**ALL INDIA INSTITUTE OF SPEECH AND HEARING**

**LIBRARY AND INFORMATION CENTRE**

SH/LIC/LAC/2022-23 Date: 12.05.2022

The LC after due deliberation, observed that

* The PRF for the journal subscription was placed on 30.09.2021. However, the PRF was processed only in the month of January 2022 and is still continuing till date. As journal subscription are from January to December, this kind of a delay is unacceptable. This has caused academic inconvenience to the faculty, staff and students of the institute.
* As already, we are in 5th month, and it may take one more month for us to make the advance payment to the vendor and get the journals activated. Due to this, the committee opined that the existing PRF may be cancelled for the year 2022 due to the delay in processing and a fresh PRF may be placed for the 17 journals for which we have access now.
* In order to avoid such instances in future, the following time schedule may be followed:

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

Purchase process and Negotiation - last week of November

Payment - 2nd week of December

To begin subscription - 1st January

In this regard, the Director may convene a meeting of LC along with SPC on placing the PRF.

1. Dr. Ajith Kumar U
2. Dr. Geetha C
3. Dr. Rajsudhakar R
4. Ms. Ramana Kumar P.V
5. Mr. Nandeesha B
6. Ms. Divyashree K.N
7. Dr. Shijith Kumar C

**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, 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, with the approval of the competent authority, 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 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. Copy of the meeting minutes 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