

PROCEEDINGS OF THE PRINCIPAL

Sub: SIMS- Constitution of Library Committee

Date: 02/01/2023

LIBRARY COMMITTEE

The Library Committee of SIMS College of Pharmacy is constituted with the following composition

S.no	Name of the Faculty/Student	Designation	Position
1.	Mrs.V.L.Anusha	Associate Professor	Chairman
2.	Mrs.N.Sunitha	Associate Professor	Member Secretary
3.	Mrs.CH.Leela Kalyani	Associate Professor	Member
4.	Mr.T.Rajeev Kumar	Associate Professor	Member
6.	S.Kiran	III/IV B.Pharm	Student Member
7.	G.Yaswanth	III/IV B.Pharm	Student Member
8.	P.Vijay Kumar	II/IV B.Pharm	Student Member
9.	A.Sangeetha	II/VI Pharm.D	Student Member

To

The Chairman and Members concerned

Copy to:

Principal's Office

IQAC

HODs



PRINCIPAL

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SIMS COLLEGE OF PHARMACY
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Roles and Responsibilities of the Library Committee

The Library Committee in an educational institution plays a crucial role in overseeing the library's functioning, ensuring it serves as an effective resource for students, faculty, and staff. Here are some common roles and responsibilities of a Library Committee:

- 1. Policy Development and Review:** The Committee is responsible for developing and reviewing policies related to the library. This includes policies on library usage, borrowing books, access to digital resources, library behavior, and more.
- 2. Budget Allocation:** The Committee often plays a part in decisions related to the library's budget. They might decide how funds should be allocated for purchasing new books, subscriptions to journals, maintenance of digital databases, and other library resources.
- 3. Collection Development:** The Committee is typically involved in decisions about the library's collection development. This can involve identifying and acquiring new books, journals, and other resources that meet the needs of the institution's academic programs.
- 4. Infrastructure and Facilities:** The Committee may be involved in overseeing and improving the library's physical infrastructure and facilities. This can include everything from the layout of the library to the availability of study spaces, computers, and other equipment.
- 5. User Services:** The Committee should ensure that the library provides high-quality services to its users. This can involve overseeing customer service, circulation, interlibrary loan, and other services.
- 6. Feedback and Suggestions:** The Committee should create mechanisms for receiving feedback and suggestions from library users. They can use this feedback to make improvements and address any issues.
- 7. Promotion and Outreach:** The Committee may be involved in promoting library resources and services to the institution's community. This could involve organizing library orientation sessions, workshops, and other outreach activities.
- 8. Staff Training and Development:** The Committee may oversee the professional development of library staff to ensure they have the necessary skills and knowledge to provide high-quality library services.
- 9. Digital Resources Management:** As more and more libraries move towards digitization, the Library Committee may also be in charge of managing and overseeing the library's digital resources. This includes e-books, online databases, digital archives, and other online resources. They might also have to decide on the purchase and subscription of these digital resources.
- 10. Cataloguing and Classification:** The Committee oversees the cataloguing and classification of resources in the library to ensure they are properly organized and easily

accessible to users. This includes the implementation and maintenance of a reliable library management system.

11. Maintenance and Conservation: The Committee ensures the maintenance, conservation, and restoration of all library resources, including books, periodicals, digital resources, and any special collections or archives.

12. Collaboration with Other Departments: The Library Committee works with other academic departments to ensure the library's collection meets the educational and research needs of the entire institution. This could involve soliciting recommendations for new acquisitions or creating specialized resource guides for specific courses or departments.

13. Rules Enforcement: The Committee ensures that library rules and policies are enforced. This includes addressing any violations and handling disputes or conflicts that arise in the library setting.

14. Evaluation and Assessment: The Library Committee periodically assesses the effectiveness and relevance of library services, resources, and facilities. This could involve conducting user surveys, analyzing usage data, and implementing changes based on their findings.

15. Emergency Planning: The Committee may also be responsible for developing and implementing an emergency plan for the library. This could include plans for natural disasters, fires, or other emergencies that could impact the library's operations or collections.

By fulfilling these roles and responsibilities, the Library Committee helps ensure that the library remains a valuable academic and research resource for the entire educational institution.