

## LIBRARY COMMITTEE

**Purpose :** The aim of Library Committee is to ensure smooth functioning of the library and coordination with management, faculty members and students.

**Scope :** This SOP applies to the constitution of the library committee, roles and responsibilities of members of the library committee and maintenance of all activities and documents for maintenance of library & library facilities. Applicable to Library Committee Members.

### Responsibility :

Principal : Dr Shweta Manwadkar (PT)

Dr. Annamma Varghese (PT)

Dr. Sneha Ganu (PT)

Mrs. Radha Shevade (Asst. Librarian)

### Students Representative :

Kiran Bangar – 1<sup>st</sup> BPT

Jidnyasa Patil - 2<sup>nd</sup> BPT

Saba Shaikh – 3<sup>rd</sup> BPT

Manasi Pailkar – 4<sup>th</sup> BPT

Ayushi Shah – 1<sup>st</sup> MPT

Surabhi Patwardhan – 2<sup>nd</sup> MPT

**Meetings :** Twice a year and as per the requirement

### Objectives :

- To work as an advisory committee and guides the librarian for executing various projects.
- To act as a reporting and planning committee for successfully completing library activities.



- To act as advocates for the library, within the institute in decision-making groups
- To act as a coordinator between the library and the academic development programs.
- To prepare budget and proposals for the development of the Library.
- To increase collection of reading materials, related to physiotherapy.
- To promote the library's role and enhance its effectiveness in the educational process.
- To adopt measures to enhance reading habits of students.
- To support researchers for their research activity.
- To work towards improvement and modernization of library.

## **Procedure :**

### **1. Library Orientation :**

- Issue library cards to newly joined students and faculty members.
- Orient students and faculty by giving brief idea about library facilities.

### **2. Rules / Policy/Decision Making :**

- To frame & revise library rules and regulations for book circulation, book bank scheme and computer / internet facility available in the library.
- To confirm compliance of rules and regulations

### **3. Footfall / Issue Return Register :**

- Before entering in the library, students / faculty have to enter their names in footfall register.
- Books issued to students and faculty should be entered in the issue register as well as Bookworm Software.



#### **4. Online Renewal and Overdue Notification :**

- Students / faculty will get the notification of issued book as well as overdue books on email.
- Students / faculty can renew the books online from OPAC page for next 7 days.

#### **5. Online Fine Collection :**

- After returning the overdue book from Bookworm software, fine link will be generated for online payment.
- Students / faculty can pay the fine online through My Account Portal.

#### **6. Printout / Photocopying Facility :**

- Students and Faculty can avail this facility by paying proper charges in accounts department.
- If the documents are required for teaching purpose or for office purpose, then they can enter it in the register and avail the facility free of cost.

#### **7. Internet and Computer Facility :**

- Students and faculty can avail this facility free of cost by entering their names in the register.

#### **8. Book & Journals Binding :**

- To finalize the list for books for binding depending on the condition of the books.
- To finalize the list for Journal binding by combining 3 to 4 journals together.
- To finalize the vendor on the basis of lowest cost, quality of binding and goodservice.
- To check the quality of bound books and journals, received from the vendor and approve the binding quality and received bill.



**9. Books received on Approval :**

- To discuss and finalize the list of books for procurement on the basis of received book feedback from faculty, subject experts and MPTth students.
- To submit the short listed book list to the Principal for further approval.

**10. Library Stock Checking procedure :**

- To prepare and verify stock checking reports and submit the reports for further approval.

**11. Preparing Library Budget :**

- To prepare library budget based on continuation and starting of projects every year, for approval by apex bodies.
- To ensure proper & complete utilization of library budget as per allocation.

**12. List to be prepared for Journal and book purchasing :**

- To discuss and recommend list of books and journals for purchase, as suggested by faculty and students.
- To shortlist the list of books and journals for purchasing.

**13. Rate Contract for Book Purchasing :**

- Rate contract copy will be prepared as per the publisher wise discount rate given by the vendors.
- Rate contract copy will be prepared by the Somaiya centralized purchasing department.
- Purchasing of books will be done as per the rate contract.

**14. Books and Journals Purchasing Procedure :**

- To decide and finalize the list of books for procurement after perusal and discussion of the comparison statement prepared by the librarian.

- To generate a purchase order as per the publisher wise approved discount rates and forward to the principal for final approval.
- The books which are not available with the vendors to be purchased through (Amazon) online mode.
- To confirm received items and approve the received invoices. Forward the invoice to the Principal for further approval.

#### **15. Database Purchasing :**

- To decide and finalize purchasing of appropriate database by taking suggestions from subject experts.
- To put up recommended database for further approval.

#### **16. Library Cupboards & Furniture Purchasing :**

- To decide the cupboard and furniture requirement for the library.
- To put up the requirement for further approval.

#### **17. Maintenance of library infrastructure :**

- To take decision for library related maintenance work.
- To inform general maintenance committee about required maintenance.
- To confirm and approve the quality of maintenance work.

#### **18. MUHS Book Bank Scheme :**

- MUHS social welfare department gives Rs. 30,000/- to purchase books under this scheme.
- Purchased books will be accessed in the MUHS register and issued to poor and needy students on the basis of their income proof for one academic year, free of cost.
- Students can use these books till final exam by taking proper care.



**19. KJSCOP College Book Bank Scheme :**

- Fund for procuring books under this scheme is issued by college itself.
- Purchased books will be accessed in KJSCOP book bank register and issued to the needy students for one academic year.
- To avail this facility students have to pay 50% of the book cost and after completing the one year they will get refund of 40% amount.
- Students can use these books till final exam by taking proper care.

**20. Program for Library Promotion :**

- To decide the library promotion activities every year.
- To help in the organization of various activities related to library promotion.

**21. Library Donation :**


- To decide whether to accept the donated books in the library collection, depending upon their condition.
- To issue donated books to needy students for one academic year.

**22. Departmental Library :**

- Books received through donation are issued to the departmental libraries of the clinical physiotherapy departments.
- These books will be issued for immediate use of students and faculty during case presentations and discussions in the clinical areas.
- Department will maintain utilization register.

**23. Fine /Withdrawal or Loss :**

- If a book is damaged or is in bad condition, then decision to be taken to withdraw the book from library collection.
- To recommend penalty in case of loss or damage of the book.

  
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