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CITY COLLEGE

102/1, Raja Rammohan Sarani, Kolkata – 700 009.

Proceedings of the meeting of the Library-Sub-Committee held on **16.04.2024 (Tuesday)** at **2.00 P.M.** in the Rector's room to transact the following agenda

Members Present in the Meeting

1. Prof. Sital Prasad Chatterjee, Principal, City College, and Chairman
 2. Prof. Samapti Pal, Dept. of Physics
 3. Prof. Somdeb Chakraborty, Dept. of Physics
 4. Prof. Sandeep Prasad, Dept. of Hindi
 5. Sri Pintu Chowdhury, Office Staff
 6. Sri Asit Bhattacharya, Office Staff
 7. Sri Kamal Bag, Office Staff
 8. Sri Swarnil Saha, Students' representative
 9. Dr. N. RayChoudhury, Librarian, City College and Convener, Library Sub Committee
- Invitee members
10. Prof. Arnab Chaudhuri, Dept. of Physiology, IQAC Co-Ordinator
 11. Prof. Nihar Sarkar, Dept. of Mathematics, Teachers' Representative to the G.B.

Prof. Sital Prasad Chatterjee, Principal, City College chaired the meeting.

Agenda 1: Confirmation of the last meeting held on 22.01.2024

The convener reported that the proceeding of the meeting held on 22.01.2024 sent to the members along with the notice through e-mail. The convener briefed the members about the progress of the work regarding repair and renovation of the central library. The members participated in the discussions and the resolutions adopted in the meeting held on 22.01.2024 have been confirmed.

Agenda 2: Conservation and Preservation of rare and valuable books

The librarian placed a written Proposal for Restoration and Conservation of old rare books in their physical form (copy enclosed.) He informed that the library identified more than 1000 such books and the bibliographic details of these books have been entered in Koha database under rare collection. The physical condition of good numbers of such books need restoration, de-acidification, lamination, binding and gold lettering. The convener placed a proposal for approval of Rs. 50000/- (Rupees fifty thousand only) to start with 20 (more or less) copies of books.

It has been resolved that the Principal is requested to place the proposal to the next Finance Committee Meeting for sanctioning of Rs. 50000/- (Rupees fifty thousand only) towards restoration and conservation of 20 rare books.

The librarian also placed a proposal for digitization of old valuable books, large size documents, registers etc in the library through installation of professional document scanner in the central library. He also informed that the cost for installation of the scanner may be outsourced through donation.

The members accepted the proposal and requested the librarian to proceed.

Agenda 3: Repair and renovation of library – Civil work, electrical work and arrangement of almirahs

The librarian reported that civil work, fixing of joist and beams and tie beams on the ceiling of stack room and reading hall have been done by the contractor. Plastering of wall, putty and inside painting work have been done. He further informed that electrical work has been going on and expected to be completed shortly.

The members visited the library reading hall, stack room and room N5 to witness the progress of the work and expressed their satisfaction. Librarian informed that **Room No. N5**, adjacent to the library has been earmarked for preserving books and processing work. **He also wishes to make this room as an archival section of the library as well as City College.**

It has been resolved that the Central Library will face the NAAC Peer Team in its present condition.

Agenda 4: Miscellaneous

Weeding out of damaged, soiled, unused books

The librarian reported that 2nd phase of soiled/damaged books of the Central library vide G.B. resolution dated 05.05.2023 (Agenda 23) have been destroyed on 13.04.2024 and 14.04.2024.

It has been resolved that damaged, soiled, unused books be accumulated and kept in sacks for wipe out in the same manner as it has been done vide G.B. resolution dated 05.05.2023 (Agenda 23).

The meeting ended with vote of thanks to the chair.

[Signature]
18.04.24
Librarian

City College, Kolkata- 700 009

[Signature]
Principal 18/04/2024

City College, Kolkata – 700 009.

City College Central Library
Proposal for Restoration and Conservation of old rare books in their physical form
Submitted in the Meeting of the Library Sub Committee – 16.04.2024

Introduction: The renovation and repair of library room has been undertaken for the last 6 months. During this period, we have transferred the rare and valuable books along with the almirahs in Room No. N5 adjacent to the library in the 3rd floor. The bibliographic details of such books have been entered in the Koha database. Till now, we have identified 1000+ books.

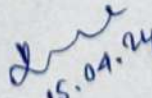
I have contacted **Library Accessories**, 17A, Burmah Shell, P.O.- Sodepur, Kolkata – 700 110. The company had undertaken such work in various libraries, namely, Bethun College, Sanskrit College, Moulana Azad College, Rammohun Museum, ISI, Bangio Sahitya Parishad and many more. The work involves **Restoration, De-acidification and Lamination of printed sheet with Maruishi Tissue Paper Methyl Cellulose and by Barrows Process.**)

We have sent letter to the Directorate of State Archives, 6, Bhawani Dutta Lane, Kolkata – 700 073 on 27.03.2024 soliciting their advice regarding restoration of the valuable books. The Director has given consent that the Directorate will send archivist to our college. We may get financial assistance from National Archives of India, New Delhi provides financial assistance for the restoration and conservation of old valuable books through State Archive.

The cost involves as follows

1. Deacidification and lamination of a5 sheets @ Rs. 15/- per sheet.	
Cost for two thousand five hundred (approx) sheets	Rs. 37500/-
2. Binding and Gold Lettering @ Rs. 150/- per book	
Cost for binding and Gold Lettering for 20 books	Rs. 3000/-
Total Cost	Rs. 40500/-
GST @ Rs. 18%	Rs. 7290/-
Total Cost including GST	Rs. 47790/-

I do hereby submit a proposal for a pilot project of restoration of 20 (twenty books) for Rupees fifty thousand only.


15.04.24
Dr. Nitai Raychoudhury
Librarian