

Terms of Reference

Library Committee- Faculty of Agriculture

University of Ruhuna

Purpose & Scope	Through collaboration with the faculty administration, students, and library staff, the library committee of the faculty of agriculture manages library activities to operate the library efficiently. The committee aids in the creation, implementation, and operation of policies as well as the ordering of essential periodicals, books, and other materials. Additionally, the committee creates a communication link with the faculty, staff, and library, fostering a learning environment that encourages autonomous and lifelong learning for both students and staff.
Responsibilities	<ul style="list-style-type: none">• The committee shall create procedures for the general, research, and other services that the libraries offer.• The committee is responsible for determining the most effective ways to utilize the allocated funding and library resources.• The committee shall act as a conduit for ideas and suggestions from staff, and students for enhancing the standard of library services and amenities, such as new technologies.• At regular periods, the Committee is required to provide recommendations regarding the discarding of books and other publications.• The committee shall offer ideas and prescriptions for improving students' information literacy abilities through the introduction of course modules and the holding of training sessions/ workshops for both students and staff.• The meetings of the university library committee will be attended by the dean, the chairperson, and the convener.
Procedure of appointing	The library committee will be chosen by the Faculty Board from academic members. The committee's chairperson will be chosen by the faculty board from among its senior members. The secretary/convener of the library committee is an assistant librarian, senior assistant librarian, or deputy librarian of the faculty who also supplies the committee with accurate information. Student representatives are chosen from the second and third years who are actively utilizing library resources (volunteer).
Duration of the team	Three years duration appointments for all faculty members. Student representatives will be selected yearly basis.
Meetings	The library committee shall meet every other month and may hold special meetings based on requirements.

Storage of documents	<p>The library committee shall report to the Agriculture Faculty Board and the University Library Committee.</p> <p>The Assistant Librarian/ Senior Assistant Librarian/Deputy Librarian of the Faculty is responsible for maintaining minutes and documentation</p>
Guidelines/SOPs	Confirmed minutes of the library advisory committee will be forwarded to the Library Board of the University.
Contact Details	Chairperson, Assistant Librarian/ Senior Assistant Librarian