

**Minutes of Library Committee Meeting held on 29<sup>th</sup> May, 2018 at 3:00 p.m  
in the Committee Hall of the Central University of Jammu, Rahya-Suchani,  
Samba.**

The second meeting of the Library committee was held on 29<sup>th</sup> May, 2018 at 3:00 p.m in the Committee Hall of the Central University of Jammu, Rahya-Suchani, Samba.

The following members were present in the meeting:

Prof. Ashok Aima  
Vice Chancellor

In Chair

Dr. Ravi Bhat  
Mohd. Iqbal

Registrar  
Finance Officer

Prof. Devanand (Dean, School of Physical Sciences)  
Prof. N. K Tripathi (Dean, School of Life Sciences)  
Prof. S.D Sharma (Department of Mathematics)  
Prof. Govind Singh (Dean, School of Social Sciences)  
Prof. G.M Khwaja (Head, Centre for Comparative Religion)  
Prof. Deepak Pathania (Department of Environment Sciences)  
Dr. Dharmendra Singh (Head, Department of Educational Studies)  
Dr. Jaya Bhasin (Head, Department of Human Resource Management and OB)  
Dr. Anil Kumar Thakur (Head, Department of NanoSciences and Materials)  
Dr. V. Sreedaran (Head, Department of Chemistry)  
Dr. Vinay Kumar (Head, Department of Physics)  
Dr. Ajay Kumar (Head, Department of Mathematics)  
Dr. Gaurav Sehgal (Head, Department of Marketing and Supply Chain Management)  
Dr. D. L Choudhary (Yoga Center)  
Prof. B.S Bhau (I/C Library)

The Library Incharge extended a warm welcome and thanked all the Members for sparing their valuable time for this important meeting. He briefed the members about the books procured by the library during 2017-18.

After threadbare the discussions the following decisions were taken:

**Budget Allocation for year 2017-18**

It was informed by the Hon'ble Vice-Chancellor that budget of Rs.50 lakhs will be allocated for for the procurement of books in the financial year 2017-18 i.e. 25 lakhs each for procuring printed books and e-books. It was also directed that maximum 5 copies of a title can be procured. In case of foreign edition, whose Indian reprints are available shall be procured. The preference shall be given to paperback edition. If paperback edition is not available then only hard bound edition of the same title can be procured. Hon'able Vice chancellor also directed all HOD's to submit the list of books to be procured latest

by 2<sup>nd</sup> July, 2018 to the I/c Librarian.

**RFID Procurement**

RFID proposal already submitted to finance committee having expected expenditure of Rs.25.00 Lakhs. It was decided in the meeting that RFID budget will be submitted by Finance Committee through Registrar to the UGC separately for approval.

**Procurement of E-Resources i.e. E-Books, E-Journals and Databases**

The E-Books which will be procured shall be accessible over the intranet/remote login by the University Faculty and Students for which the remote login proposal will be submitted by the library separately.

It was also suggested that for the subscription of these e-resources Elsevier, American Chemical Society, Royal Chemical Society, Association for Computing Machinery (ACM), finance will look for the additional budget.

SciFinder and Scopus proposal will be sent to the concerned HOD to look out for principal Overhead budget from their projects to subscribe these resources.

**Entitlements to borrow books/documents**

The entitlement of different categories of members to borrow books/documents from the library shall be as under:-

Membership category	Maximum number of books/ documents which could be issued at a time	Maximum period for which the books/ documents could be issued
Faculty and Staff Member	5 Documents	30 days
Research Scholars	3 Documents	10 days
Students	2 Documents	10 days

*Note: The maximum period prescribed is inclusive of the dates of issue and return.*

**Fine for late return of Books**

Overdue Fine	First Week	Second Week
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**Fine for late return of Books**

Overdue Fine	First Week	Second Week
	Rs.2.00 per day per book	Rs.5.00 per day per book subject to the maximum of the cost of the book.

**Book Exhibition**

It was unanimously decided that in order to avoid last hour procurement which causes lapses of funds, the books exhibition will be organized in the month of October at Central University of Jammu.

**Outside Visitor**

The outside visitor can make use of library by depositing fee of Rs.500/- for 1 year which is non-refundable. The outside visitor can read the books, journals and magazines available in the library, but they can't get it issued.

**Online UPS**

It was apprised by I/c Librarian that Online UPS of 20 KVA is required for smooth functioning of library [Proposal is already submitted]. It was also directed by the Hon'ble Vice Chancellor that the proposal needs to be resubmitted by Dr. Gaurav Sehgal at the earliest for the procurement of online UPS.

**The meeting ended with vote of thanks to the chair & all members**

*Jyoti Sharma*  
I/C Librarian

*Ashok Aima*  
12/6/2018

Prof. Ashok Aima  
Vice Chancellor  
Central University of Jammu