



# GEMS POLYTECHNIC COLLEGE

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Affiliated to SBTE, Bihar  
ISO Certified 9001:2015

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Ref. No.: GPC/IQAC/POLICY/11

Date: 20.04.2020

## Policy for Library Advisory Committee

### Introduction:

The GEMS Polytechnic College Library Advisory Committee serves as a pivotal body tasked with providing strategic guidance and oversight to the institution's library. Composed of knowledgeable and experienced members, the committee plays a crucial role in shaping the direction and effectiveness of library services in alignment with the academic goals and requirements of the institute.

### Functions:

#### To provide general direction to the Library:

- The committee sets the overarching direction for the library, ensuring that its services and resources align with the mission and vision of the institution.
- It provides strategic guidance to the library staff in achieving its objectives effectively.

#### To review the functioning of the library with regard to its support of the academic programmes of the institute:

- Regular assessments are conducted to evaluate how well the library supports the academic programs offered by the institute.
- This includes assessing the adequacy of resources, services, and facilities provided by the library to meet the needs of students, faculty, and researchers.

#### To outline the library collection development policy as and when required, for its implementation:

- The committee is responsible for formulating and updating the library's collection development policy



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- This involves determining the criteria for acquiring new materials, evaluating existing collections, and ensuring that resources are aligned with the evolving needs of the academic community.

**To monitor and evaluate trends and developments in information technologies, networking, library automation, library cooperation, etc.:**

- The committee stays abreast of advancements in information technologies and library practices.
- It assesses the potential impact of emerging trends on library services and directs the implementation of relevant technologies and strategies to enhance library operations and user experience.

**Evaluate suggestions made by library users:**

- Feedback from library users is carefully reviewed and considered by the committee.
- It plays a crucial role in identifying areas for improvement and implementing changes to address the needs and preferences of library patrons.

### **Roles & Responsibilities:**

**Formulating the policy for library use and procedure:**

- The committee develops policies and procedures governing the use of library resources and facilities.
- This includes establishing guidelines for borrowing materials, accessing electronic resources, and maintaining a conducive study environment within the library premises.

**Assisting the library in providing need-based information services:**

- Collaborating closely with library staff, the committee identifies the information needs of users and assists in developing customized services and resources to meet those needs effectively.
- This may involve organizing workshops, seminars, or training sessions on information literacy and research skills.



**Reviewing the requirements of new programs and advising the library about financial assistance:**

- Prior to the introduction of new academic programs, the committee evaluates the potential impact on library resources and infrastructure.
- It advises on the allocation of financial resources to ensure that the library can adequately support the curriculum and research activities associated with new programs.

**Evaluating the books procurement department-wise and allocating the budget accordingly:**

- The committee oversees the procurement process for library materials, evaluating departmental requirements and allocating budgetary resources accordingly.
- It ensures that acquisitions are aligned with academic priorities, curricular needs, and the interests of library users.

In conclusion, the GEMS Polytechnic College Library Advisory Committee plays a multifaceted role in guiding and enhancing the effectiveness of library services. Through its functions and responsibilities, the committee ensures that the library remains a dynamic and indispensable resource for the academic community, facilitating learning, research, and intellectual inquiry.

**Approval:**

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 20.04.2020

College Seal:

Reviewed by

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20/04/2020

**Principal**  
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