

Manual 8

Functioning of Library Committee

The following guidelines are suggested for the proper functioning of the Library Committee.

- L.C. is an advisory body to advise the Vice- Chancellor on the policy matters relating to the management of the Library. The policy matters on which they make recommendations would include finalization of Library annual budget, sub-allocation of Library budget to different categories of expenditure like, books, journals required by each School of Study/ Department, and for equipment and staff requirement, etc. Finalization of Library rules
- Guidelines on Library working hours.
- Books are to be produced by the Librarian as per the recommendation of the respective deans /heads of the departments within their respective sub- allocation.
- All journals to be subscribed for the Library are scrutinized by the LC and approval of VC is obtained by the Library.
- Circulation policy (No. of books of be issued to different categories of users, period of issue, fine charges for late return, whether journals to be issued, photocopy services to be provided and other related matters)is to be decided by the Library Committee.
- Policy for weeding out books, Journals, magazines, newspapers, etc and policy for writing off loses of Library documents due to theft, damage due to fire, water, rain monkeys, etc. is to be put up after consideration by the Library Committee.
- Staff requirements for the Library are to be worked out and put up by the Library Committee
- Librarian is responsible for implementing any policies relating to the management of he Library as per guidelines of Library Committee.
- Supply orders are placed by the Librarian for books, journal and stores required by the Library, other than those items which are centrally procured by the purchase Section. However, while the books are procured by the Library as per the recommendation of the concerned Den/ Head of he Department, approval of Vice- Chancellor will be obtained for procurement of stores items, wherever necessary. Normal purchase procedure will, of course, be followed. However, the Librarian will keep inform the L.C. about expenditure incurred by him for various schools quarterly.
- Librarian may sanction expenditure for books, journals and other reading materials and stores and services as per the delegated powers. Beyond these powers, sanction of the appropriate authority will be obtained. However variable discounts structure will be brought to the notice of L.C as and where there is a need for consideration. The recommendation of L.C shall be put before the Vice- Chancellor for approval. Further it is proposed that items like Encyclopaedia etc. costing more the 50,000 (single item, multi volume) must be placed before the Library Committee.

- Librarian may sanction leave of the Library Staff. Leave .of the Librarian Will be sanctioned by the Vice-Chancellor, of course.
- Allocation of duties to the Library staff and completing their performance Appraisal Reports is to be the responsibility of the Librarian.
- Procurement of equipment costing more than I Lakhs will be scrutinized by L.C. before it is sent to Vice- Chancellor for approval.

Members of the Library Committee

- Prof Avinash Sharma, Professor,USBAS,Chairman
- Controller of Finance, Member
- Prof.Navin Rajpal, Professor, USIT, Member
- Prof.A.K.Saini,Professor,USMS, Member
- Dr. K.K.Aggarwal, Reader, USBT, Member
- Dr Arinjay Kumar ,Reader, USIT, Member
- Dr.N.C.Gupta ,Reader, USEM, Member
- Dr Rita Singh ,Reader,USBAS, Member
- Dr. Manpreet Kaur, Reader, USHSS, Member
- Dr.Sangeeta Chauhan, Reader ,USEDU,Member
- Mr. Ashish Payal, Lecturer, USIT, Member
- Dr.Anuj Kumar Vaksha, Lecturer, USLLs, Member
- Ms Kulveen Trehan, Lecturer, CMS, Member
- Ms Shobha Sharma, Lecturer, IGIT, Member

The tenure of the said Library committee would be 01 April 2009 till 31st march,2010.