**Library Advisory Council**

Specific board member responsibilities include the following:

Advisory board members will serve a \_\_-year term to be eligible for re-appointment for one additional term. Board meetings will be held \_\_\_\_\_\_ (e.g. monthly, quarterly) and any board committee meetings will be (e.g. held in conjunction with the full board meeting). Board members must attend a minimum of \_\_ board meetings to retain membership on the board.

|  |  |  |
| --- | --- | --- |
| Sl.No | **Title** | **Roles & Responsibilities** |
| 1 | Chairperson | Convene the Council meeting as and when required |
| 2 | Member – (Faculty/ Speech) | Identify useful teaching learning resources in both print and electronic format in the field of speech sciences & speech-language pathology |
| 3 | Member-(Faculty/Audiology) | Identify useful teaching learning resources in both print and electronic format in the field of audiology |
| 4 | Member- (Technical /Audiology) | Identify useful information resources pertaining to audiological practice  Serve in an advisory capacity to the governing entity in library matters  Serve as a liaison and representative of technical category users of the library |
| 5 | Member- (Technical/ Speech) | Identify useful information resources pertaining to speech technology audiological practice  Serve as a liaison and representative of technical category users of the library |
| 6 | Member-(Allied Area) | Identify useful information resources pertaining to special education and clinical psychology |
| 7 | Student Members |  |
|  |  |  |
|  | M.S | , to record the minutes of the meeting  preparation of meeting agendas with the board chair  • Informing the board of library activities |

1. Dr. Ajith Kumar, U. (Chairperson)

Professor of Audiology

1. Dr. Rajasudhakar, R. (Member)

Associate Professor of Speech Sciences

1. Dr. Geetha, C. (Member)

Associate Professor of Audiology

1. Dr. Nisha, K. V. (Member)

Scientist B, Dept. of Audiology

1. Mr. Karthik Venkat Sridharan (Member)

Speech Technologist

1. Mrs. Ramana Kumari

Special Educator

1. Ms. Divyashree, K. N. (Student Member)

Junior Research Fellow

1. Mr. Aman Kumar (Student Member)

2nd MSc (Audiology)

1. Ms. Anima Goyal (Student Member)

2nd MSc (SLP)

1. Ms. Ananya Kanigapula (Student Member)

2nd BASLP

1. Mr. Ajay Krishnan (Student Member)

3rd BASLP

1. Ms. Fane Marian Sunny (Student Member)

2nd BEd Spl Edn. (HI)

1. Dr. Shijith Kumar, C. (Member Secretary)

Library and Information Officer

1. Mrs. Deepa Anand (Member)

Speech Language Pathologist - Grade II

he lists of books are thoroughly scrutinized to avoid the purchase of undesirable books

The Secretary keeps notes on what happens during all the meetings. These should include who were present, what was discussed and any decisions that were made. He/she should be able to write clearly and summarize discussions.

Meetings of the Committee: How many members of the committee need to be present at a meeting for a decision to be official? This number is called a quorum and it is usually at least half the members plus one. It is important to decide this number because you don’t want only one or two members to be able to make decisions for the whole committee. Pick a number that seems reasonable. If you require too many members to be present, you may never have enough to make an official decision. If you require too few to be present, a small group may end up making all the decisions. Under what circumstances will members are asked to leave the committee? For example, you might decide that people who miss three meetings in a row will be expelled

**Roles and Responsibility of the LAC**

1. Advising on general policies regarding collections, services, instructional programs and infrastructure, as well as on major new initiatives and assessment processes.
2. Discuss and evaluate budgetary issues for books, journals, databases, and e-resources etc.
3. Support the Library’s efforts in ensuring financial accountability and responsibility in the provision of library collections.
4. Advising on quality of library resources and services.
5. Review of information resources for the collection.
6. Participating in strategic visioning and goal setting of the library.
7. Providing advice and feedback on library resources and services.
8. Promote library services and programs.
9. Provide support for library initiatives and decisions.
10. Communication between the academic community and the library.
11. Advice on the specific issues and concerns related to the library.
12. Facilitating communication with and obtaining feedback from the academic community with regard to library collections, programs, services, infrastructure, and etc.
13. Suggest innovative programs related to the library services.
14. To formulate action plan for the development of library infrastructure, facilities, products and services.
15. To assist library in providing need based information services.
16. Suggesting improvements of library services.
17. Promote the Library to the internal and external academic community
18. Any other function as assigned by Director.