

## Library Committee (Library Advisory Committee)

The Library Committee provides a forum for open discussion of matters relating to Library and its services. AIT's Library and Information Centre is governed by the Library Committee under the Chairperson Prof. Vasanti S. Department of Electronics and Communication Engineering. The Committee was constituted on 11-03-2014 to meet all the objectives, needs of the users, formation of policies, rules and regulations and implementation of policies in the library effectively.

### Objectives of the Library Committee

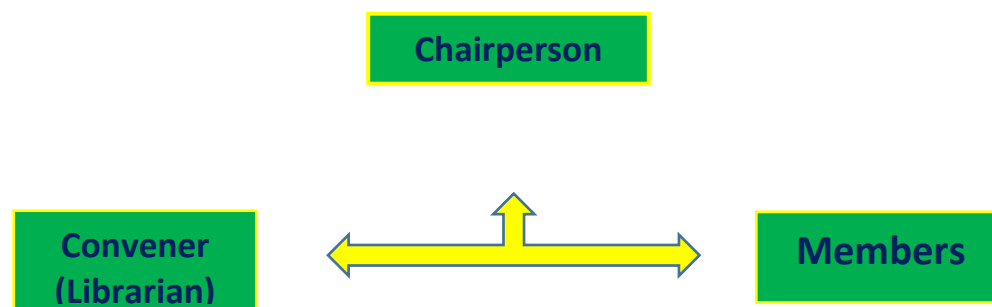
- To prepare the annual budget, rules and regulations of the library.
- To decide and adopt policies to govern and manage the library.
- To advise the management on all matters pertaining to the library development.
- To look into the day to day problems of the Library users, Library staff and suggest remedies.
- To consider and put forward the views of students and faculty members regarding their problems and solutions.

### Structure of the Library Committee

The Library Committee consists of the following:

- Chair Person
- Librarian
- 7 Faculties from different departments
- 7 Students from different departments

### Organization Chart of Library Committee



## **Duties of Committee Chairs**

1. Plans and coordinates the committee's work for the year.
2. Keeps committee members fully informed. In particular, committee members should be informed of the times of all meetings so that they can make plans to attend. An agenda should be sent out in advance, and minutes should be filed after the meeting.
3. Replies promptly to all inquiries concerning problems related to the committee's work.

## **Duties of Convener**

1. Prepare a set of goals for the committee for the calendar year
2. Call regular committee meetings
3. Prepare an agenda for each meeting and send it to members before next meeting
4. Keep a record of the agendas and minutes of each meeting
5. Prepare an annual report of the committee's work for the year

## **Duties of Committee Members**

1. Attend all meetings of the committee
2. Complete all assignments made by the committee chair.
3. Inform the chair of the committee immediately of any change in address or service on the committee.
4. Forward any unique committee material to the committee chair at the end of a committee assignment.

## **The Duties and Responsibilities of the Library Committee**

1. To frame general rules for the management of the Library
2. To advise the Librarian regarding general library development
3. To prepare the annual budget estimates of the library
4. To prepare an annual report summarizing the activities and achievements of the library
5. To allocate funds, from the sanctioned annual budget of the library.

## **Library Committee Working Procedure**

1. The chair of the committee shall be elected by the committee membership
2. The committee members are reviewed every successful year as per the availability of member
3. The committee shall meet no less than two times a year merely between two semester break.
4. The convener of the committee prepares the agenda for the every meeting, and sent it to the members before the scheduled meeting date.
5. The committee will discuss about general rules, annual budget estimates, allocation of funds, procurement of Library materials, users membership rules and guidelines, circulation rules and stock verification of the Library materials.
6. The committee is also responsible to take necessary action towards the upgradation and modernization of the Library.
7. The successful committee meeting minutes are noticed by the convener and organize it to disseminate among committee members.
8. The committee meeting minutes include the agenda of the meeting, discussion about the topics in the agenda, respective person to take the action and the status.
9. The meeting minutes of the committee are finally sent to the Principal to approve the committee recommendations and decisions.
10. The chairperson and the convener of the committee is responsible to put forward the approvals by the Principal and the Management.

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