Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET / Lib / 2021 – 22 / CO   Date: 25-08-2021

Library Committee – Convening Order
AY 2021 – 2022

The college Library Committee has been constiuted with the following members for the academic year 2021– 22 to take up the necessary measures regarding the procurement of new books, e-books, journals, e-journals and various learning resources.

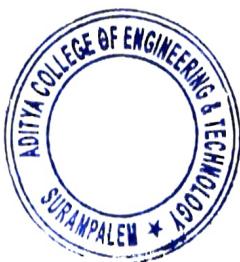| S No	Name of the Committee Members	Designation	Role
1	Dr. T K Rama Krishna Rao	Principal	Chairman
2	Dr. A Rama Krishna	Dean	Member
3	Mr. P S V Shanmukhi	Asst. Professor	Coordinator-1
4	Mr. Ch Rama Chandra Reddy	Chief Librarian	Coordinator-2
5	Dr. Tirumala Sampath Karthik	Professor	Member
6	Mr. Kotamarthi Vijay	Asst. Professor	Member
7	Mr. Nishankar Sada Siva Rao	Asst. Professor	Member
8	Mr. Bhattiprolu Srinivas	Asst. Professor	Member
9	Ms. Parimi Sridevi 14P31A0545	Alumni	Member
10	Mr. Padala Sriram Chaitanya 15P31A0227	Alumni	Member
11	Mr. Kasi Srikanth 19P35A0219	Student	Member
12	Ms. Mattaparthi Durga Bhavani 19P31A1226	Student	Member
13	Ms. Kaki Tejaswi Sai Lakshmi 18P31A0421	Student	Member
14	Mr. Thota Arun Sai 18P31A0553	Student	Member

Copy to:
1. All member of the Committee
2. IQAC

Principal

PRINCIPAL
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SURAMPALEM- 533 437

Roles & Responsibilities of Library Committee

- To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.

- To providerequired documentation services and updating the Library collection.

- To work towards the modernization and improvement of Library and documentation Services.

- To design policies and procedures for effective use of Library resources.

- To review Library readership Department-wise.

- To adopt policies to improve readership.

- To seek feedback on Library functions from readers.

- To submit the annual report on the functioning of the library.

- To take measures for the improvement of the membership of the Library beyond the functioning of the College.

Chairman

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Standard Operating Procedure (SOP)

For Library and Information Resource Center (LICR)

LIBRARY

The libraryprovides access to wide range of information resources like books, e-books, newspapers, e-newspapers, and access to extensive range of resources to improve the knowledge by the process of academic fraternity and students.

OBJECTIVE:

To adopt the procedures for the procurement of the resources needed for library, their circulations accounting and disposal.

FIVE LAWS OF LIBRARY:

1. Books are for use
2. Every reader his/her book
3. Every book its reader
4. Save the time of the reader
5. Library is a growing organism

MEMDERSHIP OF THE LIBRARY:

➢ To become a member of the library the faculty and students have to fill the library form with their details and get it signed by the HOD and principal and submit the same to the librarian.
➢ After becoming the members of the library, library cards will be issued to the students and staff.
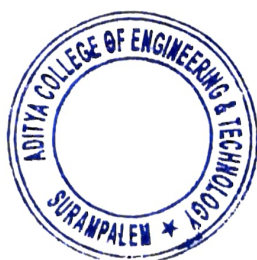
➢ **WORKING HOURS:**

➢ The library serves the college community being opened throughout the year except on national holidays to facilitate the students.

➢ **Library timings:** 8:00am to 8:00pm on all working days.

➢ 10:00am to 5:00pm on Sundays/holidays.

➢ **RULES AND REGULATIONS OF THE LIBRARY:**

➢ Scan your ID card at bar code scanner at the entrance of the library during Entry and Exit.

➢ In the library strict and absolute silence shall be observed.

➢ Mobile phones are strictly prohibited.

➢ Students are not allowed to carry bags, wear hats inside the library.

➢ Users are requested to keep their belongings at the specified place provided at the entrance of the library.

