



SREE NARAYANA NURSING COLLEGE

Stonehousepet (po), Chinthareddypalem, Nellore - 524002.

Ph No: 0861-2318300 | Fax: 0861-2318300.

e-mail: sreenarayana.nursing12@gmail.com | principal.snnc@narayanannursingcollege.com

Website: <https://sreenarayanannursingcollege.com>

Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006

A.P. Nurses & Midwives Council Letter No. APNMC/CON/5212/2006, dated: 4/11/2006

Affiliated to Dr. N.T.R. University of Health Sciences, A.P. Vijayawada.



Library Committee

Library Committee is constituted to recommend, purchase of books, journals, motivate use of library and evaluate with the following members.

Composition of Library Committee

Chairperson	: Mrs. V. Jayanthi, Principal
Members	: Mrs. Sarumathi, Vice-Principal
	: Mrs. N Subhashini, HOD,
	: Mrs. T Lalitha kumari, HOD, Coordinator
	: Ms. Abhirami, student Representative
	: Ms. Anju Joy, Student Representative
HOD/IE Librarian	: Ms. Keerthi, Librarian

- Frequency- Quarterly
- Date of Meeting- Third Monday once in three months

Functions

- To frame general rules and regulations for library management.
- To advise the Librarian regarding general library development.
- To prepare the annual budget estimates of the library for submission to the Executive Council.
- To encourage utilization of library by faculty and students.
- To formulate policies and procedures for efficient use of Library resources.
- To recommend to the authorities the fees and other charges for the use of the Library.




PRINCIPAL
Principal
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Chairperson : Dr. IV Mamatha, Principal

Members : Mrs. Kalpana B, Vice-Principal

: Mrs. Vinodhini, HOD,

: Ms. K Deepa , Coordinator

: Ms. Aishwarya student Representative

: Ms. Anitha Mol, Student Representative

HOD/ IE Librarian : Ms. Keerthi, Librarian

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LIBRARY POLICY

Policy No: SNNC/LIB/2019

Date: 30-11-2019

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Policy

The library at Sree Narayana Nursing College serves as a vital resource for students and faculty, providing access to a wealth of information and fostering an environment conducive to learning and research. This policy outlines the objectives, roles, responsibilities, and operational procedures related to the library.

Objectives

- To provide access to a comprehensive collection of resources, including books, journals, and digital materials.
- To promote information literacy among students and faculty.
- To ensure efficient management of library resources and services.
- To facilitate remote access to library resources through DELNET (Developing Library Network).

Roles & Responsibilities of Library Committee Members

1. Chairperson

- **Leadership:** Lead the Library Committee and coordinate its activities.
- **Policy Oversight:** Ensure that library policies are effectively implemented and reviewed regularly.
- **Reporting:** Present annual reports on library usage, resources, and improvements to the administration.



Principal

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2. Secretary

- **Documentation:** Maintain accurate records of committee meetings, decisions, and action items.
- **Communication:** Communicate relevant information to library staff and users.
- **Follow-Up:** Track the progress of initiatives and report on their status.

3. Librarian

- **Resource Management:** Oversee the acquisition, organization, and maintenance of library resources.
- **User Support:** Provide assistance to students and faculty in locating and utilizing resources.
- **Training:** Organize training sessions on library resources and information literacy.

4. Technical Services Coordinator

- **Cataloging:** Manage the cataloging and classification of library materials.
- **Digital Resources:** Oversee the management of digital resources and ensure remote access is available.
- **System Maintenance:** Ensure the library management system is updated and functioning properly.

5. Reference Librarian

- **Research Assistance:** Provide reference services to assist users in finding information for research and studies.
- **Information Literacy:** Conduct workshops on research methodologies and effective resource utilization.
- **Feedback Collection:** Gather user feedback to improve library services.

6. Student Representative

- **Feedback Liaison:** Serve as a communication link between students and the library committee.



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- **Advocacy:** Advocate for student needs regarding library resources and services.
- **Promotion:** Promote library services and resources among the student body.

Membership & Issue of Books

- **Eligibility:** Membership is open to all students, faculty, and staff of Sree Narayana Nursing College.
- **Registration:** Users must register at the library to obtain a library membership card.
- **Borrowing Policy:**
 - Students may borrow up to 5 books at a time for a period of 14 days.
 - Faculty may borrow up to 10 books for a period of 30 days.
 - Renewals may be granted if there are no holds on the borrowed items.
- **Fines:** Late returns will incur fines as per the library's fee structure.

Remote Access to DELNET

- **Access Provision:** The library provides remote access to DELNET resources for all registered members.
- **Login Credentials:** Users must obtain their login credentials from the librarian for access.
- **Resource Availability:** Users can access a wide range of journals, articles, and e-books through DELNET, promoting research and learning.

B. Kalpana
Prepared by
IQAC Coordinator



V. Jayanthi
Approved by
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