



# **Atria Institute of Technology**

## **Library and Information Centre**

### **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, the Principal of the Institution. 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**

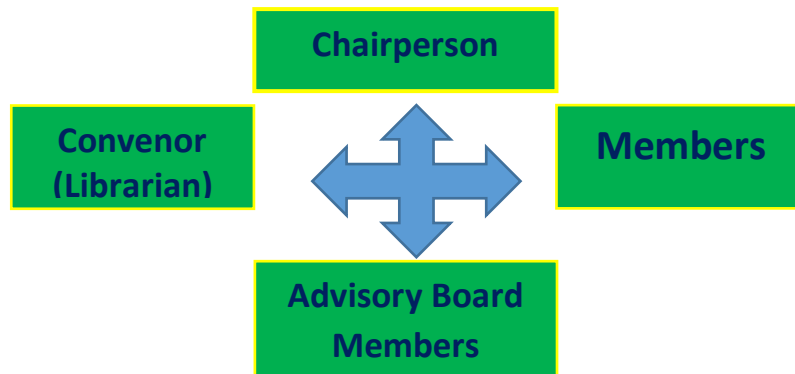
- To prepare the annual budget, rules and regulations of the library.
- To decide and adopt policies to govern and manage the library.
- To advise the management on all matters pertaining to the library development.
- To consider and put forward the views of students and faculty members regarding their problems and solutions to the higher authorities.

### **Structure of the Library Committee**

The Library Committee consists of the following:

- Chairperson
- Convenor
- 9 Faculties from different departments
- 10 Students from different departments
- 2 Advisory Board Members

## Organization Chart of Library Committee



### **Duties of Committee Chair**

- Plan and coordinate the committee's work for the year.
- Approve the set of goals prepared by the convenor.
- Reply to all enquiries concerning problems related to the committee's work.

### **Duties of Convenor**

- Prepare a set of goals for the committee for the calendar year.
- Call regular committee meetings.
- Prepare an agenda for each meeting and send it to members before the commencement of meeting.
- Keep a record of the agenda and minutes of meeting of each meeting.
- Follow up of actions recommended by the committee.
- Prepare an annual report of the committee's work.

### **Duties of Committee Members**

- Attend all meetings of the committee.
- Complete all assignments made by the committee chair.
- Consolidate and convey the department requirements concerned to library.
- Provide suggestions for the improvement of the library services.

### **Duties of Advisory Board Members**

- Promote library services and programs.
- Assist library management to develop policies and budget proposals.
- Provide support for library management initiatives and decisions.

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

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

## **Library Committee Working Procedure**

- The chair of the committee shall be elected by the head of the Institution/Management.
- The committee members are reviewed every academic year depending on the availability of members.
- The committee shall meet once in a semester.
- The convenor of the committee prepares the agenda for the every meeting and sends it to the members before the scheduled meeting date.
- The committee will discuss about general rules, annual budget estimates, allocation of funds, procurement of Library materials, user membership rules and guidelines, circulation rules and stock verification of the Library materials.
- The committee is also responsible to take necessary action towards the upgradation and modernization of the Library.
- The successful committee meeting minutes are prepared by the convener and organize it to disseminate among committee members.
- The committee meeting minutes include the agenda of the meeting, discussion about the topics in the agenda, respective persons to take the action and update the status.
- The meeting minutes of the committee are finally sent to the Principal for his approval, recommendation and suggestion.
- The chairperson and the convenor of the committee is responsible to put forward the requirements to the Principal/Management for approval.

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