**ALL INDIA INSTITUTE OF SPEECH AND HEARING**

**LIBRARY AND INFORMATION CENTRE**

SH/LIC/LAC/2022-23 Date: 13.05.2022

Submitted to the Director.

 Sub: Subscription of journals, 2022

 Ref: 1) Our PRF for Journal subscription dated 30.09.2021

 2) Our letter No. SH/LIC/JNL/22-23 dated 09.05.2022

Respected Madam,

With reference to the above subject, a special Library Advisory Council (LAC) meeting was held on 12.05.2022. The council discussed the matter of journal subscription for the year 2022 in detail and recommended not to proceed with the subscription of 94 journals vide our PRF dated 30.10.2021, considering the inordinate delay in the subscription process. However, a fresh PRF should be placed for subscribing to the 17 Elsevier journals providing access to the issues published from January 2022. The council also recommended a time schedule for journal subscription in the future as given below, and to convene a joint meeting of LAC and Standing Purchase Committee (SPC) in the presence of the Director soon after placing PRF for the next year’s journal subscription. A copy of the meeting minutes is enclosed.

Time Schedule for the Journal Subscription 2023

Submission of PRF for Journal subscription - 1st week of August 2022

Subscription process and negotiation - last week of November 2022

Payment - 2nd week of December 2022

To begin subscription - 1st January 2023

In this regard, permission may kindly be given to:

1. stop the processing of our PRF dated 30th September 2022 for 94 journals
2. prepare and submit a fresh PRF for subscribing to the 17 Elsevier journals (list enclosed) as proprietary articles from the Publisher
3. follow the time schedule as decided by the Library Advisory Council and inform the Purchase Section

Thank you,

Yours faithfully,

Library and Information Officer

Approved/ Not Approved

Director