

2. SoPs on Functional Units

2.1 Library Facility

1. Purpose

- To provide access to an extensive range of knowledge resources like books, e-books, journals, e-journals, and newspapers.

2. Scope

- To lay down procedures for the procurement of the resources needed for the library, their circulation, accounting and disposal.

3. Responsibilities

Library Committee guide the Librarian to

- Formulate general library policies and regulations which govern the functions of the library.
- Prepare budget and proposals for the development of the library.
- Review the library readership department wise.
- Submit the annual report on the functioning of the library.

4. Procedure

- Every academic year the library committee meets to discuss the procurement of various library resources, annual budget, and review the library activities. The librarian sends a circular to all the Heads of the departments to raise their requisitions for library resources based on the curriculum. The library committee will finalize all the requisitions raised and budget is estimated by inviting quotations from various vendors. Upon the approval of the purchase committee, the budget is sanctioned, books are procured and entry is done in the accession register. After the stock entry, the books are arranged as per the classification and then circulated through circulation desks.
- At the end of every academic year the librarian conducts auditing of the various library resources and a report is submitted to the Head of the institution.
- All the newspapers and magazines are archived for a period of six months and after that sent for disposal. All technical, research journals are archived permanently.
- All activities related to circulation, accounting and disposal of books and journals is the sole responsibility of chief librarian and library assistants.
- Review of the department wise readership is done by the librarian periodically.
- All activities of the library during the academic year are consolidated into annual report by the librarian and is submitted to the Head of the institution.

5. Reference

Aditya Engineering College - Policy Handbook.

