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CENTRAL LIBRARY

LIBRARY COMMITTEE FUNCTIONS

Overall, a library committee is an essential component of effective library management and governance. It helps to ensure that the library is operating in accordance with its mission and priorities and that resources are allocated in a way that supports these goals. By bringing together representatives from various areas of the library and the community, a library committee can help to ensure that the library is responsive to the needs and concerns of its users.

Power and Functions of Library Committee:

The powers and functions of a library committee vary according to its nature. The library committees generally serve the following purposes.

1. **Library building:** A library committee should ensure that a library building is properly decorated, structured, functional, situated centrally, and have a necessary arrangement for efficient management.
2. **Library furniture and fittings:** The committee also ensures adequate, standard, and comfortable without any dislocation or wastage of money or space.
3. **Library staff:** Library committee will fix the needed number of staff, their salary scale, promotions, and other regulations related to staff development. They will determine certain principles and formulas that will encourage the intellectual and capable person to enter the profession.
4. **Library finance and book collection:** The library committee will raise enough funds to purchase books and make the collection rich and suitable for serving the committee. If necessary, they will appoint a sub-committee for the job.
5. **Library rules:** Efforts should be made by the library committee to frame a set of library rules that will be flexible to suit the needs of the readers.
6. **Library accounts and audit:** Proper machinery should be established by the library committee to check the library account. It may appoint an accounts sub-committee to audit the accounts.
7. **Library acts and rules:** A library committee should keep library acts and rules up-to-date. The rules and acts that depend on the library's nature must be kept in mind.
8. **Standard library service:** A library committee should put in its best efforts to secure full coverage and standard library service by opening new branches and providing more books and staff numbers.
9. **Library cooperation:** A library committee should find ways and means of securing cooperation between various branches within a locality and between other authorities, especially educational ones.
10. **Library policies:** It should lay down a policy for the guidance of the librarian for the general day-to-day administration of the library.