



# SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

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E-Mail : [smmchri2009@gmail.com](mailto:smmchri2009@gmail.com), [smmchri@yahoo.com](mailto:smmchri@yahoo.com)

Website : [www.smmchri.res.in](http://www.smmchri.res.in)

## 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 medical 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
- Faculty Representatives from different disciplines
- Librarian
- Student Representatives
- IT Support Staff/Finance staff (if applicable)

#### Committee members:

S.No.	Name Of Staff	Designation/Department	Position Held
1.	Dr. R .Jayanthi	Dean	Chairperson
2.	Dr. Hameed Fathima.K	AssociateProfessor, Dentistry	Coordinator
3.	Dr.Suresh balaji	Assistant Professor, Dentistry	Member
4.	Dr Viruthika Gandhi	Assistant Professor, Microbiology	Member
5.	Dr. Suzanne Maria D'cruz,	Professor Department of Physiology	Member
6.	Dr. Muthukumar	Professor, Physiology	Member
7.	Dr.Nithiyalakshmi	Professor, Microbiology	Member
8.	Mr. Kalanithi	Chief Librarian	Library representative



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9.	Mr.Vinoth	Library assistant	Library representative
10.	Ms.Kirti Malini	UG student representative	Student member
11.	Dr.Chandiran Joseph	PG student representative	Student member
12.	Mr. B. Ramachandran	CFO	Accounts manager

### 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.

#### 3.3 Librarian

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

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.



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## 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.
- Supervises 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.
- Maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
- Organizes library orientation programs for the students and faculty

## 5. Library Collection Management

### 5.1 Collection Development Policy

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.



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## 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

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.



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## 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.

Organize library orientation programs for students and faculty

### 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

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 will meet biannually or as and when needed

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

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



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## 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 Dean and will be reviewed annually or as needed.

  
IQAC COORDINATOR



  
DEAN  
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