

Proceedings of the meeting of the Library-Sub-Committee held on **07.02.2017 (Tuesday) at 1.00 P.M.** in the Principal's room.

1. Prof. S.P.Chatterjee, Principal, City College
2. Prof. S.R. Bhattacharya, Vice-Principal, City College
3. Prof. S. Ghosh, Barsar, City College
4. Dr. N. RayChoudhury, Librarian, City College and Convener, Library Sub Committee
5. Prof. T. Mukhopadhyay, Teachers' Representative to the G.B.
6. Prof. T. K. Ghosh, Teachers' Representative to the G.B.
7. Prof. M.Roy, Jt. Secretaries, Teachers' Council
8. Dr. S. Basu Sarkar, Jt. Secretaries, Teachers' Council
9. Sri Ajoy Kr. Sahoo, Non-Teaching Representative
10. Sri Anup Maity, Non-Teaching Representative

Agenda 1: Confirmation of the last meeting held on 18.12.2015

The resolutions of the meeting held on 18.12.2015 were read out and confirmed.

Follow up action: 1. The Librarian informed the members that the proposals of the last meeting were not yet addressed and no fund was released so far for the purchase of books and other resources.

Agenda 2: Regular dusting and cleaning of the library books and other resources

The members present in the meeting expressed their views and opinions regarding the above issue and other issues pertaining to the smooth functioning of the library. Prof. T. Mukherjee expressed doubt about the modality of appointment and service condition of the staff on the specific issue. The librarian also insisted that the person responsible for this job will be exclusively recruited for the library. Prof. T. Mukherjee opined that the designated staff responsible for dusting and cleaning of the library will be solely answerable to the librarian.

Resolved that the administration is requested to consider the matter and make necessary arrangements for regular dusting and cleaning of the central library and the departmental libraries.

Agenda 3: Installation of 6 (six) computers, one printer cum copier cum scanner with LAN facilities for the students

The Librarian informed that at present there is only one computer at the Reading Hall and one computer in the Librarian's chamber for official work. He also informed that the computer with SOUL library software is not working properly since November, 2014. The said computer is not functioning and the library database cannot be accessed. The members present in the meeting are of the opinion that the IT facilities with internet connectivity should be made available for the teachers and students in the central library.

Resolved that the principal is requested to expedite the installation of computers and other electronic gadgets for the users.

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

The librarian placed before the members a project on "Creation of **OPAC (On-line Public Access Catalogue)/Web-OPAC/Mob-OPAC** of library books, **weeding out** of the old, unused, soiled books, **automatic circulation, digitization** of rare/valuable books and building of **Institutional Digital Repositories (IDR)**. Librarian apprised the members about the objectives of the project, hardware and software requirements, cost involved and manpower requirements etc. The librarian also pointed out that the library software is not accessible due to non-functioning of the computer. The librarian opined that the data entry work may be undertaken by the LIS students/trainee/inturn on turn key basis. Prof. T. Mukherejee asked about the cost involved. The librarian informed that most library follow the data entry work on the basis of per book/volume, as the case may be. The amount per book depends upon the

The proposal submitted by the librarian was unanimously accepted by the members and all members are of the opinion that such steps are absolutely necessary for the upgradation of the library and for identifying the valuable/rare volumes available in the library.

Resolved that the principal is requested to take necessary steps for the execution of the project at the earliest.

Agenda 5 Miscellaneous

1. In a question raised by Sri Ajoy Sahoo regarding the recruitment of Assistant Librarian on adhoc basis, the Librarian informed that as per the Government Order, prevailing at present, the City College Library is eligible to get 2 Librarians, 1 Library clerk and 2 peons.

Resolved that the principal be requested to take initiative for getting approval of one Librarian Post from the Government.

2. Eligibility of Part-time Teachers (Govt. approved) to get the facilities of home issue of books. Vice-Principal has informed that the proposal has been sent to earlier G.B. However, members requested the Principal to take action in the next G.B.
3. Sri Ajoy Sahoo, requested to limit the books issued to teachers and staff so that the students can have access to those books.

Resolved that library would send reminder to all staff members for the return/renewal of books lying with them since long.

The meeting ended with vote of thanks to the chair.

[Handwritten signature]
07/02/17

Librarian

City College, Kolkata- 700 009

[Handwritten signature]
Principal

City College, Kolkata – 700 009.

