



**UNIVERSITY OF PETROLEUM & ENERGY STUDIES, DEHRADUN  
LIBRARY**

**Minutes of the 2<sup>nd</sup> Library Steering Committee  
held on Monday 21 April 2014,  
3 PM in the Enrollment Board Room**

The Meeting of the 2<sup>nd</sup> Library Steering Committee was held on 21st April 2014 in the Enrollment Board Room. The following members attended the meeting:

1. Prof. Utpal Ghosh, Pro-Vice Chancellor
2. Dr. Shrihari, Campus Director
3. Dr. Santosh Kumar Gupta (Chairperson)
4. Dr. Ranjan Sinha Thakur (Secretary)
5. Dr. Sanket Goel, Member
6. Dr. K. K. Pandey, Member
7. Dr. S. G. Sreejith, Member
8. Dr. Ashoutosh Panday, Member
9. Dr. P. P. Sati

At the outset, the PVC welcomed the members of Library Steering Committee. He informed the members about various measures that have already been taken to improve the facilities in the library and requested the members to give further suggestions in this direction. Agenda of the meeting was:

1. Review of last meeting minutes
2. Library budget status
3. College-wise budget allocation
4. Migration from Libsys to KOHA
5. Library portal
6. Library Manual
7. Digital Library at ground floor
8. CCTV cameras
9. Empanelment of Vendors
10. World Book Day 2014

The minutes of the Library Steering Committee meeting held on 8<sup>th</sup> January 2014 were confirmed. The LSC noted the action taken on the minutes of last LSC. The following points were discussed in the 2<sup>nd</sup> LSC meeting:



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1. **E-Journals Database subscription:** Librarian informed the present status of e-journal database subscription decided in the last meeting. Librarian placed the difficulties in subscribing the Institute of Physics (IOP), Nature as the UGC-Infonet consortium will not consider prorata basis subscription. And for the JSTOR we have spent Rs. 43,340 extra amount of subscription due to their change in policy. The LSC has given go-ahead permission. PO done for Annual reviews, ASCE, ASME, JSTOR, Nature and IOP and service activation done in Royal Society of Chemistry database
2. **Library Budget:** Librarian informed the status of the Opex and CAPEX budgets of the library in CY 2014, along with budget spent and departmental budget allocation made as per the ratio of faculty, student and no of courses in each college.
3. **E-Book Procurement:** Librarian informed the detailed initiative taken for buying e-books and the difficulties. He informed the committee members about the demonstration which will be held in 3<sup>rd</sup> May 2014 by Informatics India, Bangalore at Energy House Board Room. The e-books procurement will be decided after the demonstration. Librarian also informed the committee members on the subscription of e-journals of Gale Cengage Learning and ProQuest on Engineering and Management and World e-library through Delnet institutional membership. PVC asked Librarian to send required documentation to concerned members.
4. **Migration from Libsys to KOHA:** The migration to KOHA from Libsys software has been discussed in detail highlighting the status of its order and facilities available in KOHA. The problems of present Libsys software were also discussed in the meeting.
5. **Library Portal "GyanKosh":** Detailed facilities available in GyanKosh (Library Knowledge Portal), were discussed and it was decided to launch it as a part of the World Book Day celebration, and to inaugurate it on 23<sup>rd</sup> April 2014 at Energy House Board Room. Librarian requested all committee members to be present at the inauguration ceremony.
6. **Digital Library at Ground Floor Library:** Librarian placed the proposal for developing a digital Library at the Ground floor, initially with 8 – 10 multimedia desktop computers. The LSC has given its kind consent.
7. **CCTV cameras:** Librarian informed the present status of CCTV Camera procurement, and the difficulties. PVC extended his necessary help to us in overcoming the difficulties in the procurement.
8. **Empanelment of Vendors:** Librarian also informed the committee about the benefits of empanelment of some more vendors. The LSC agreed with the proposal.



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9. **World Book Day 2014:** Librarian informed the initiative taken for organizing the World Book Day celebration on 23<sup>rd</sup> April 2014 at UPES Library premises. Librarian invited all Committee members to attend the celebration.
10. **Usage Statistics:** PVC informed librarian to keep track of the usage statistics of library documents.
11. **Weed-out of damaged books:** Librarian proposed LSC to weed out damaged books from the library stock. Also weeding out of old national and regional newspapers, magazines, pamphlets, etc.

