ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE-6

**Library and Information Centre**

SH/LIC/MM/2013-14 21.11.13

Minutes of the Internal Meeting held on 21.11.13 at 12.00 pm in the Library and Information Centre.

**Members Present:**

Dr.Shijith Kumar C **-** LIO & Chairman

Mr. Nandeesha, **-** SLIA

Mr.Nidheesh David Kuruvila **-** SLIA

Mr.Nanjunda Swamy **-** LIA

Mr.Lokesh - LA

Mr. Raju V - Ayah

Mr. Chowdaih - Library Attendant

**Members Absent:**

 Mr. Mahadeva, M - ALIO

**Meeting Agenda:**

1. Book Purchase
2. Journal Subscription
3. Online User Feedback facility
4. Any other matter with the permission of the chair

 **Book Purchase**

The meeting discussed the purchase of 240 subject books pertaining to Audiology, Clinical Psychology, Electronics, Special Education, Speech Sciences and Speech Language Pathology and 87 general books on Central Service Rules, Communicative English, English Literature and Personality Development.

**Journal Subscription**

It also discussed the subscription of 109 existing and 14 new journals on communication disorders for the year 2014. In addition, purchase of eight online journal archives was discssed. The members suggested subscribing the journals only in electronic format wherever available as the use of print journals in the library has been coming down considerably.

**Online User Feedback facility**

The members suggested to launch an online user feedback facility for receiving easy feedback from customers. Various software have been discussed and it is decided to make the facility using Google Drive, which is very easy to design and launch. Mr. Nanjunda Swamy has been assigned the work by LIO.

**Others**

**Best Library User Award:** The criteria for selecting theBest Library User Award was discussed as per the decisions taken during the Library Advisory Council. The members suggested the number of books borrowed and the number of visits made to the library as criteria for selecting the Best Library User Award.

Meeting ended with thanks to the chair.

 Library and Information Officer

ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE-6

**Library and Information Centre**

SH/LIC/MM/2013-14 16.12.13

Minutes of the Internal Meeting held on 16.12.13 at 3.00 pm in the Library and Information Centre.

 **Members Present:**

Dr.Shijith Kumar C **-** LIO & Chairman

Mr. Nandeesha, **-** SLIA

Mr.Nidheesh David Kuruvila **-** SLIA

Mr.Nanjunda Swamy **-** LIA

Mr.Lokesh - LA

Mr. Raju V - Ayah

 Mr. Chowdaih - Library Attendant

**Members Absent:**

 Mr. Mahadeva, M - ALIO

**Meeting Agenda:**

1. Information Resource License Agreement
2. Formulation of library policy
3. Any other matter with the permission of the chair

**Information Resource Purchase/ Subscription Agreement**

LIO briefed the staff regarding the need for a purchase/ subscription agreement to be executed with our major journal vendor, M/s Allied Subscription agency, as year by year the subscription cost is increasing. It is decided that all the staff will give input for preparing the terms and conditions for the agreement.

 **Formulation of library policy**

LIO informed and distributed the draft library policy manual prepared and requested all to provide necessary suggestions for its modification. Some of the matters incorporated in the manual were also discussed.

Meeting ended with thanks to the chair.

 Library and Information Officer

ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE-6

**Library and Information Centre**

SH/LIC/MM/2013-14 18.10.13

Minutes of the Internal Meeting held on 18.10.13 at 4.00 pm in the Library and Information Centre.

 **Members Present:**

Dr.Shijith Kumar C **-** LIO & Chairman

 Mr. Mahadeva, M - ALIO

Mr. Nandeesha, B **-** SLIA

Mr.Nidheesh David Kuruvila **-** SLIA

Mr.Nanjunda Swamy **-** LIA

Mr.Lokesh, P - LA

Mr. Raju V - Ayah

 Mr. Chowdaih - Library Attendant

**Meeting Agenda:**

1. Monitoring the Usage of Computers
2. Any other matter with the permission of the chair

 **Monitoring the Usage of Computers**

A few students informed that the computers are being used by students for watching movies and many other non-academic activities. The suggestions were put forward by the staff include shift the working area of one of the staff to the nearby room which will ensure discipline among the students and shifting the computer centre to the ground floor. It is alos suggested to search for open source software monitoring the usage. Mr. Nanjunda Swamy will search the NET for suitable open source solutions.

Meeting ended with thanks to the chair.

 Library and Information Officer