➢ ID card is compulsory to issue books in the library. Identity cards are not transferable.

➢ If any book is lost or damaged beyond repair, a person responsible shall replace it with a new copy or pay double the cost of the recent price and handling charges or as may be decided by the librarian. Folding the pages, marking, underlining, in the book issued from the library is purely forbidden.

➢ Librarian has the right under some special cases, may refuse the issue of the books or recall the books already issued from any user without assigning any reason.

➢ Respect library rules and regulations.

➢ New titles of the books shall be displayed on the library OPAC.

➢ Students are not allowed to carry any eatables and drink to the library.

➢ Sleeping is strictly prohibited in the library.

Chairman

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CIRCULAR

Date: 26-08-2021

All the members of the Library committee are hereby informed that the meeting of the Library committee will be held on 27[th]August 2021 (Friday) at 3 PM at Central Library. In this connection all members are requested to attend the meeting without fail.

Agenda:

1. To confirm the minutes of the last meeting of the Library Committee.
2. To report the action taken on the minutes of the last meeting of The Library Committee.
3. To subscribe the World E- Book Library
4. To purchase the new revolving book rack.
5. Any other item with the approval of the Chairman.

Chairman

Copy to:

Members of the Library Committee.

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Minutes of the meeting of the Library committee held on 27ᵗʰ Aug, 2021 at 3:00 P.M. in the Central Library:

A meeting of the library committee was held on 27ᵗʰ Aug, 2021 at 3:00 P.M. in the Central Library

Dr. T.K.Ramakrishna Rao, Chairman has presided over the meeting.

The following members were present in the meeting:

S.No.	Name of the Faculty	Designation
1.	Dr. T.K.Ramakrishna Rao, Principal	Chairman
2.	Dr. A.Ramakrishna, Dean,	Member
3.	Mr. P.S.V.Shanmukhi, Asst.Professor	Coordinator-1
4.	Mr. Ch.Ramachandra Reddy, Chief Librarian	Coordinator-2
5.	Dr. Tirumala Sampath Karthik, Professor	Member
6.	Mr. Kotamarthi Vijay, Asst. Professor	Member
7.	Mr. Nishankar Sadasiva Rao, Asst. Professor	Member
8.	Mr. Bhattiprolu Srinivas, Asst.Professor	Member

The Chairman welcomed all the members and stated that library is a source of energy for all academicians and appreciated the members to participant in this meeting. He showed his concern and wished that all the members should ensure to attend the meetings, as library is the heart and soul of the academic community.

The following points as per the Agenda are discussed.

Agenda 1: To confirm the minutes of the last meeting of the Library Committee.

- The copies of the Library Committee meeting held on 18-09-2020 were circulated to the members for their comments. As there were no comments it was declared that the minutes were confirmed.

Agenda 2: To report the action taken on the minutes of the last meeting of The Library Committee.

- The Convener presented the action taken report on the previous meeting held on 18-09-2020.
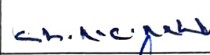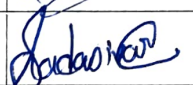
Agenda 3: To subscribe the World E- Book Library

- Some members advised to subscribe the World E- Book Librarytelling its importance.
- It is resolved to subscribe the World E- Book Library.

Agenda 4: To purchase the new revolving book rack to display the new arrivals

- The librarian apprised the committee about revolving book racks to display the new arrivals

The Meeting is concluded as there are no other points to discuss.

S.No.	Name of the Faculty	Signature
1.	Dr. T.K.Ramakrishna Rao, Principal	
2.	Dr. A.Ramakrishna, Dean,	
3.	Mr. P.S.V.Shanmukhi, Asst.Professor	
4.	Mr. Ch.Ramachandra Reddy, Chief Librarian	
5.	Dr. Tirumala Sampath Karthik, Professor	
6.	Mr. Kotamarthi Vijay, Asst. Professor	
7.	Mr. Nishankar Sadasiva Rao, Asst. Professor	
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