Enclosure: Project Proposal on “Creation of **OPAC** (On-line Public Access Catalogue)/**Web-OPAC**/**Mob-OPAC** of library books, **weeding out** of the old, unused, soiled books, **automatic circulation**, **digitization** of rare/valuable books and building of **Institutional Digital Repositories (IDR)**.”

CITY COLLEGE CENTRAL LIBRARY

Title of the Project:

Creation of **OPAC (On-line Public Access Catalogue)/Web-OPAC/Mob-OPAC** of library books; **weeding out of the old, unused, soiled books; automatic circulation; digitization of rare/valuable books and building of Institutional Digital Repositories (IDR)**

Objectives:

- To revamp the Central Library in the light of present day demand of the society;
- To enhance the library ambience, facilities and to provide better user service;
- To create e-zone with modern IT facilities and broadband/Wi-Fi connectivity;
- To create on-line bibliographic database of library books;
- To start automatic circulation (issue and return) of books;
- To identify the rare/valuable books and their proper organization and preservation;
- To build Institutional Digital Repositories (IDR) uploading the intellectual output of the college;
- To digitize the valuable books in the second phase

Introduction:

Library is the Learning Resource Centre of an academic and research institution. It plays a very important role in academic and research activities. City College Library houses **46805 (as on 31.03.2015) books**. Since its inception, the holdings include good numbers of rare and valuable books of long lasting value. But we cannot properly maintain and organize them due to space constraint. Even we cannot access them due to absence of their complete bibliographic records in machine readable form. **The condition of these books are getting worst day by day due to accumulation of dust and dirt, , percolation of water from roof, humidity and temperature fluctuation. These valuable resources need proper maintenance, regular dusting and cleaning, appropriate shelving and labeling for optimum use.** We propose to revamp the Central Library with modern approach of using the IT infrastructural facilities for the benefit of our esteemed user communities.

We are pleased to submit the following proposals for kind perusal and necessary approval on turn-key basis:

1. *Creating of bibliographic database of the books, which are readily accessible and are regularly used by the teachers and students. UGC and NAAC urges for on-line Catalogue.*
2. *At the same time, we will go for generating bar-code for each book and affix them in appropriate places for automatic circulation after the completion of the project.*
3. *Simultaneously, we will go for thorough dusting and cleaning of the books (not regularly used) and keeping them in a separate place for the time being for identifying the bibliographical rarities.*
4. *The soiled, damaged, not-usable books will be listed as per norms for weeding out.*
5. *The valuable books, thus selected will be preserved, organized, catalogued, classified and shelved for use.*
6. *The list of rare books will be prepared (bibliographic details) and we will seek for fund from UGC/Government for digitization of these books through agencies.*
7. *After completion of these jobs, we will build Institutional Digital Repositories and upload the digitized copy of the valuable books and other intellectual output of the college, viz. publication of the faculties, college magazine, question papers, lecture notes etc. for remote access through internet.*

Present Status:

City College Central Library is using **SOUL, version I** (Software for University and College Libraries) developed by UGC-Inflibnet to automate the library book database since **2005**. Bibliographic details of books procured since 2004 have been converted to machine readable form and users can access them through OPAC terminal. We have only **one terminal with OPAC database**. But, the PC in which SOUL was installed has not been functioning properly. Copy of the letter dated **18.11.2014** requesting the administration for new machine of high configuration to run the system is enclosed. **At present, the said PC is not working and we are neither able to access the library database nor to update the same.** The same was intimated vide letter dated **21.11.2016** (copy enclosed).

The said PC is very old and the parts are not available. Now, we have to either re-install the SOUL-I in new machine or go for SOUL – II. **The main issue is the export of existing data to new software.** So far I have got information, the present day computers do not support SOUL-I. In order to install SOUL-II, we have to write **UGC-Inflibnet, Ahmedabad** for the copy and installation of the same by authorized expert, nominated by Inflibnet.

In view of the present day demand of using open source software, many academic libraries are using **KOHA - an open source Integrated Library System.** The software may be customized according to the need of the library. The Koha is also taught at the library and information science course and the students are practicing the same. **The Koha can also be accessed through remote log-in, if we opt for the same.**

The Central Library is the member of **E-SODHSINDHU: CONSORTIUM FOR HIGHER EDUCATION ELECTRONIC RESOURCES.** As a college component of the consortium, our faculties and students have the access to **6000+ e-journals** and **125000+ e-books** (full-text e-resource) through remote log-in by **username and password authentication.** **At present, we have only one PC with internet at the Reading Hall.**

Hardware Requirements:

