

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF CIVIL ENGINEERING

LIBRARY POLICY

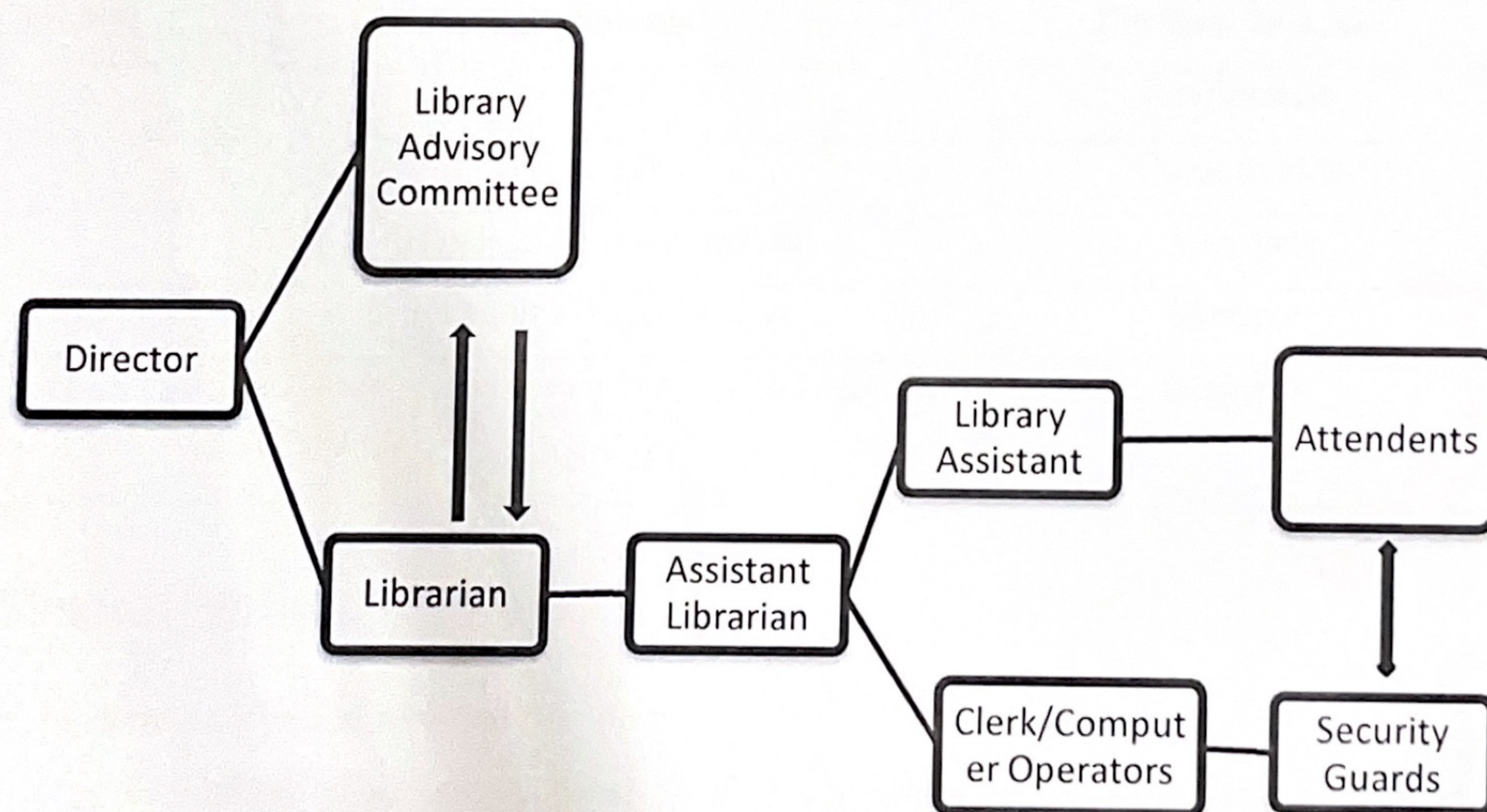
LIBRARY:

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and to a wide range of other resources to improve the knowledge and thought process of the students and teachers. Library is the source of knowledge and wisdom which can be effectively used by the teacher and student communities to enhance their skills to prepare themselves for the constantly changing requirements in a dynamic environment.

