

Ref. No. MCTE/2022/003-LAC

Date 16/07/2022

**Constitution of LIBRARY ADVISORY COMMITTEE**

**Objectives:**

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users. The Committee's main objective is to aid in the establishment a bridge between the Library and the academic fraternity and the institute management. The Library Advisory Committee (LAC) is to be appointed by the Principal of the Institution.

**Agenda/ Purpose/Role:**

To formulate library policies in relation to the development of library resources and its efficient services. To ensure effective fund utilization. To ensure coordination between library and various department.

Subject to the supervision and control of the management, there shall be a Library Advisory Committee to advice on library matters.

**Frequency of the Meetings:**

Library Advisory Committee shall meet once in an year or on the need basis, as convene by the Chairperson.

**General Rules:**

- No bags, umbrellas, parcel, etc except files may be brought into the library. Personal belongings may be kept at the property counter provided at the entrance at the owner's risk. The library will not accept responsibility for the loss or misplacement of personal belongings.
- Users are not permitted to consume food or drink in the library, or to engage in conduct or bring into the library any item liable to cause damage to library property or premises.
- Use of mobile phone is strictly prohibited inside the library.
- Users must not engage in conduct to the disturbance of others. Silence must be maintained in the library Reading Area. Conversation and noise must be kept to a minimum elsewhere.
- Users must not act disrespectfully or abusively to other users or to members of the library staff.
- Users must be decently dressed and conduct themselves properly in the library.
- Reservation of seats is not permitted. The library staff may remove books and other articles left for any length of time on chairs and tables.

- The library staff on duty has the right to request a user to leave the premises if he/she is found to be violating any of the library rules.
- Users shall not damage or misuse library services, materials, property, equipment or premises in any way.
- On leaving the library, all users are required to produce for inspection all books and items taken out of the library and have to make an entry in the Check-Out Register.
- Users failing to observe the Regulations on Borrowing may be subject to fines and to suspension from further borrowing until all loans have been cleared and any fines or compensation paid. Fines are payable immediately and in full.
- Users may be required to pay in full compensation for any items borrowed in their name, which are not returned to the library or for any damage, defacement or loss in respect of library equipment, premises, services or materials (including those obtained through the library-inter library loans service).
- Users found damaging or stealing library property will be referred to College Disciplinary Committee.
- Failure to pay fines, to return items or to pay full compensation is treated as a debt to the College.
- Any user in breach of any library Regulation may be required to pay a fine or compensation, or may be suspended from the use of the library for entire semester or for a stated period.

**Library Advisory Committee shall be constituted as follows:**

- The Principal.
- Convener
- Librarian shall be the Member- Secretary of the Library Advisory Committee
- Chairman/Principal may also nominate one or two other member(s) having genuine interest in the Library and in its growth & development.

The members of the Committee (Session 2022-23) and their Roles and Responsibilities are given below;

Sl. No.	Name	Designation
1.	<b>Dr. Kumari Sunita Singh</b>	<b>Chairperson; Principal</b>
2.	<b>Mrs. Noushia Tabassum</b>	<b>Asst. Professor- Convener</b>
3.	Dr. Uday Shankar	Asst. Professor- Member
4.	Mr. Arvind Kumar	Librarian - Member
5.	Mrs. Anjana Kumari	Asst. Professor- Member
6.	Mr. Kanhaiya Kumar	Student-Member
7.	Ms. Swati Kumari	Student-Member

*Dr. Sunita Singh*  
Chairperson  
MCTE, PATNA  
16/7/22

*Noushia Tabassum*  
16/7/22  
Convener  
Library Advisory Committee

**Principal**  
Jyotishwan College for Teacher Education  
Sarari Patna-801105