केन्द्रीय विद्यालय

KENDRIYA VIDYALAYA

तत् त्वं पूषन् अपावृणु

केन्द्रीय विद्यालय संगठन

पुस्तकालयाध्यक्ष की दैनिकी

LIBRARIAN'S DIARY

पुस्तकालयाध्यक्ष का नाम

Name of the Librarian ……

Session-

Visit the library blog

at

http:// .wordpress.com

अनुक्रमणिका
INDEX

S.No	HEADING
1.	Library Time Table
2.	Details of the Library Budget
3.	Quarterly Library Statistics (as per the Library Policy)
4.	List of Periodicals and Newspapers
5.	Class Library Statistics
6.	List of Library Committee Members
7.	List of Reader's Club Committee Members
8.	Record of Library Committee Meetings
9.	Record of Reader's Club Committee Meetings
10	Annual Library Activity Plan (ALAP)
11	Details of CAL/TAL undertaken
12	Summary of Monthly Library Activities
13	Quarterly Reader's Club Activities
14	Month-wise details of Library Technical/Managerial work done
15	Details of projects/innovations/experiments undertaken
16	Details of collaborative learning activities with teachers and students
17	List of professional reading, done by the Librarian

पुस्तकालय समय-सारणी
Library Time Table

DAY	I	II	III	IV		V	VI	VII	VIII
Mon.					RECESS				
Tue.									
Wed.									
Thu.									
Fri.									
Sat.									

DAY	I	II	III	IV		V	VI	VII	VIII
Mon.					RECESS				
Tue.									
Wed.									
Thu.									
Fri.									
Sat.									

DAY	I	II	III	IV		V	VI	VII	VIII
Mon.					RECESS				
Tue.									
Wed.									
Thu.									
Fri.									
Sat.									

Details of the Library Budget

Budget allotted for the year( ) : Rs_____

Month	No. of books/periodicals/multimedia accessed	Amount
April		
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
TOTAL-		

Quarterly Library Statistics

April to June 20____

1	Total number of books	
2	Number of text books	
3	Number of Reference books.	
4	Number of General(fiction and non-fiction) books	
5	Subject-wise number of Books	
6	Number of Periodicals	
7	Number of Multimedia	
8	Number of Users	
9	Number and percentage of collection issued on any given day	
10	Number of books issued during a stated period	
11	Average books issued per user per unit time	
12	Number of recommendations received for purchase of books per year	
13	Number of new books added in the quarter	

Quarterly Library Statistics

July to September 20____

1	Total number of books	
2	Number of text books	
3	Number of Reference books.	
4	Number of General(fiction and non-fiction) books	
5	Subject-wise number of Books	
6	Number of Periodicals	
7	Number of Multimedia	
8	Number of Users	
9	Number and percentage of collection issued on any given day	
10	Number of books issued during a stated period	
11	Average books issued per user per unit time	
12	Number of recommendations received for purchase of books per year	
13	Number of new books added in the quarter	

Quarterly Library Statistics

October to December 20____

1	Total number of books	
2	Number of text books	
3	Number of Reference books.	
4	Number of General(fiction and non-fiction) books	
5	Subject-wise number of Books	
6	Number of Periodicals	
7	Number of Multimedia	
8	Number of Users	
9	Number and percentage of collection issued on any given day	
10	Number of books issued during a stated period	
11	Average books issued per user per unit time	
12	Number of recommendations received for purchase of books per year	
13	Number of new books added in the quarter	

Quarterly Library Statistics

January to March 20____

1	Total number of books	
2	Number of text books	
3	Number of Reference books.	
4	Number of General(fiction and non-fiction) books	
5	Subject-wise number of Books	
6	Number of Periodicals	
7	Number of Multimedia	
8	Number of Users	
9	Number and percentage of collection issued on any given day	
10	Number of books issued during a stated period	
11	Average books issued per user per unit time	
12	Number of recommendations received for purchase of books per year	
13	Number of new books added in the quarter	

