

STANDARD OPERATING PROCEDURE (SOP) OF LIBRARY ADVISORY COMMITTEE



MORIDHAL COLLEGE
P.O. MORIDHAL, DHEMAJI
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The Rules and Regulations of Library Advisory Committee, Moridhal College amended on **08-06-2023** as Standard Operating Procedure (SOP) of Library Advisory Committee, Moridhal College. This Standard Operating Procedure (SOP) is in force with due approval of the Governing Body as operational guidelines for Library Advisory of the college.

Motto: Use Library, Be Resourceful

Formation of the Committee

The Library Advisory Committee of the college is constituted by the Principal in consultation with IQAC of the college subject to the approval of the Governing Body for a term of 3 (three) years with the following officials and members:

- President : The Principal
- Secretary : Librarian
- Members : 04 (Four) from faculty
: 01 from students (Magazine Secretary, Student Union Body)

Objectives:

- To ensure smooth functioning of the library with a view to provide maximum possible benefit to library users.
- To take measures for selection of books, journals, periodicals and other reading materials for library.
- To take measures for facilitating a digital Library with continuous updating of Library facilities.

Functions

- The Committee will issue instructions and guidelines for library users to ensure accessibility, silence and serenity in availing library facilities.
- The Committee will take decision in matters of selection and purchase of library resources, equipments, gadgets and facilities.
- The Committee will oversee the regular functioning of the library from time to time.
- The Committee will scrutinize and finalize the lists of the books, journals, magazines and other study materials submitted by the respective department for purchase in consultation with the HoDs.
- For any library subscription and/or other purchase, the Librarian will discuss with the Committee and take approval from the Principal with due approval of the Governing Body subject to the availability of fund.
- The Librarian will monitor and maintain the overall daily activities of the Library for its smooth functioning.

N.B.: *The Committee may be re-constituted by the college authority in consultation with the IQAC subject to the approval of the Governing Body as and when required*