



# **KOTTAKKAL FAROOK** **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

## **STANDARD OPERATING PROCEDURE LIBRARY AND RESOURCE CENTRE COMMITTEE**

## **LIBRARY AND RESOURCE CENTRE COMMITTEE**

### **Functions and responsibilities:**

- Collecting the requirements of the textbooks, reference books,
- Journals and ensuring the adequate number of copies are made available in the library as per norms.
- Planning and implementing the library automation, procedures, digital library development and usage.
- Finalizing the list of books, journals, magazines, and equipment to the college as well as department libraries and propose budgetary estimates to the administration.
- Conducting annual stock verification

## **STANDARD OPERATING PROCEDURE (SOP) FOR LIBRARY AND RESOURCE CENTRE COMMITTEE**

### **1. Purpose**

The purpose of this SOP is to outline the roles, responsibilities, and procedures for the Library and Resource Centre Committee at Kottakkal Farook Arts and Science College (KFASC). This committee is responsible for ensuring that the library is well-stocked with textbooks, reference books, and journals, planning and implementing library automation and digital library development, and conducting annual stock verification.

### **2. Scope**

This SOP applies to all members of the Library and Resource Centre Committee at KFASC and covers the following areas:

- Collecting requirements for textbooks, reference books, and journals
- Planning and implementing library automation and digital library development
- Finalizing lists of books, journals, and magazines, and proposing budgetary estimates
- Conducting annual stock verification

### **3. Definitions**

Library and Resource Centre Committee: A committee responsible for overseeing the management and development of the college library and resource centre.

### **4. Responsibilities**

#### **4.1 Library and Resource Centre Committee Chair**

Coordinate committee meetings and ensure compliance with library policies and procedures.

Oversee the collection of requirements, library automation, and stock verification processes.

## **4.2 Committee Members**

Participate in collecting requirements, planning library development, and conducting stock verification.

Ensure that library resources are managed effectively and meet the needs of students and faculty.

## **5. Procedures**

### **5.1 Collecting Requirements**

Solicit input from faculty, students, and staff regarding the need for textbooks, reference books, journals, and other library resources.

Compile and review the collected requirements to ensure they align with academic and research needs.

Ensure that the required number of copies are available in the library as per norms.

### **5.2 Planning and Implementing Library Automation and Digital Library Development**

- Develop a plan for library automation, including the selection and implementation of library management software.
- Plan and develop a digital library to enhance access to digital resources such as e-books, e-journals, and databases.
- Promote the usage of the digital library among students and faculty through training sessions and awareness programs.

### **5.3 Finalizing Lists and Proposing Budgetary Estimates**

Prepare a list of required books, journals, magazines, and equipment for the college and department libraries.

Review and finalize the list in consultation with department heads and faculty.

Prepare budgetary estimates for the procurement of the listed items and submit them to the administration for approval.

### **5.4 Conducting Annual Stock Verification**

Plan and schedule the annual stock verification process, including the allocation of tasks to committee members and library staff.

Conduct a thorough stock verification to check the availability and condition of all library resources.

Document any discrepancies or missing items and prepare a report for the administration.

Implement corrective actions to address any issues identified during the stock verification process.

## **6. Documentation and Reporting**

Maintain records of collected requirements, library automation plans, digital library development, finalized lists, budgetary estimates, and stock verification reports.

Prepare annual reports summarizing library activities, resource acquisitions, and stock verification outcomes.

## **7. Review and Revision**

This SOP will be reviewed annually by the Library and Resource Centre Committee.

Any changes or updates will be documented and approved by the committee before implementation.

## **8. Approval**

This SOP is approved by the Chair of the Library and Resource Centre Committee and is effective from [Date].

Chair's Signature:

Date:

**9. Distribution**

This SOP will be distributed to all Library and Resource Centre Committee members, department heads, faculty, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.