

LIBRARY COMMITTEE

The Library Committee had been constituted for the purpose of smooth functioning of the library and coordination with all Heads of the Department, faculty members, students and the management. The Committee extends advice and suggests new ideas from time to time regarding the developmental activities of the Library. The purpose of the Library Committee is to act as a channel of communication between the Institute Library and its users. It shall assist in developing operational procedures, suggest various measures for improvement and development of the Library resources and formulate both personnel and fiscal policies. It shall strive to inculcate the enriching habit of reading books in a technologically enabled and intellectual atmosphere.

The Library Committee plays a crucial role in shaping the policies, services, and operations of the library. Here are the major functions of the committee:

Formulating Policies: The committee is responsible for formulating various policies related to the library, such as collection development, purchase policies, and space utilization guidelines. These policies guide the overall functioning of the library.

Guiding the Librarian: It provides guidance to the librarian in formulating general library policies and regulations that govern library operations. This ensures consistency and adherence to established standards.

Proposing Activities and Programmes: The committee proposes activities, programs, and services to enrich the library experience for users. This may include workshops, seminars, book clubs, and other events aimed at promoting reading and learning.

Developing Vision and Strategy: It contributes to the development of the library's vision and strategy document, outlining long-term goals and objectives for the library's growth and development.

Promoting Information Literacy: The committee advocates for the integration of library and information literacy initiatives within the institute, aiming to enhance users' ability to locate, evaluate, and use information effectively.

Archiving and Management: It formulates policies for knowledge and information archiving and management within the institute, ensuring proper documentation services and the systematic updating of the library collection.

Modernization and Improvement: The committee works towards modernizing and improving library and documentation services by adopting new technologies, enhancing infrastructure, and optimizing resources.

Reviewing Readership: It reviews library readership department-wise and adopts measures to enhance readership among students, faculty, and staff.

Budget Preparation: The committee prepares the library budget and proposes development projects, ensuring adequate financial resources for the library's functioning and growth.

Setting Fees and Charges: It recommends fees and other charges for library services to the authorities, balancing affordability with sustainability.

Seeking Feedback: The committee seeks feedback on library functions from users to identify areas for improvement and enhance user satisfaction.

Annual Reporting: It submits an annual report on the functioning of the library to the relevant authorities, summarizing key activities, achievements, and challenges.

Increasing Membership: The committee takes measures to increase library membership beyond the college boundaries, extending library services to a wider community.

By fulfilling these functions, the Library Committee contributes significantly to the overall effectiveness and success of the institute's library, ensuring it remains a valuable resource for teaching, learning, and research.

Constitution of the Committee:

1. Committee Coordinator: **Dr.M.P.Kusuma**
2. Committee Members: **Mrs.Zeenath Banu**