

SREE SWAMY VIVEKANANDA CENTRE OF TEACHER EDUCATION

Library Advisory Committee (LAC)

In accordance with the directives outlined in GO (MS) No.169/94/HEdn dated 22-11-1994, the administration of Sree Swamy Vivekananda Centre of Teacher Education establishes an 8-member Library Advisory Committee (LAC) with the purpose of addressing matters related to library services and operations.

Composition:

The suggested composition of this Committee is as follows:

- Chairperson: The Principal of Sree Swamy Vivekananda Centre of Teacher Education or any person nominated by the Principal will serve as the chairperson.
- Members: Five Heads of Departments (HODs).
- Secretary: The Librarian shall be the Secretary of the LAC.
- 1 student representative nominated by the Chairperson.

Objective:

The primary objective of the Library Advisory Committee is to support the efficient functioning of the library and advocate for library development initiatives within the institution. The committee serves as a communication channel between the library, its users, and the College management.

Functions of LAC:

The LAC, appointed by the Principal, is tasked with several important functions, including:

- a) Providing general direction to the Library.
- b) Reviewing the library's performance concerning its support for the academic programs of the College.
- c) Advising the College management on policies related to library development.
- d) Monitoring and evaluating trends and developments in information technologies, networking, library automation, and cooperation, directing the library accordingly.
- e) Formulating action plans for the enhancement of library infrastructure, facilities, products, and services.
- f) Evaluating and implementing suggestions made by library users.
- g) Developing library usage policies and procedures.
- h) Assisting the library in delivering information services tailored to the needs of the users.
- i) Undertaking any other functions as assigned by the Principal.

Meeting Frequency:

The LAC should convene at least once every quarter to review the library's operations and address relevant matters.

Library Advisory Committee and the Librarian:

The Librarian plays a central role in the LAC, serving as the convener and ex-officio member. The Librarian's expertise and recommendations are considered in policy-making, and they are responsible for implementing decisions made by the committee. The Librarian is responsible for ensuring that the committee's directives are executed effectively, managing the library's day-to-day functions, and keeping the committee informed about library-related developments and issues.

The Librarian prepares meeting agendas, obtains approval from the College Principal, issues meeting notices, and maintains meeting minutes. They are responsible for safeguarding the library's collections and promptly reporting any issues or irregularities to the committee. The Librarian also presents information and statistics on library operations, budgets, acquisitions, stock verification, and annual reports to the Committee.

The LAC, in conjunction with the Librarian, works towards improving library services and ensures that the library continues to meet the needs of the academic community at Sree Swamy Vivekananda Centre of Teacher Education.