List of Periodicals

NEWS & INFORMATION (International)		**NCERT JOURNALS**	
1.	Time (W)	41	Journal of Indian Education (Q)
2.	Newsweek (W)	42	Bhartiya Adhnik Shiksha (Hindi) (Q)
NEWS & INFORMATION (National)		**43**	Primary Shikshak (Hindi)(Q)
3.	Frontline (F)	44	Primary Teachers (Q)
4.	Outlook (English & Hindi) (W)	45	School Science (Q)
5.	India Today (English & Hindi) (W)	**COMPUTER SCIENCE & IT**	
6.	The Week (W)	**46**	Digit (M)
7.	Reader's Digest (M)	**47**	Computer Active (M)
8.	Sambhashan Sandesh (Sanskrit) (M)	**48**	Electronics For You (M)
WOMEN'S MAGAZINES		**49**	PC Quest (M)
9.	Women's Era (F)	**50**	Digital Learning (M)
10.	Grihashobha (Hindi) (F)	**CAREER**	
11.	Sarita (Hindi)(F)	**51**	Employment News (W)
EDCATIONAL		**52**	Career 360 (M)
12.	Competition Success Review (M)	**SOCIETY, BUSINESS**	
13.	Civil Service Chronicle (M)	**53**	Yojna (English & Hindi) (M)
14.	Pratyogita Darpan (Hindi) (M)	**54**	Business India (M)
15.	Junior Science Refresher (M)	**CHILDREN'S MAGAZINES**	
16.	G.K.Today (M)	**55**	Magic Pot (W)
17.	G.K.Refresher (M)	**56**	Tell Me Why (F)
18.	Competition Refresher (M)	**57**	Children's World (M)
19.	Competition Master (M)	**58**	Champak (English & Hindi) (F)
20.	HFI Education Today (M)	**59**	Chahndamama (M)
21.	Education Digest (M)	**60**	Junior Chandamama (M)
22.	Education Trend (M)	**61**	Gokulam (M)
23.	Labour India Brilliant Student (M)	**62**	Wisdom (M)
24.	Mathematics Today (M)	**63**	Wit (M)
25.	Physics Today (M)	**64**	Children's Digest (M)
26.	Chemistry Today (M)	**65**	Tinkle, Tinkle Digest (M)
27.	Biology Today (M)	**66**	PCM Children's Magazine (M)
SCIENCE & ENVIRONMENT		**67**	Sandarbh (Hindi)(M)
28.	National Geographic Magazine (M)	**68**	Bal Bharti (Hindi)(M)
29.	Scientific American (M)	**69**	Bal Hans(Hindi) (F)
30.	Resonance (M)	**70**	Nandan (Hindi) (M)
31.	Current Science (M)	**71**	Nanhe Samrat (Hindi)(M)
32.	Science Reporter (M)	**72**	Dimdima (Hindi) (M)
33.	Down To Earth (F)	**73**	Chakmak (Hindi) (M)
34.	Terra Green (M)	**ARTS & SPORTS**	
35.	Geo (M)	**74**	Art India (M)
36.	Geo Junior (M)	**75**	Sports Star (W)
37.	Invention Intelligence (M)	**HEALTH**	
38.	India 2047 (M)	**76**	My Doctor (M)

W = Weekly; F = Fortnightly; M = Monthly; BM = Bi Monthly;

39.	Knowledge Quest (M)	SERVICE MATTERS		Q = Quarterly
40.	Cub/Sanctuary (BM)	77	Swamy's News (M)	

List of Periodicals

S.No.	Name of the Periodical	Periodicity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
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21.		
22.		
23.		
24.		
25.		
26.		
27.		

List of Newspapers

S. No.	Name of the Newspaper	Language
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Class Library Statistics

Class & Div.	Name of the Class teacher	No of students	No. of books issued					Date of issue					Date of return					Signature of Class Teacher			Signature of the Librarian			Remarks
I A		50	60					2/4					2/6											

Library Committee Members

Head of the Committee-	
Principal	
Member Secretary-	
Librarian	
Teacher Members-	
1.	
2.	
3.	
4.	
5.	
Students Members-	
1.	Class-VII to XII
2.	
3.	
4.	
5.	

