



OFFICE OF THE PRINCIPAL

Ref No: LSL/LC/2025-26/03

Date: 22nd July, 2025

NOTIFICATION

Sub: Re- constitution of Library-Committee

Academic Year 2025-26

Lloyd School of Law -Library-Committee functions to promote effective and interactive access and use of information resources. It prepares clearly worded rules and guidelines with regard to hours of access. Circulation policies and other regulations to offer better services to the users. This committee is vested with the responsibility of recommending, selecting and purchasing books for the library. The committee also puts forward its recommendations regarding the improvement of infrastructure and the efficiency of library functioning.

S. No.	Name	Designation	Position
1.	Dr. Vikram Singh	Principal	Chairperson
2.	Dr. Om Krishna	Assistant Professor	Member
3.	Dr. Navya Gupta	Assistant Professor	Member
4.	Ms. Bhanu Priya	Librarian	Member Secretary
5.	Mr. Vinay Pandey	Assistant Librarian	Member

Functions of Library Committee

1. To coordinate and streamline the overall functioning and activities of the Institute Library.
2. To assess and consolidate the requirements of textbooks, reference books, journals, periodicals, e-books, and e-resources.
3. To maintain an updated database of publishers, book suppliers, journal agencies, and e-resource providers.



4. To invite and evaluate quotations and coordinate the procurement of books, journals, and other library resources as per institutional procedures.
5. To prepare purchase orders after obtaining approval from the Purchase Committee/competent authority and ensure timely receipt of resources.
6. To verify, accession, classify, catalogue, label, and systematically maintain newly acquired library resources in both physical and digital library records.
7. To maintain the Accession Register, stock records, subscription records, and library management software/database accurately.
8. To ensure timely renewal and proper maintenance of national/international journals, periodicals, e-journals, databases, and other digital resources.
9. To preserve and maintain back volumes of journals and other important academic documents in soft and hard copies.
10. To coordinate the annual physical verification/audit of library resources and maintain necessary records and reports.
11. To monitor and promote the effective utilization of library resources and facilities by students, faculty, and research scholars.
12. To create awareness among students and faculty regarding library services, reading habits, journals, e-resources, digital libraries, and research databases.
13. To facilitate access to relevant academic, research, and digital information resources for teaching, learning, and research activities.
14. To collect feedback from students and faculty and recommend improvements in library resources and services.
15. To arrange, organize, index, and preserve internal and university examination question papers received from the Examination Cell for reference purposes.
16. To coordinate the repair, rebinding, preservation, and replacement of damaged or outdated library materials as per institutional policy