Library and NDLI Club Policy

Libraries are the heart of higher education institutions, serving as vital resources for research, learning, and intellectual development. To ensure the effective management, accessibility, and utilization of library resources, it is crucial for higher education institutions to establish a comprehensive library policy. This document aims to outline the importance and key elements of the Library and National Digital Library of India club of Sahrdaya College of Engineering and Technology, Kodakara.

PURPOSE

The purpose of this policy is to provide guidelines and procedures for the organization, management, and utilization of library resources. The policy serves as a framework to ensure equitable access to information, promote effective use of library services, and support the institution's educational and research objectives. The policy also provides general guidelines for accessing NDLI resources and participates in various events under the banner of NDLI Club.

OBJECTIVES

1. To aid in the establishment a bridge between the Library and the academic fraternity and the institute management.
2. To support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management.
3. To support the library activities which are beneficial to all the stakeholders.
4. To assists library in providing need-based information services.
5. To encourage students to utilise the NDLI resources effectively.
6. To conduct the various events under the banner of NDLI Club.

Approved

COMPOSITION OF THE COMMITTEE

- Chairman - Principal of the College
- President of NDLI Club – Senior Faculty
- Secretary - Librarian
- Deputy Secretary - Asst. Librarian
- Members - One faculty from each Academic Departments

ROLES AND RESPONSIBILITIES

- Propose developmental activities of the Library.
- Make recommendations to Library concerning library needs to ensure good governance. This may include library collections, services, facilities and library Policy matters.
- Discuss items to be included in the upcoming Annual Budget.
- Encourage students to conduct various events and motivate the NDLI Club members to participate.

PROCEDURE FOR LODGING COMPLAINT

- The students may feel free to put up grievance in writing/by Email to the Librarian.
- The students can also put the complaints in the grievance redress cell box in the central Library.
- The librarian will forward it to the Library Advisory Committee and they will take necessary actions/recommendations.

FREQUENCY OF MEETING

- Once in a semester

FOR COMPLAINTS

Complaint Email: centrallibrary@sahrdaya.ac.in