

Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram

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Content: Library Committee: Responsibilities

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Responsibilities of Library Committee

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. Various Committees help in the efficient functioning of the specified areas.

Statement of Purpose

This policy outlines the responsibilities of the library committee, which is appointed by the Office of Management Authority and functions for a period of three years.

Policy

Responsibilities of the Library Committee:

- i. To attend the meeting whenever called by the librarian and to address the issues on agenda.
- ii. To scrutinise and recommend the purchase of books, journals and digital contents from the list suggested by the departments and book recommendation box.
- iii. To recommend the procedure for purchase of books, journals and digital contents.
- iv. To recommend further training, refresher courses and promotion to the library staff.
- v. To recommend to write-off the missing books.
- vi. To recommend the disposal of the damaged books and the unused books.
- vii. To periodically analyse the feedback collected from the faculty and students and recommend actions based on it.
- viii. To periodically scrutinise and recommend action based on the list of suggestions and complaints received.
- ix. To recommend methods to constantly improve and increase the library services.
- x. To help the librarian in the management of the library.
- xi. To prepare the annual report of the library.

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.
- 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

All the appointed members of the Library Committee of Sree Gokulam Medical College and Research Foundation, Venjaramoodu, Thiruvananthapuram.