



# Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

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Content: Library: Duties of the Library Staff Policy


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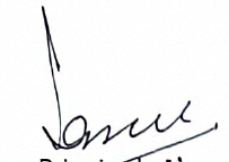
Signed by:



Director



Dean Emeritus



Principal





## Duties of the Library Staff Policy

### Introduction

The institution and its employees are committed to the principle of discharging the duties with integrity and sincerity to help in the smooth functioning of the institution.

### Statement of Purpose

This policy outlines the duties of the librarian and other library staff.

### Policy

#### Duties of the Librarian:

- i. To formulate and administer policies, rules and regulations for efficient functioning of the library.
- ii. To select, acquire, catalogue, classify and maintain the library resources - both in print and digital formats.
- iii. To analyse the requests for search and furnish the reference and bibliographical material to assist the research scholars.
- iv. To help the library users to conduct research and find the information needed.
- v. To train the library assistants and other supporting staff.
- vi. To convene the meeting with Library Committee whenever required to address the issues on agenda.
- vii. To develop repair and weeding policies.
- viii. To periodically conduct stock verification.
- ix. To supervise budgeting and planning.
- x. To periodically analyse the feedback, recommendations, suggestions and complaints of the users and respond appropriately.
- xi. To update the information display and notify the new arrivals.



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- xii. To organise the novice orientation and the user promotion programmes.
- xiii. To supervise the personnel and facilities for optimal functioning.
- xiv. To provide input into architectural planning of library facility.
- xv. To collect rare books and special collections that help the growth of the institutional library.
- xvi. To prepare the annual report of library along with the members of Library Committee.

## **Duties of the Assistant Librarian:**

- i. To assist the librarian in his duties.
- ii. To assist the library users in finding the information.
- iii. To help the librarian in cataloguing and classifying the library resources.
- iv. To collect the damaged and unused books for the consideration of the weeding policy.
- v. To maintain the records.

## **Duties of the other supporting staff in the Library:**

- i. To assist the Librarian and Assistant Librarian as required.
- ii. To ensure the shelving and maintenance of the library resources.
- iii. To report to the Librarian immediately in case of any damage or disruption.
- iv. To supervise all the areas to ensure proper ambience, silence and optimum use of the resources by the users.

## **Definitions**

- a. Library Committee: Current members among the faculty and non-teaching staff appointed by the office of the management authority for a duration of three years.



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- b. Annual Report of the Library: To compile a report at the end of each financial year with a summary of the stock-verification of the resources, listing the details of the services, recommendations, budgeting and reporting.

## Applies to

Library staff and the library users of Sree Gokulam Medical College and Research Foundation, Venjaramoodu, Thiruvananthapuram.

| Prepared by  | Reviewed by               | Approved by                |
|--|---------------------------|----------------------------|
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