

Institute of Home Economics
University of Delhi
Standard Operating Procedure (SOP)
Library committee

Aim/Scope of the committee:-The committee includes representatives from various departments, as well as librarians. The committee is usually responsible for setting policies and procedures related to the acquisition, organization, and access to information resources. They may also be involved in strategic planning and decision-making related to the library's budget, staffing, and programming. The library committee plays a critical role in ensuring that the library meets the needs of its users and fulfills its mission to provide access to information and support lifelong learning.

Standard Operating Procedure (SOP)

1. The committee comprises of the following members (2024-25)
 - Mrs.Supriya Mukharjee - Librarian (convenor)
 - Dr. Meena Batham (co convenor)
 - Dr. Ashima Vohra
 - Dr. Savita bansal
 - Dr. Santosh yadav
 - Ms. Mansi sagar
2. The Committee is generally formed for a period of Two years.
3. Meetings are held twice or more in an academic year taking into consideration the various aspects of fulfilling the library objectives.

The objectives of Library Committees are as follows

- To guide the librarian in formulating the general library policies and regulations which governs the functions of the library.
- To work towards the modernization and improvement of library and documentation services.
- To formulate policies and procedures for efficient use of library resources.
- To prepare the library budget and proposals for the development of the library.
- To adopt the measures to enhance the maximum utilization of the resources
- To arrange for the stock checking of the library.
- To recommend the authorities the fees and other charges for the use of library
- To recommend the departments in procuring the books, journals etc.