Following decisions have been made in the LSC meeting:

1. Subscription of JSTOR database through the UGC-Infonet Consortium will be subscribed with additional price of Rs. 43,340/-. Total price on prorata basis is Rs. 238,340.
2. Institute of Physics and Nature will be subscribed effective from 1 January 2014 to 31 December 2014, as they are not offering pro-rata basis subscription.
3. Library Committee recommended the Librarian to start the subscription/renewal process from the November month to get them effective from January.
4. Dr. Sreejith proposed to subscribe Hein Online database instead of WestLaw Database from next CY 2015.
5. Demonstration on E-books by Informatics India (aggregator of e-books and e-journals) on 3<sup>rd</sup> May 2014.
6. PVC instructed to keep library usage statistics of library documents.
7. KOHA migration will be ended on or before 31<sup>st</sup> July 2014.
8. Library Portal will be inaugurated on 23<sup>rd</sup> April 2014.
9. Library committee gave its kind consent on opening a Digital Library.
10. The Committee advised the Librarian to take steps for withdrawal of damaged books. The library will prepare a list of such books along with their cost, and place it before the Finance Committee for final approval. The committee also recommended disposing of old national and regional newspapers, magazines, pamphlets, etc. The committee recommended that only the last two years magazines such as India Today Business Today, etc., be kept, the rest being weeded out from the library records.

Dr. S. K. Gupta  
(Chairperson)

Dr. Ranjan Sinha Thakur  
(Secretary)



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LIBRARY**

**Minutes of the 3<sup>rd</sup> Library Steering Committee  
held on Monday 19 July 2014,  
3 PM in the Block-I Board Room**

The Meeting of the 3<sup>rd</sup> Library Steering Committee was held on 19<sup>th</sup> July 2014 in the Block 1 Board Room. The following members attended the meeting:

1. Prof. Utpal Ghosh, Pro-Vice Chancellor
2. Dr. Shrihari, Campus Director
3. Dr. Santosh Kumar Gupta (Chairperson).
4. Dr. Tabrez Ahmed, Associate Director, CoLS
5. Dr. Ranjan Sinha Thakur, Head Librarian (Secretary)
6. Dr. Sanket Goel, VP (R&D) (Member)
7. Dr. K. K. Pandey, Assistant Dean (CMES) (Member)
8. Dr. P. P. Sati, Associate Librarian
9. Kamal K Lal, Associate Librarian
10. Praveen Kapoor, Deputy Librarian

At the outset, the PVC welcomed the members of Library Steering Committee. He informed the members about various measures that have already been taken to improve the facilities in the library and requested the members to give further suggestions in this direction. Agenda of the meeting was:

1. Review of last meeting minutes
2. College wise Library budget status
3. E-Books Procurement
4. JGate Database and Ezproxy subscription
5. Gale Cengage Engineering & Management Journals database subscription through DELNET Membership
6. ProQuest Engineering & Management Journals database subscription through DELNET Membership
7. National Workshop on KOHA, 6-8 November 2014

The minutes of the Library Steering Committee meeting held on 21st April 2014 were confirmed. The LSC noted the action taken on the minutes of last LSC. The following points were discussed in the 3<sup>rd</sup> LSC meeting:



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1. Prof. Utpal Ghosh, summarized the achievement made in library in last few months, highlighting the Migration of Library Software to KOHA, Book Release Programme, Digital Library and GyanKosh UPES Knowledge Portal.
2. **Library Budget:** Dr Thakur informed the status of the budget spent status to the Committee members present at the meeting.
3. **E-Book Procurement :** Dr Thakur informed the detailed initiative taken for buying e-books and the difficulties. On the basis of the quotation received from Pearson, Tata McGraw Hill, EBSCO, Springer, Wiley Online, Librarian informed the committee about the price and subscription mode and perpetual mode/pick-choose model. The committee suggested to select the title properly after discussion with HODs/Deans.
4. **Subscription of Gale Cengage & ProQuest through DELNET :** Librarian also informed the committee members on the subscription of e-journals of Gale Cengage Learning and ProQuest on Engineering and Management and World e-library through Delnet institutional membership. PVC asked Librarian to send required documentation to concerned members.
5. **EzProxy:** Librarian proposed the subscription for EzProxy for off-campus access of the Subscribed resources. Also informed the committee about the J-Gate bibliographic database.
6. **National Workshop on KOHA at UPES:** Dr Thakur informed the committee members on the National Workshop on Library Automation using Open Source ILMS KOHA, organizing by Central Library, during 6-8 November 2014. The LSC gave the permission to organize the workshop and approved the workshop brochure.
7. **Empanelment of Vendors:** Head Librarian informed the LSC about the new Vendor Empanelment done on the basis of the sealed quotation.
8. **Cost of Replacement Books by Library Member:** Head Librarian informed the committee about the double replacement cost of lost books, which are being collected from students and staff members, original cost of the books may be given back to library for replacing the same book from the recovery amount.



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Following decisions have been taken in the LSC meeting:

1. Trial Access & Subscription of EzProxy
2. Fresh List for subject wise list of ebooks to be prepared by the Library with the discussion with HODs/Deans.
3. To place the issue of book replacement cost in the next MC, for this the Librarian should request Mr. Abhay Sharma.

