

Government of Punjab
Higher Education & Languages Department

To

- 1 The principals of govt colleges
- 2 The principals of govt private aided colleges

Memo no:-312208/ 202284862-ਮਨ

Date .SaS Nagar- 7/4/22

SUB:- Constitution of Library Advisory Committee in Govt & Govt
Private aided colleges of Punjab .

For smooth functioning of the library and safe guarding the interest of all sections of the library users, formation of policies, rules & regulations and implementing the library policies in effective manner, an institutional mechanism is needed for the college libraries. Accordingly a Library Advisory Committee (LAC) is constituted in each college, which shall consist of the following members:-

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| (i) The Principal/DDO of the college | - Chairman |
| (ii) HODs of Departments/Streams in college | - Members |
| (iii) Student representatives (3) | - Members (They will have one year term) |
| (iv) Librarian / Library In-charge | - Member Secretary |

2. **Responsibilities of Library Advisory Committee:-**

- o Library Advisory Committee will advise and make recommendations to the head of institute on specific issues, problems and concerns related to library of the college.
- o Provide the librarian/ library in-charge with the inputs on regular basis on various aspects of functioning of library.
- o Will ensure smooth and fast Automation of library (Implement KOHA) and work towards modernization and improvement of Library and documentation Services.
- o Facilitate communication between various stakeholders
- o Obtain the advice and views of the users on library needs in their area, and take action to implement the actionable points

- o Will prepare library development plan and will implement it
- o Will supervise the allocation and utilization of funds for different activities like for purchase of books and journals, repair & renovation, holding seminars, workshops and any other such aspect of library functioning.
- o To purchase the books for library.
- o To formulate a calendar of activities to promote library culture among staff students and others.
- o To formulate policies and procedures for efficient use of Library resources.
- o To review Library readership and to adopt measures to enhance readership
- o To prepare budget and proposals for the development of the Library.
- o To submit the annual report on the functioning of the library
- o To take measures to increase the membership of the Library beyond the boundaries of the College.

3. **Conduct of Meetings:**

The meetings will be presided over by the Chairperson.

- a. The Librarian/ Library In-charge Services shall act as Member Secretary
- b. Regular meetings to be conducted on monthly basis or any short interval as and when required.
- c. Special meetings shall be called upon when necessary

4. **Agenda of Meetings:**

- i. The Member Secretary shall prepare all agenda items that need to be taken up during the meeting
- ii. The agenda shall be included together with the notice of the meeting sent to the various members of the Library Advisory Committee.

5. **Reporting to Department**

The Librarian will send the action taken report to DPI(C).



(Krishan Kumar)

Principal Secretary, Govt. of Punjab
Higher Education & Languages Department