

AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL
COLLEGE, BELA (ROPAR)

Library Advisory Committee



What is Library Advisory Committee?

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.

Library Advisory Committee shall be constituted as follows:

- ★ The Principal shall be the Chairman of the Library Advisory Committee.
- ★ Librarian shall be the Member- Secretary of the Library Advisory Committee
- ★ H O Ds of the departments shall be the member 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.

Frequency of the Meetings:

Library Advisory Committee shall meet once in a semester or on the need basis, as convene by the Chairman.

General Rules:

1. 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.

2. 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.
3. Use of mobile phone is strictly prohibited inside the library.
4. 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.
5. Users must not act disrespectfully or abusively to other users or to members of the library staff.
6. Users must be decently dressed and conduct themselves properly in the library.
7. 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.
8. 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.
9. Users shall not damage or misuse library services, materials, property, equipment or premises in any way.
10. 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.
11. 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.
12. 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).
13. Users found damaging or stealing library property will be referred to College Disciplinary Committee.
14. Failure to pay fines, to return items or to pay full compensation is treated as a debt to the College.
15. 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 MEMBERS:

Name of Library Committee Members for the Year 2019-20:

Sr.No	Name	Members	Designation
1.	S.Surmukh Singh	Chairperson of LAC	Principal of college
2.	Smriti	Secretary of LAC	Librarian
3 .	Dr. Baljit Singh	Member	H.O.D Physics

4.	Dr. Satwant kaur Sahi	Member	H.O.D Chemistry
5.	Dr. Mamta Arora	Member	H.O.D Bio Technology
6.	Dr. Harpreet Kaur	Member	H.O.D Punjabi
7.	Prof. Rajesh Joshi	Member	H.O.D Computer Sci
8.	Prof. Gurlal Singh	Member	H.O.D Management
9.	Prof. Ishu Bala	Member	H.O.D Commerce
10.	Ruveena Saini	Member	H.O.D Mathematics
11.	Mamta Devi	Member	Asst.Prof Computer Sci

Membership Rules:

The main purpose of these rules is to safeguard the common interest of all users and to enable the library to carry out its functions as efficiently as possible. The library Rules & Regulations are approved by the College management. Any person in the library or using library services is assumed to have undertaken to observe the library Rules & Regulations. All other relevant College Regulations, rules and codes of conduct also apply to the users of the library.

(USER means any person making use of library materials, services or facilities).

Membership:

Faculty & Staff: Faculty & staff may become the member of the library after getting their Staff identity cards.

Students: All the students of A.S.B.S.J.S MEMORIAL COLLEGE has to fill the library membership form and get it approved by the concerned authorities to become the member of the library.

Operation & Role:

1. Member Secretary shall send prior information /notice to all the members before each meeting of the Library Advisory Committee thereof convening the meeting with a copy of agenda. Provided that in case of emergent meeting the Chairman may suspend or modify the operation of this rule.
2. Library Committee shall formulate proposals concerning library's budget and development including its optimal utilization.

3. Library Advisory Committee shall advise on acquisition of books/journals and other related resource materials.
4. Library Advisory Committee shall advise on computerization and automation programme of the library and information services.
5. Library Advisory Committee shall advise on library cooperation, resource sharing and networking.
6. Library Advisory Committee shall advise on library discipline and grievances.
7. Library Advisory Committee may consider all other important issues related to library in view of improving library & information services in the college.