

Terms of Reference

Library, IT and Web Committee

Faculty of Allied Health Sciences

Purpose & Scope

The purpose of this committee is to find, facilitate and identify the library and IT needs of students and the staff.

Responsibilities

- The committee shall advise and make recommendations on all the matters pertinent to the general information service functions and research support services.
- The committee shall identify the priority needs in utilization of funds.
- The committee shall advise to formulate policies and procedures for efficient use of library resources.
- The committee shall serve as a channel for suggestions from faculty and students for the improvement of the library facilities.
- The Committee shall give recommendations regarding the discarding of books and other publications at regular intervals.
- The committee shall evaluate statistics of library usage and seek feedback on library functions from users.
- The committee shall make suggestions and recommendations to develop information literacy skills among students and staff.
- The committee supports the library management to develop new services, infrastructure and study space of the library.
- Dean and Chairperson of Library Advisory Committee will attend the university library committee meetings.

Composition

1. Dean of the Faculty – Dean is the Ex-Officio
2. Assistant Librarian/Senior Assistant Librarian - Chairperson of the committee
3. An academic (Convener of the committee)
4. Three academics from each department
5. One academic supporting staff

Procedure of Appointment

The members will be appointed at the Faculty Board.

Tenure of Members

One year

Meetings and documentation

Number of meetings shall be not less than four per year. Convener should take the minutes of each meeting. They are stored at the Administration office under AR/SAR and only convey the relevant information to the Faculty Board, Library Board, and University Library Committee.

Guidelines/SOPs

The Committee recommendation shall be forwarded to the Faculty Board, Library Board, and University Library Committee for necessary actions.

Point of Contact

Chairperson of the committee

Email - library@ahs.ruh.ac.lk

Telephone - 0912223141