



SIKKIM ALPINE UNIVERSITY

Kamrang, Namchi, South Sikkim – 737126

(Established under Sikkim Alpine University Act, 2021)

LIBRARY COMMITTEE POLICY

(Policy Document – 2025)

Prepared by

Library Committee Policy

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1. Introduction

The University Library Committee provides policy, procedural, and strategic guidance for the effective governance and development of the university library. The committee's aim is to support learning, research, and innovation, while preserving the professional independence of library staff and management.

2. Membership Structure

- a) Vice – Chancellor (Chairperson)
- b) Registrar (Chairperson in absence of VC)
- c) Deputy director
- d) Academic Directors (from different schools)
- e) Librarian (Member Secretary)
- f) One or two faculty representatives (rotation)
- g) One student representative
- h) Finance Officer or university budget expert
- i) IT Specialist (for digital resources, e-services, and technical support)
- j) Technical staff representative (for maintenance of library equipment and infrastructure)

3. Formation and Nomination

All members are nominated at the start of each academic year by the university's authority:

- a) Faculty: selected by rotation/seniority
- b) Student: nominated by council or department
- c) Finance, IT, and technical staff: (nominated by Vice- Chancellor or Registrar)
- d) All nominations are documented in meeting minutes for transparency.

4. Policy on Reshuffling (Mid-Year Replacement)

Any member may be replaced during the year due to resignation, new assignment, absence, or misconduct. The Chairperson documents the reason and nominates a replacement using the standard procedures. **Updates are reported officially and the new member serves the rest of the term.**

5. Removal and General Replacement

A committee member who wishes to step down may send a brief email to the Librarian, Vice-Chancellor, and Registrar, stating their intention to leave the committee. A replacement will be nominated through the usual process.

If a member is to be removed from the committee, they will receive written notice of the decision. A new member will then be appointed in the standard way.

This process keeps communication respectful and ensures the committee functions smoothly.

6. Committee Functions

6.1 Role of Vice Chancellor as (Chairman)

- a) Leads the library committee, sets meeting agendas, and presides over all committee meetings.
- b) Exercises general oversight of the library's policies, operations, and development plans.
- c) Frames regulations and major policy guidelines for library management, often with approval from the academic council.
- d) Allocates funds to departments for purchasing books, journals, and technology, ensuring resources support teaching and research.
- e) Facilitates the review and approval of the library budget, major purchases, and development proposals.
- f) Communicates with other university leaders and manages collaboration between the library, faculty, and administration to address needs and feedback.
- g) Supervises annual review and reporting of library performance, collection adequacy, and service improvements.
- h) May nominate sub-committees for specialized tasks such as book selection or technology upgrades.

6.2 Role of Registrar as (Member or Chairman)

- a) Supports committee meetings by managing official notices, records, and correspondence.
- b) Helps with budget planning and allocation of funds for books, resources, services, and infrastructure.
- c) Oversees administrative duties such as procurement, maintenance, and implementation of library policies.
- d) Ensures committee decisions comply with university financial and operational policies.
- e) Verifies documentation, reports, and acts as a link between the committee and university administration.

6.3 Role of Deputy Director (Academics)

- a) Represents the academic leadership within the committee, bringing experience in curriculum planning, teaching methods, and maintaining educational standards.
- b) Advises the committee on how library resources and services can better support academic programs, curricula, and research activities in the university.
- c) Works to align the library's development, procurement policies, and resource planning with the academic priorities and future needs of the university.
- d) Supports faculty and students by helping organize workshops, seminars, and training on research skills and resource use, making sure the library is active in teaching and learning.
- e) Reviews academic outcomes related to library resources, contributing to assessments of student achievement and recommending improvements when needed.
- f) Acts as a book recommending advisor for all school Academic Directors. Oversees and endorses book and resource recommendations from Academic Directors, ensuring each suggestion matches curriculum and academic needs across departments.
- g) Facilitates communication between the library, faculty, and school leadership for collaborative academic development.

