-Member Secretary

Meeting started with the permission of the chair. The following matters were discussed in the said meeting.

At the beginning a report on “resources and activities” of the Library Department after the 5<sup>th</sup> fifth meeting which was held on 11<sup>th</sup> February 2022 till date was circulated to the members and read by the Secretary.

#### **Agenda-1: Purchase and procurement of books and journals for the year 2023-2024 and library budget.**

House recommended

- New printed books will be procured in the library on regular basis each year.



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- Library Budget for purchasing of books and journals may be 7-10 Lakhs each year.
  - A budget head-on “Books and Journals” may be placed before the Government of West Bengal every year.
  - Government of West Bengal may be approached for a grant towards the purchase of books and journals for Scheduled Cast, Scheduled tribe etc. learners.
  - A committee may be formed for the purchase of new books.

#### **Agenda-2: Seminar Library**

House recommended

- Books that came for accessioning, processing and barcoding and RFID from schools of NSOU will be kept in the Library Department. Library Department will handle/manage the books of seminar library.

#### **Agenda-3: Library space**

- The space allotted to the Library Department is not sufficient to accommodate the present collection.
- House endorsed for more space to be allotted for Library Department.

#### **Agenda-4: Maintenance of damaged books and bound volume**

- The back issues of journals (approximately 1000 volumes) needed for binding and mending required for damaged books.
- House opined a budget of one lakh fifty thousand may be kept for repairing of damaged books and binding of back issues of journals.

#### **Agenda-5: Remote access facility**

- It was decided in the first meeting of the Library Working Committee meeting which was held on 7<sup>th</sup> February 2023 that Remote Access facility may be provided to the faculty members. It was also decided remote access through open VPN which is free of cost may be arranged. The server in the library was not functional at that time for providing this facility but now it has been upgraded. Therefore, the job may be initiated immediately.
- House recommended that a team of Assistant Librarian and ITO under the leadership of the Deputy Librarian following the guidance of Head of The Department Library and Information Science, NSOU and the member of the Library Working Committee will carry out the implementation of remote access of e-resources of Library Department.
- It was suggested that a commercial remote access facility may be subscribed for the time being.



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- A proposal came for provision of development of special webpage dedicated to the Library within the official website of the University was raised and Assistant Librarian and ITO may be involved in it.

**Agenda-6: Distribution of accessioned SLMs, question papers to the learner facility centres, reading halls at regional campuses. Extension of library services to the seven study corners.**

- House endorsed that one set of Self Learning Materials may be distributed to all the regional campus Learner Facility Centres after processing from Library Department.
- It was decided that one set of Self learning materials may be sent to the seven study corners of NSOU.
- A set of Self Learning Materials may be sent to the National Library.
- Three sets of all previous year question papers may be sent to the library Department and after processing them in the Library Department those will be sent to the Learner Facility Centres of the three regional campuses of NSOU.
- One set of question papers may be sent to the seven study corners of NSOU after processing from Library Department.

**Agenda-7: Establishment of e-resource centres.**

- House approved towards establishment of e-resources centres on all the campuses including Headquarters of NSOU and recommended that necessary support and assistance will be provided by Assistant Librarian and ITO in this regard.

**Agenda -8: Library services to the learners of NSOU**

- Photocopy service may be provided to the learners following the copyright guidelines as approved by house.
- Learners may buy coupons from regional centre office and produce the same in the library for photocopy request. Guidelines for photocopying may be created before providing the service.
- House suggested for exploring the option opening the library for public and in this regards Mass Education Department of Government of West Bengal may be approached.

**Agenda-9: Miscellaneous if any may be discussed as table agenda.**

- House agreed that to attract more users in the library "Best Library User Award" may be introduced for i) learners, ii) faculties, and iii) university staff. This may be effective from 2024-25 academic session . The time spent in the library in terms of hour in a year may be considered for selection of award recipients. CIQA will provide necessary support in this regard.



# NETAJI SUBHAS OPEN UNIVERSITY

Library Department

Regional Centre, Kalyani Campus, Ghoshpara, Kalyani

H.Q. : DD-26, Salt Lake, Sector-I, KOLKATA – 700 064

Website: www.wbnsou.ac.in

- An issue was raised related to receiving of photo copies of learning materials at Durgapur without prior intimation to the Deputy Regional Director. It was reported that a covering letter in this regard was sent from sender's end and those materials were there for the practice purpose of Library and Information Science practical classes.

Meeting ended after conveying vote of thanks to the members and invitee.

The matter is placed before Hon'ble Vice Chancellor for approval and direction.

*Madhusen Ghosh Upadhyay*  
Deputy Librarian

*nc/18/63  
21.02.2024*

Hon'ble Vice Chancellor

*Approved as proposed.  
Sahini  
21/02/2024*

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- 2.Director, School of Humanities
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- 4.Director, School of Education
- 5.Director(I/C), SPS and SVS
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- 7.Dr. Arun Kumar Chakraborty, HOD- DLIS
- 8.Director, Study Centres (Add'l charge)
- 9.Finance Officer
- 10.Director Regional Centre, Kalyani Campus
- 11.Deputy Director , Regional Centre , Durgapur
- 12.Deputy Director , Regional Centre , Jalpaiguri
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24. E.S to Vice-Chancellor for Information of V.C