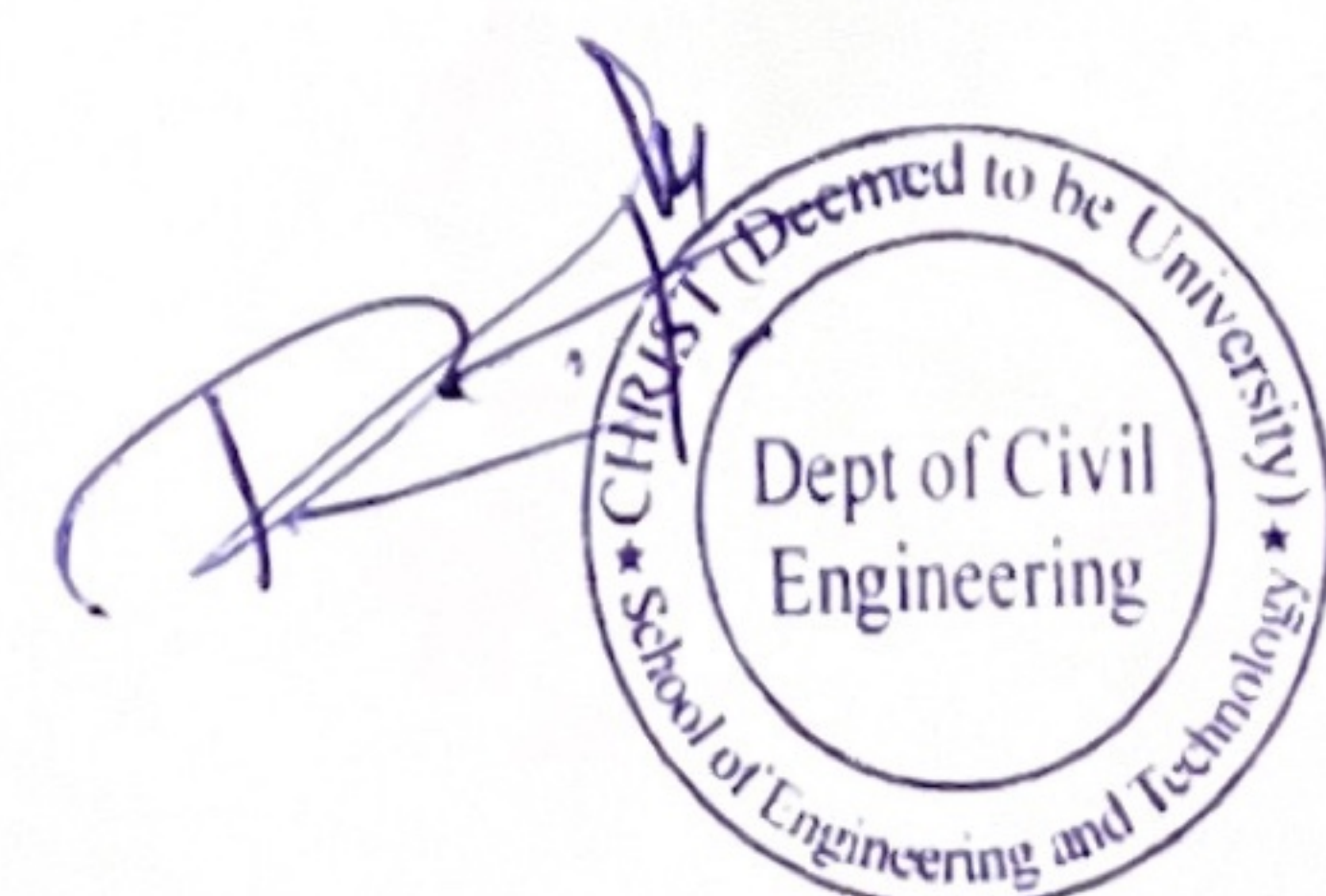
Objectives:

- To set down strategies for the obtainment of the resources required for the library, their circulation, book-keeping and transfer.
- To provide a source of information which, when consulted, may enable students to make informed decisions.

Functional Organizational Structure :



Functional Organizational Structure of Faculty of Engineering Library



LIBRARY ADVISORY COMMITTEE (LAC):

Library advisory committee is generally appointed for improving the library services and formulating policies regarding the same in the university. This coordinates the library services and helps to provide one of the best library services. Library Advisory Committee refers to a group of people, who look after the entire management of the library. This committee advises the librarian on his area of responsibilities and carries out inspections.

Formation of a Library Advisory Committee :

The formation of the Library Advisory Committee is an important task in any library. Proper care should be taken while selecting the members for the committee. The committee should represent the entire stake holders of the library. It should be noted that the user community should be represented in the committee. The Director has the discretionary powers in nominating the members for the committee. The following members may be nominated by Director as members of the library advisory committee separately and independently.

Sr. No.	Designations	Position In LAC
1.	Director	Chairperson
2.	Librarian	Co-ordinator
3.	All Heads of the Departments	Member
4.	One Faculty representative	Member
5.	Two students Representatives (one male and one female)	Member

Tenure of Service:

1. Student-members shall serve for one year only.
2. The Committee shall meet at least twice in an academic semester with 70% of its membership comprising a quorum.

