MAEER's

MIT | Arts, Commerce & Science College

(Affiliated to Savitribai Phule Pune University)

Policy & Procedure

Library Advisory Committee

(To be implemented from (2015-16)

Library Advisory Committee Policy & Procedure

Library Advisory Committee is to support the functioning of the library. The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users. Committee's main objective is to be an aid in the establishment of a bridge between the Library and the academic.

Sr. No.	Policy of Library Committee	Procedure of Library Committee Policy
1.	**To fulfill intellectual needs of the students staff & Faculty Members.**	➢ Library develop collections of reading material useful for various courses. ➢ Library provide full information support to the teaching-learning process of the college. ➢ Library provides online resources facility to the reader. ➢ Library taken membership of well-known library to fulfill intellectual needs of the users. ➢ Library provides current information to the academic community and students
2.	**To work towards modernization and improvement of library services.**	➢ **Modernization of library** • Library works on library automation. • Library works on digital library system ➢ **Improvement of library services** ❖ User orientation program ❖ Workshop, Seminar ❖ Library Week ❖ Guest lectures ❖ Competitive Exam Books facility. ❖ WEB OPAC Facility ❖ D- Spec Open Source software for Institutional Repository ❖ Google Website ❖ NPTEL & Swayam Local chapter
3.	**To ensure proper functioning & development of library.**	Library has a separate sections for proper functioning and development of library. ➢ **Acquisition section** Books Purchasing Books Process Account Management work

		• Record Management • Technical process books ➢ **Digital Library, Journal, Periodical section** • Digital Library Management • Subscription Management • Management of Reference Resources • Management of E- resources • Filling and Record Management ➢ **Circulation Section & Administrative Work** • Maintain the circulation system • Registration of new users • Maintain the daily Issuing and Return record • Maintain all day to day records and other work of library.
4.	**To guide the librarian in formulating general library policies and regulations which governs the function of the library.**	➢ Library department work as per the library committee guidelines. Any issues related to the rule regulations and policy of library are discussed in the library committee meeting. Library committee members discuss the problems and revise the library rules, regulations and policy.

Mr. Rahul Barathe
Librarian

Dr. B. B. Waphare
Principal