LIBRARY COMMITTEE

ST. JOSEPH'S COLLEGE

Darjeeling-734104

ANNUAL REPORT: July 2023 –June 2024

ST. JOSEPH'S COLLEGE LIBRARY

DARJEELING-734104

August 2024

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THE ST. JOSEPH'S COLLEGE LIBRARY

The St. Joseph' College Library or SJC Library was established just after the establishment of college in 1927. After the classrooms, library is nerve center of the college. It is now named as **Fr. John Whelan Library** after him. We try to mentor library users on proper use of the library, so as to acquire exact knowledge and requisite information on becoming a good citizen of our country.

LIBRARY COMMITTEE

The Library Committee (2023-24) was composed of:

1. Fr. Dr. Donatus Kujur, S.J. (Principal)….President;

2. Dr. Debasish Pradhan (Librarian)………Co-ordinator;

3. Dr. Upakar Rai …………......................Member

4. Ms. Sharon Gyamtsho ....Member

5. Mr. Ashish Chettri…................................Member

6. Ms. Sumanta Pariyar ....Member

7. Dr. Yogesh Pantha.………….....................Member

8. Dr. Samir Sharma……………………..Member

9. Mr. Bishal Rai ....Member

LIBRARY COMMITTEE MEETING

One Library Committee Meeting was held on 29.11.2023 as per the following notice and agenda mentioned therein:

Image No.1: Notice for Library Committee Meeting, 29.11.2023

LIBRARY

Library Committee Meeting will be held on 29.11.2023 (Wednesday). The Committee Members are therefore requested to attend the Meeting as the followings:

Date: 29.11.2023 (Wednesday)

Time: 2:00 pm

Venue: Conference Hall

DATE: 22.11.2023   CO-ORDINATOR

AGENDA:

- Implementation of Koha
- Upgradation of Library
- Purchase of Plagiarism Software
- Budget on book purchase
- AOB

The meeting was therefore organized on 29.11.2023 and Fr. Dr. Donatus Kujur, the Principal and Chairperson of the Library Committee, presided over the meeting. The meeting was attended by all the Committee Members. Followings were the minutes of that meeting:

Minutes of Library Committee Meeting,
St. Joseph's College, 29.11.2023.

1. For Data Entry in Koha Software, College will pass one work order for outsourcing through Libcare & Cure, Tribeni, Hooghly-712503;
2. There will be one Library Orientation Programme, especially on Koha, for our college teachers in February, 2024;
3. Third Semester Students (who were admitted in 2022) will come under Koha user database;
4. There will be arrangement for available E-books to be accessible online;
5. There will be arrangement for published research works of our college teachers to develop an Institutional Repository to be accessible online;
6. For upgradation college library following decisions were taken:
   - To arrange fire extinguishing system;
   - To make 10 identical racks for the purpose of stacking of journals (18inch X 36inch X 96inch height), of deep green colour. Maker has to come to see the structure and measure.
   - Good and same colored curtains for windows and glass walls;
   - To make required number of wooden map racks;
   - To fix portraits on the walls of two halls;
   - To fix door slowing equipment at the front door;
   - Four computers in small room for data entry in Koha software; and
   - One black ink-tank printer.
7. Decision for plagiarism software was not finalized, for which teacher-members will enquire;
8. For book purchase, every department other than Bengali Department and Hindi Department, has to utilize Rs.20,000 by 29th February, 2024.

Members:

1. Fr. Dr. Donatus Kujur, S.J. (Principal & Chairperson) … ..
2. Dr. Debasish Pradhan (Coordinator) … … … ..
3. Dr. Upakar rai (Member) … …
4. Ms. Sharon Gyamtsho (Member) …
5. Mr. Ashish Chettri (Member) … …
6. Ms. Sumanta Pariyar (Member) ..
7. Dr. Yogesh Pantha (Member) … … …
8. Dr. Samir Sharma (Member) … … …
9. Mr. Bishal Rai (Member) … … …

IMPLEMENTATION FOR THE MINUTES

- Data entry for the library books is over;

- The process for SJC's Institutional Repository has been initiated;

- A master list of the links for several types of e-resources (e-documents) has been notified through the SJC teachers' What'sApp group;

- Books are purchased by the departments, as per the allotment of budget;

- One good printer has been procured and added to our library;

- Requirements for book racks are to be revised;

- Implementation processes for the other works are going on.

ACTIVITIES IN LIBRARY, 2023-24.
(A) Three Days KOHA Training Programme

For the purpose of library automation and skill development among the library staff of the Central Library (Fr. John Whelan Library) and SFC (Self Finance Courses) Library of St. Joseph's College, an on-site "Three Days Koha Training Programme" (As a part of Library and Staff Development Programmes, with the assistance of Gurudas College, Kolkata-700054) was organized in the college. Besides the programme was essentially a part of cloud based library automation programme through Koha, supported by the Bengal Library Association, Kolkata-700014. It was held during 24-26 August 2023 in the Conference Hall as well as in Central Library of the college.

(B) Library Automation Project

We have newly started data entry in KOHA Software for our whole collection of library books, since January 2024 under the LibCare and Cure (Enterprise), Hooghly-712503. Further to mention that all the books are receiving 6-digit new accession numbers starting from 000001 onwards. All the books will be tagged Call Numbers on the spine newly. Books are now bar-coded with new 6-digit accession numbers as well.

Picture No.1: A glimpse during library automation work

(C) Enrollment in Internship for BLIS-IGNOU student

The library enrolled one BLIS-IGNOU student on certification of successful internship during 11.04.2024 to 18.05.2024.

CONCLUSION

The academic library is often considered as the heart of any educational institution. It provides a plethora of resources and services that are essential for the success of students, faculty, and the overall academic community. It is a hub for collaboration, networking, knowledge sharing and intellectual exchange. As we look towards the future, the academic library will undoubtedly continue to play a pivotal role in shaping the success of students and academicians.

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Date: 20.08.2024

Debasish Pradhan

(DEBASISH PRADHAN),
Coordinator, Library Committee.