

ORDINANCE XVI DELHI UNIVERSITY LIBRARY SYSTEM

1. The Delhi University Library System comprises the Central Library and the libraries established in the various campuses, faculties, schools, departments and centers of the University of Delhi. The Library System shall be managed and administered by the Governing Body, and each library in the System shall be managed and administered by a Library Committee under the supervision and control of the Governing Body.
2. Subject to the supervision and control of the Executive Council there shall be a Governing Body constituted for the management and administration of the Delhi University Library System.

The Governing Body shall be constituted as follows :

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| 1. | Pro-Vice-Chancellor-Chairperson | -ex-officio |
| 2. | Treasurer | -ex-officio |
| 3. | Director, South Campus | -ex-officio |
| 4. | Deans, Faculties of Arts, Science and Social Sciences | -ex-officio |
| 5. | Director, Delhi School of Economics | -ex-officio |
| 6. | Registrar | -ex-officio |
| 7. | On other Dean by rotation (Except Medicine, Engineering and Technology) nominated by the Vice Chancellor | -ex-officio |
| 8. | Director, DU Computer Centre | -ex-officio |
| 9. | Six members, to be nominated by the Vice-Chancellor of whom one shall be an expert in Library and Information Science, one shall be a member of Executive Council, one shall be a member of Academic Council, one Professor, one Reader and one Lecturer. | |
| 10. | One employee of the University Library System, by Rotation, to be nominated by the Vice-Chancellor. | |
| 11. | Librarian | Member-Secretary |
- 2.1 In the absence of the Pro-Vice-Chancellor, Vice-Chancellor shall nominate the Chairperson.
 - 2.2 The members of the Governing Body, other than ex-officio members, when hold office for a term of two years.
 - 2.3 The Governing Body shall meet at least twice in a year. One third of members will constitute quorum at a meeting of the Governing Body.
 - 2.4 Under the control of the Executive Council the Governing Body shall administer the Library System through the Librarian and shall frame rules for its management. The administrative functions pertaining to establishment matters such as staff recruitment and personnel management, in the Library System shall be looked after by the Establishment Branch of the University Administration in consultation with the Librarian. The management of finance of the Library System shall be looked after by the Finance Branch of the University Administration in consultation with the Librarian.

- 2.5 The Governing Body shall arrange for periodic inspection of each Library at least once in two years and shall take necessary steps to streamline the functioning of various libraries in the system.
- 2.6 The Governing Body shall constitute one or more standing committee to oversee on a regular basis the specific aspects of operations of the Library System, including a committee to recommend the distribution of resources among libraries of the system, and committees to manage the Central Library and the South Campus Library.
- 2.7 The Governing Body shall approve estimates of income and expenditure of the University Library System and such other supplementary and revised estimates as may be necessary from time to time and submit the same for approval to the Finance Committee and the Executive Council.
- 2.8 Based on the annual reports of various units, the Governing Body shall approve an annual report of the Library System as a whole prepared by the Librarian, and place it before the Executive Council. A report on academic aspects shall be placed before the Academic Council.
- 2.9 On the direction of the Pro-Vice-Chancellor, in his capacity as Chairperson, meetings of the Governing Body shall be convened. The Librarian shall, ordinarily at least seven days before each meeting of the Governing Body, issue to each members thereof, a notice convening the meeting and a copy of the Agenda thereof. Provide that in case of emergent meetings, the Chairperson may suspend or modify the operation of the above rule regarding issue of notice and agenda.
3. There shall be a Library Committee for each Library in the University Library System to monitor, regulate and review the functioning of the Library and to advise the Administrative Head of the Unit in which the Library is located.

The Library Committee shall be constituted as follows :

1. Administrative Head of the unit in which the Library is located – Chairperson
2. (a) For a library that services one department :

Three to six teachers to be nominated by the Head of the Department

- (b) For a library that services more than one department :

One or two representative of each Department to be nominated by the concerned Head of the Department.

3. One Professional Senior in rotation by seniority and one Professional Junior in rotation by seniority, from among those working in that Library ; provided that in the absence of either category no substitution will be made between the two categories.
4. Three students with high academic achievements enrolled as members in the Library concerned to be nominated by the Administrative Head of the Unit concerned for one year.
5. Professional in-charge of the Library - Member Secretary.

- 3.1 Members of the Library Committee, other than ex-officio and student members, shall hold office for a period of two years.
- 3.2 One third of total membership shall form the quorum.
- 3.3 Each Library Committee shall meet at least once in a term.
- 3.4 The functions of the Library Committee shall include acquisition of books and journals and other related material, formulation of guidelines for such acquisition and for periodic stock verification, allocation of tasks to staff, library discipline, user-services, inter-library co-operation and networking.
- 3.5 The Library Committee of a unit shall formulate proposals concerning estimates of income and expenditure and forward it to the Member-Secretary of the Governing Body.
- 3.6 The Library Committee of a Unit shall prepare an annual report of the Library concerned and submit the same to the Librarian for consolidation and submission to the Governing Body.
- 3.7 On the direction of the Administrative Head of the Unit in which the Library is located, meetings of the Library Committee shall be convened. The Member-Secretary shall send, ordinarily at least seven days before each meeting of the Library Committee to each member thereof, a notice convening the meeting and a copy of the Agenda thereof. Provided that in the case of emergent meetings, the Chairman may suspend or modify the operation of the above rule regarding issue of notice and agenda.
- 3.8 Not less than half the members of the Library Committee may send a request to the Chairperson to requisition a meeting of the Library Committee.