MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2008-DE dt.01.11.2011) and affiliated to the Tamil Nadu Dr. M.G.R.Medical University, Chennai

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798
E-Mail : info@madhadentalcollege.com   Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

LIBRARY COMMITTEE
STANDARD OPERATING PROCEDURE

1. Objective

The Library Committee SOP aims to establish clear guidelines and procedures for the effective management, development, and utilization of library resources within the dental college. It outlines the roles, responsibilities, and protocols to ensure that the library meets the educational and research needs of students and faculty.

2. Composition of the Library Committee

The Library Committee comprises key members responsible for overseeing various aspects of library management. Members may include:

➢ Chairperson of the Library Committee (Appointed by the Principal)

➢ Faculty Representatives from different disciplines

➢ Librarian or Library Coordinator

➢ Student Representatives

➢ IT Support Staff (if applicable)

Committee constitution:

The following will be the members of the Library Committee with effect from 02/08/2024. The committee shall be effective for three years from the aforementioned date.

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S.No.	Name Of Staff	Designation/Department	Position Held
1.	Dr.Arun E	Professor and Head, Department of Pedodontics and preventive dentistry	Chairperson
2.	Dr. Catherine	Reader, Department of Orthodontics and Dentofacial Orthopedics	Secretory
3.	Dr.Veronica	Professor, Department of Conservative Dentistry and Endodontics	Member
4.	Dr. Rajashree	Senior Lecturer, Department of Oral pathology	Member
5.	Dr.Arthiprabhakaran	Senior lecturer, Department of Prosthodontics & crown and bridge	Member
6.	Dr. Vignesh Manickam	Senior Lecturer, Department of Prosthodontics and Crown and Bridge	Member
7..	Mrs. Gajalakshmi	Chief Librarian	Library representative
8..	Mr.Dinesh	Deputy Librarian	Library representative
9.	Mr.Sivashankar	BDS final year student representative	Student member

3. Roles and Responsibilities
3.1 Chairperson of the Library Committee

Provide leadership and direction to the Library Committee.

Represent the committee in discussions with college administration.

Oversee the strategic planning and development of the library.

3.2 Faculty Representatives

Advocate for the academic and research needs of faculty and students.

Provide input on the selection of library resources and services.

Promote library usage and awareness within their respective disciplines.

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3.3 Librarian or Library Coordinator

Manage day-to-day library operations.

Curate and organize the library collection.

Implement library policies and procedures.

3.4 Student Representatives

Represent the interests and needs of students regarding library services.

Gather feedback from students on library resources and facilities.

Promote library activities and initiatives to the student body.

3.5 IT Support Staff (if applicable)

Ensure the functionality and security of library systems.

Provide technical support for library databases and online resources.

Collaborate with the library staff to address technical issues.

4.Functions

- The Library committee monitors the procurement of books, Journals and the allocation of the budget according to the recommendation of the heads of the departments.
- To supervise the allocation and utilization of funds for different departments for the purchase of books and journals for the Central and Departmental libraries.
- Advises and reviews library policies for instruction, resources, services, and the facility.
- Advises regarding library services, especially innovation, for the campus community.
- Discusses budgetary issues for books, journals, databases, media, etc.
- To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
- Organises library orientation programs for the students and faculty

5. Library Collection Management

5.1 Collection Development Policy

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Establish a collection development policy outlining the criteria for selecting and acquiring library resources.

Define budgetary allocations for different types of resources.

5.2 Acquisition Process

Define procedures for acquiring new books, journals, databases, and other materials.

Establish a review process to ensure that resources align with the curriculum and research needs.

5.3 Weeding and Discarding

Develop guidelines for periodically reviewing and discarding outdated or damaged materials.

Implement a systematic process for weeding the collection.

6. Library Services

6.1 Reference and Research Assistance

Provide reference and research assistance to students and faculty.

Train library staff to assist users in locating and utilizing resources.

6.2 Interlibrary Loan

Establish an interlibrary loan service to provide access to resources not available in the college library.

Define procedures for requesting and lending materials.

6.3 Digital Services

Manage and maintain digital resources, including e-books, online journals, and databases.

Ensure remote access to digital resources for students and faculty.

7. Facilities and Space Management

7.1 Library Layout and Design

Plan and design the layout of library spaces for optimal functionality.

Ensure that the library provides a conducive environment for study and research.

7.2 Space Allocation

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Define procedures for allocating study spaces, meeting rooms, and collaborative areas within the library.

Implement reservation systems if necessary.

7.3 Security and Safety

Implement security measures to safeguard library materials.

Develop and communicate safety guidelines for library users.

8. Technology Integration

8.1 Library Management System

Implement and maintain a library management system for cataloging and circulation.

Train library staff on the effective use of the system.

8.2 Online Catalog

Ensure the accessibility and accuracy of the online catalog for users.

Regularly update and maintain the catalog.

8.3 Technology Training

Provide training for library staff and users on the use of technology resources and databases.

Stay informed about emerging technologies relevant to library services.

9. Promotion and Outreach

9.1 Library Events

Organize and promote library events, such as book fairs, author talks, and workshops.

Engage students and faculty in library-related activities.

9.2 Marketing and Communication

Develop marketing strategies to promote library resources and services.

Utilize various communication channels to reach the target audience.

9.3 User Feedback

Establish mechanisms for collecting feedback from library users.

Use feedback to make improvements and address user needs.

10. Policies and Procedures

10.1 Code of Conduct

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Develop and communicate a code of conduct for library users.

Outline expectations for behavior, noise levels, and use of library resources.

10.2 Borrowing Policies

Define borrowing privileges, loan periods, and renewal procedures.

Communicate borrowing policies to users and enforce them consistently.

10.3 Fines and Penalties

Establish a system for fines and penalties for overdue or lost materials.

Clearly communicate fine policies to library users.

11.Schedule of Meetings

The Committee shall formally meet at the start of the academic year to plan for the library committee activities of the aforementioned year.

The second meeting for the academic year shall be conducted at the end of the academic year to review the library committee activities of the institution.

12. Reporting and Documentation

12.1 Annual Reports

Prepare and submit annual reports on library activities to the college administration.

Highlight achievements, challenges, and recommendations for improvement.

12.2 Documentation

Maintain accurate and up-to-date records of library acquisitions, circulation, and usage.

Archive documentation for auditing purposes and reporting requirements.

13. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in library policies or institutional goals.

14. Approval

This SOP is approved by the Principal or relevant academic authority and will be reviewed annually or as needed.

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