Dr. S. K. Gupta  
(Chairperson)

Dr. Ranjan Sinha Thakur  
(Secretary)

## Dr. Ranjan Sinha Thakur

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**From:** Dr. Ranjan Sinha Thakur  
**Sent:** Tuesday, March 3, 2015 9:51 PM  
**To:** Dr. Santosh Kumar Gupta; Dr. Sanket Goel; Dr. Tabrez Ahmad; Dr. Santhakumari Gokuleswaran Sreejith; Dr. Krishan Kumar Pandey; Dr. Ashutosh Panday; Kamal Kumar Lal; Dr. Prem Prakash Sati; Praveen Kapoor; Dr. Jitendra Kumar Pandey; Dr. Kamal Bansal; Dr. Anirban Sengupta (ASENGUPTA@DDN.UPES.AC.IN)  
**Cc:** Dr. Shrihari Honwad; Utpal Kumar Ghosh; Dr. Parag Diwan; Dr. Sawaran Jit Chopra  
**Subject:** Minutes of the 4th Library Steering Committee held on Monday 13 February 2015

Dear Sirs,

Kindly find enclosed the Minutes of Minutes of the 4th Library Steering Committee held on Monday 13 February 2015.

This is for your kind information please.

**Minutes of the 4<sup>th</sup> Library Steering Committee  
held on Monday 13 February 2015,  
3:30 PM in the Enrollment Board Room**

The Meeting of the 4<sup>th</sup> Library Steering Committee was held on 13<sup>th</sup> February 2015 in the Enrollment Board Room. The following members attended the meeting:

1. Dr. Shrihari, Vice-Chancellor (Designate)
2. Dr. Santosh Kumar Gupta (Chairperson)
3. Dr. Tabrez Ahmed, Director
4. Dr. S.G.Sreejith, Member
5. Dr. Ranjan Sinha Thakur (Secretary)
6. Dr. Jitendra Kumar Pandey, Member
7. Dr. Ashutosh Panday, Member
8. Dr. K. K. Pandey, Member
9. Dr. P. P. Sati, Associate Librarian
10. Mr. Kamal K Lal, Associate Librarian
11. Mr. Praveen Kapoor, Deputy Librarian

The agenda of the meeting was:

1. Review of last meeting minutes
2. Library budget CY2014 and CY2015
3. E-Books Procurement
4. J-Gate Database subscription
5. Stock Verification

The minutes of the Library Steering Committee meeting held on 19th July 2014 were confirmed. The LSC noted the action taken on the minutes of last LSC.

The following points were discussed in the 4th LSC meeting:

1. **Library Budget:** Librarian informed the status of the CY 2014 Library budget spending- status to the Committee members present at the meeting. Also informed the CY 2015 Library Capex and Opex budgets. Out of the total of Rs. 50 lakhs CAPEX budget for Printed Books and E-Books, the committee recommended Rs. 30 lakhs for printed books and Rs. 20 lakhs for E-books.

2. **E-Books Procurement:** Librarian informed the detailed initiative taken for buying e-books. On the basis of the quotations received from Pearson, Tata McGraw Hill, Cambridge University Press, Librarian informed the committee about the price and subscription mode and perpetual mode/pick-choose the model. The committee suggested selecting the titles properly after discussion with HODs/Deans. The COMES preferred to take a subscription on Emerald Insight Management in place of e-books and COLS also preferred to upgrade Lexis/Nexis India database to LexisNexis International database edition. As the E-books budget is under the CAPEX head and databases under the OPEX head, Librarian informed Dr. Shrihari about the difficulties of taking E-database in place of E-books. Dr. Shrihari suggested to discuss this matter with PVC. - done
3. **Subscription of J-Gate federated search engine:** Librarian proposed the subscription for J-Gate database as J-Gate is a search engine for browsing all our subscribed E-database from a single window. The yearly subscription to the database is Rs.1.34 lakhs with tax. - done
4. **Stock Verification:** As a lot of books are missing/lost from the library, Dr. Shrihari recommended Librarian to deploy one Desktop at the entrance for rechecking. He also recommended Librarian to take necessary steps for their replacement. - done
5. **Institutional Digital Repository (UPES-IDR):** Librarian informed the committee on the present status of UPES-IDR, which is created for archiving all the thesis and A-grade dissertations. Dr. K. K Pandey proposed to create a repository on the publications by the UPES fraternity. The committee member also discussed its usefulness in keeping all the publications in the repository. → done

The following decisions have been taken at the LSC meeting:

1. Subscription of J-Gate database. - done
2. Discussion with all Deans before final selection of E-books. - done
3. One Desktop will be installed at the Library entrance for verification. - done
4. Transfer of E-books CAPEX budget for COMES and COLS to OPEX budget. → clarified with Mr. S.K. 9/11/11
5. All the published faculty publications will be made available in the repository. → done

*Thanks & Regards,*

Dr. Ranjan Sinha Thakur, *Head Librarian*  
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*Access Library resources:*

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<https://spicework.ddn.upes.ac.in:2048/login>