Sl. No.	Description of the equipment	Quantity	Unit Cost (Rs.)	Cost
1	Server PC – Motherboard Gigabyte 81/CPU core i3 4 th Gen. Intel/4GB DDR3 RAM/ 1TB Hard Disk/Keyboard & Optical Mouse/Cabinet with SMPS/DVD writer/19" monitor	1	30000	30000
2	Client PC – Motherboard Gigabyte 81/CPU dual core 4 th Gen. Intel/2GB DDR3 RAM/ 500 GB Hard Disk/Keyboard & Opt. Mouse/Cabinet with SMPS/DVD writer/16" monitor	5	25000	125000
3	UPS 600 VA	6	1800	10800
4	Antivirus for each machine	6		7000
5	Flatbed scanner- up to 21.6x309.9 cm (ADF)/two sides scanning/	1	30000	30000
6	Laser Printer all in one 1005	1	15000	15000
7	Laser Printer for the Reading Hall	1	10000	10000
8	Barcode Printer	1	18000	18000
9	Barcode Scanner	3	2500	7500
10	Installation and LAN connection of computers			5000
11	Photocopier machine for users	1		50000
12	Stationeries required to start the project	Lumpsum		3000
Total estimated cost in Rupees three lac eleven thousand three hundred only				311300

Software Requirements:

Sl. No.	Description of Software	Quantity	Unit Cost (Rs.)	Cost
1	For SOUL, we have to write to Inflibnet, Ahmedabad and seeking advice and expert for installation and running of the system	1	NA	
2	For Koha - an open source Integrated Library System, we may invite quotation from organization/vendor for customization, installation and running of the system	1	30000	30000
3	Optical Character Recognition (OCR), PDF converter etc.	1		
(Total estimated cost Rupees thirty thousand only)				30000

LAN and Internet Facilities:

All the computers have to connect with LAN. Right now, we have only **two PCs** having **Broadband Internet connectivity (BSNL)** supported by **MHRD, Govt. of India** for academic

institutions. All the computers must have high band-width Internet connectivity. We may approach to BSNL for 4 new broad band connections.

We may also go for creating wi-fi zone in the Central Library by using appropriate technology suitable for good numbers of users with proper authentication system to prevent misuse.

Procedure of work:

In order to carry out the job, steps have been mentioned in the introduction. The work would be undertaken in a time bound manner. The vendor is to be selected by following the norms and formalities of the college. After selection of vendor, order is to be placed for installation, demonstration, export of existing data from SOUL software, updating of existing data and adding of new data. The procedure may be as follows:

1. Installation of software and demo run of the same;
2. Export of existing data from Soul database, available in CD;
3. Connection of the server with the terminals;
4. Establishment of the LAN;
5. Establishment of Internet connectivity;
6. Data entry work by the trainee;
7. Generating Barcode sticker through the system;
8. Affixing Barcode at appropriate places of books;
9. Up-dating the existing record;
10. Checking and correcting, where necessary;
11. Uploading of the title page of the book, whether permissible under law
12. Final Reporting

Installation of Library Software and creation of database:

The company/institution/organization may be selected by following the norms and procedure prevailing in the college. Before selecting the vendor, demonstration is required and proper terms and conditions must be clearly mentioned. The work flow contains the following types of work

- a. Classifying the books according to DDC- 19th ed., where necessary;
- b. Data entry at the computer using the software by picking the books from the shelves and re-shelving them in proper place, after the work is over;
- c. Stamping, fixing barcode at appropriate places;
- d. Tagging of spine level and book card, where applicable;
- e. Affixing appropriate stamp, where applicable;
- f. Other work at the discretion of the Librarian

Manpower requirements:

The work may be carried out on turn-key basis for the retro conversion of manual bibliographic information in to machine readable data.

1. **Four Project Assistants (preferably students of LIS course) should be appointed on contact basis.** Those who are recently pass-out in 'Library and Information Science' from the Indian Universities particularly from University of Calcutta, Jadavpur University, RabindraBharati University, University of Kalyani, University of Burdwan, Vidyasagar University, NSOU etc.
2. **Two labours** - Daily rated labour is required to assist the work

Annual Maintenance:

The college should go for **Annual Maintenance Contact (AMC)** with the selected vendor for both hardware and software for smooth and perfect functioning of the system.

Date:

Nitai
07/02/17
Dr. Nitai RayChoudhury

(Submitted in the Meeting of the Library-Sub-Committee meeting dated 07.02.2017)