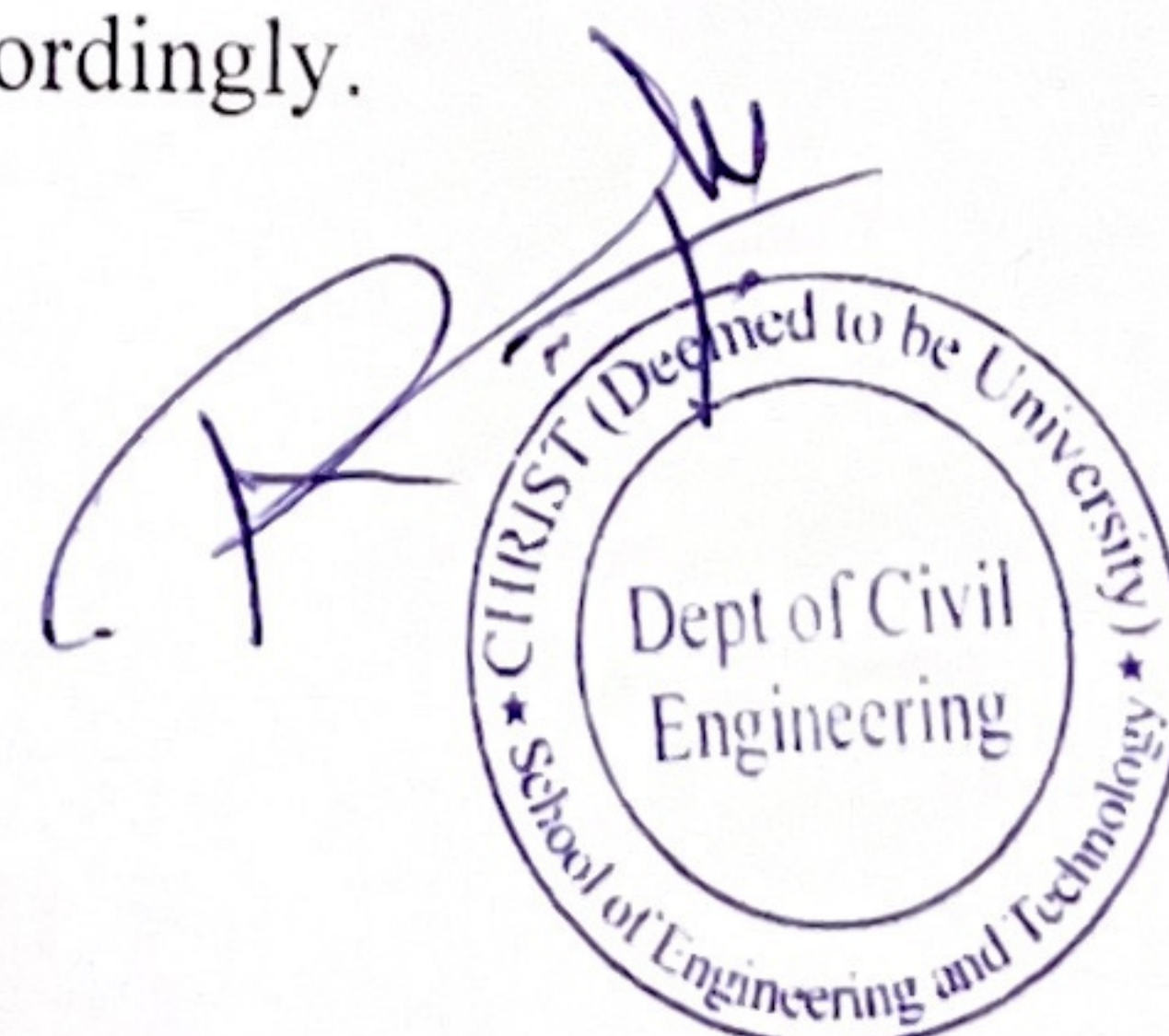


Terms and Objectives of a Library Advisory Committee:

University essentially functions according to the Academic calendar. Based on the calendar, the academic activities are planned. Therefore, it is advisable to form a committee for the academic year (once in a year). The Director is empowered to nominate the members to the committee. In case any member is discontinues from his/her service, due to any reason, the Director can nominate other suitable members to the committee based on the above criteria. Meetings may be conducted periodically as and when required. The function of the Library Advisory Committee is to support the functioning of the library so that, it can facilitate the library development plans by advocating the library development activities with the management. The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users. The Committee's main objective is to establish the bridge between the Library and the academic fraternity.

The following are the general objectives/duties of the committee.

1. It shall normally meet in the beginning of the academic year.
2. To provide general direction to the Library.
3. To review the functioning of the library with regards to its support to the academic programmes of the institute.
4. To monitor and evaluate the trends and developments in information technologies, networking, library automation, library cooperation, library timings etc., and to direct the library in their day to day function.
5. To formulate an action plan for the development of library infrastructure, facilities, products and services.
6. To evaluate the suggestions offered by the library users.
7. To formulate policies for library use and procedure to be followed.
8. To assist library in providing need based information services.
9. To assess the requirements of the new programmes being introduced and advice the authority of library about financial status to be improved.
10. Estimating the books procurement and allocation of budget accordingly.



11. To assist in stock verification.
12. To recommend the management to improve the library resources and facilities according to the need.



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