6.4 Responsibilities of the Librarian (member secretary) in the Library Committee

- a) Acts as Member Secretary of the committee, organizing meetings, preparing agendas, and recording minutes.
- b) Presents proposals for new books, journals, and electronic resources, based on academic needs collected from faculty and students.
- c) Prepares and submits the draft budget for the library, explains spending needs, and keeps records of all purchases and resource acquisitions.
- d) Advises the committee on library policies, service improvements, technology upgrades, and resource management.
- e) Coordinates communication between the library, committee members, university departments, and external vendors.
- f) Implements committee decisions about resource selection, procurement, cataloguing, and service delivery.
- g) Monitors library operations, organizes annual stock verification, supervises staff, and ensures smooth daily functions.
- h) Collects feedback from users, evaluates library services, and prepares annual reports on library activities, usage, and progress.
- i) Ensures compliance with university regulations, financial rules, and strategic development goals

7 Policy formulation for the library's development, budgeting, resource acquisition, and technology upgrades

7.1 Budgeting

Budgeting means estimating and planning how much money the library needs for buying books, journals, equipment, and digital subscriptions for the year. The librarian prepares the budget by reviewing past spending, collecting new requests from faculty and students, and estimating costs for needed items. The draft budget is then discussed with the library committee and revised as needed. Once approved, the budget allows the librarian to spend and track funds throughout the year.

7.2 Resource Acquisition

Resource acquisition is the process of selecting and purchasing books, journals, and online materials. The librarian collects recommendations, checks prices, prioritizes items based on academic needs, and places orders once funds are available. These resources are then catalogued and made available to users. Regular acquisition keeps the library collection up-to-date and relevant for all subjects.

7.3 Technology Upgrades

Technology upgrades involve choosing and installing new computers, software, online databases, and internet systems. The librarian plans improvements based on current trends and user needs. Technology upgrades may include new library management software, digitization tools, and access to e-resources. These upgrades help users find information quickly and keep the library modern and efficient.

8. Advising on allocation and auditing of library funds, financial planning, and expenditure tracking

8.1 Role of the University Financial Officer

- a) Reviews the draft library budget submitted by the librarian & library committee and checks whether estimates are realistic and follow university financial policies.
- b) Advises on the proper allocation of funds across different categories such as books, journals, electronic resources, equipment, and technology upgrades.
- c) Verifies that requested funds are within the available limits of the overall university budget.
- d) Approves or suggests adjustments to the budget plan after discussing it with the librarian and library committee as needed.
- e) Monitors library spending throughout the year by regularly reviewing all bills, payment vouchers, and receipts related to library purchases.
- f) Tracks actual expenses and compares them to the approved budget, helping ensure that no area exceeds its limits.
- g) Conducts or supports internal audits by checking library accounts and making sure all records are accurate and complete.
- h) Prepares summary reports of library spending for university management and shares them with the librarian to support transparent financial planning.
- i) Provides guidance on university procedures for making payments, resolving financial discrepancies, and meeting audit requirements.

8.2 Deans/Assistant Director of various schools will function as “Book Procurement Advisors.”

- a) **Duties of Book Procurement Advisors:** Book procurement advisors, such as Deans (Academic Directors) from various schools, help the library by guiding what books and resources should be added to the library’s collection. Their work includes the following:
- b) **Collecting Book Requests:** Advisors gather recommendations for new books, journals, and electronic resources from faculty, students, and staff within their academic school.
- c) **Reviewing and Prioritizing Needs:** Advisors review all requests to ensure they match the teaching and research requirements of their school. They prioritize items that are essential for coursework, seminars, and current research.
- d) **Endorsing Recommendations:** After careful review, advisors endorse the selected books and resources. They send the final list to the Librarian for further action and record-keeping.
- e) **Advising on Budget Use:** Advisors check if recommendations are within the budget allotted to each school. They may suggest lower-cost or alternative editions if needed.
- f) **Ensuring Academic Balance:**
- g) Advisors make sure that recommended purchases reflect a broad range of subjects, disciplines, and perspectives relevant to their school.

- h) **Supporting Policy Development:** Advisors give feedback to the library committee about procurement policies and help improve how book selection is managed in the future.

9. Librarian's Autonomy

Daily operations, including book acquisitions, cataloguing, lending, and staff management, are overseen by the Librarian and library staff independently. The committee provides advisory oversight without routine interference, ensuring freedom and professionalism.

10. Amendment and Review Schedule

- a) This policy is reviewed and amended annually, at the first committee meeting of each academic year
- b) Members may propose amendments or updates throughout the year, discussed and voted upon at regular or emergency meetings
- c) Amendments require majority approval, are documented in official minutes, and communication is sent to all stakeholders
- d) Full policy review is conducted every three years or earlier if legislative, regulatory, or technological changes require it