Principal

Reader's Club Committee Members

SESSION- 20…..-……..

STUDENTS-

1. PRESIDENT-

_____

2. SECRETARY-

_____

3. CLASS REPRESENTATIVES-

S. No.	Class	No.	Name of the Members	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

9.				
10.				
11.				
12.				
13.				
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16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
S. No.	**Class**	**No.**	**Name of the Members**	**Remarks**
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

41.				
42.				
43.				
44.				
45.				
46.				
47.				
48.				
49.				

TEACHERS-

1. _____

2. _____

Librarian
(Convener)

Record of Library Committee Meetings

Date of Meeting	Gist of Decisions/Suggestions	Follow up taken

Record of Library Committee Meetings

Date of Meeting	Gist of Decisions/Suggestions	Follow up taken

Record of Reader's Club Committee Meetings

Date of Meeting	Gist of Decisions/Suggestions	Follow up taken

Record of Reader's Club Committee Meetings

Date of Meeting	Gist of Decisions/Suggestions	Follow up taken

ANNUAL LIBRARY ACTIVITY PLAN (ALAP)

S.No	Event	Proposed Months/ Periodicity	Activities
01	International Children's Book Day (02 April)	April	Exhibition, Book review writing competition, Discussions
02	AmbedkarJayanti (14 April)	April	Exhibition of books on or by Dr B.R.Ambedkar
03	World Book and Copyright Day (23 April)	April	Exhibitions, Literary competitions, Meet the author programmes
04	**Functional Activities**	April	1. Stock verification 2. Library Orientation sessions 3. Preparation of Book Issue Cards 4. Constitution of Library Committee and Reader's Club 5. Preparation of the list of books/documents recommended for condemnation/weeding out. 6. Issue of books for Class Libraries

			7. Final reminder of overdue books 8. Preparation of list of books for binding
05	Inauguration of Reader's Club	April	Beginning of Reader's Club activities for the session
06	**Functional Activities**	May-June	1. Preparation and display of list of defaulters 2. Auction of written off books 3. Submission of defaulter's list to the office. 4. Data collection for updating the member database 5. Preparation of Library/ ID Cards
07	**Functional Activities**	July	1. Starting the circulation of books 2. Meeting of Library Committee 3. Meeting of Reader's Club 4. Meeting of Class library Book selection Committee 5. Renewal of subscription to periodicals 6. Publication of Library Bulletin/Newsletter
08	Harry Potter Birthday celebration (31 July)	July	HP Quiz, Writing Birthday wishes, Book talk, HP Book jacket designing, Assembly programmes, Exhibition of HP books
09	MunshiPremchand Day (31 July)	July	Exhibition of books by Munshi Premchand and related competitions
10	**Functional Activities**	August	Preparation of book suggestion/recommendation lists Selection of books by visiting the local book shops by the Committee members
11	Hiroshima Day (6 August)	August	Remembering the victims, "Against War" exhibition
12	Independence Day (15 Aug.)	August	Exhibition of books on freedom struggle
S.No	**Event**	**Proposed Months/ Periodicity**	**Activities**
13	**Functional Activities**	September	1. Issue of books to class libraries (2) 2. Career Development Programme 3. Meeting of Library Committee
14	Teacher's Day (5 Sept.)	September	Exhibition of books on or by Dr S.Radhakrishnan
15	Hindi Fortnight	September	Exhibition of popular Hindi books in the library and related competitions
16	**Functional Activities**	October	Publication of Library Bulletin/Newsletter Preparation and display of list of defaulters
17	Gandhi Jayanthi (2 Oct.)	October	Exhibition of books on or by Mahatma Gandhi and Non violence
18	U.N.Day (24 Oct.)	October	Exhibition of books on United Nations and other International organisations

19	National unity day 31st oct	October	Exhibition of books on or by SardarVallabhai Patel
19	International School Library Day (ISLD) & Month	October	Talk by an eminent (local) TGT (LIS) and other Activities, "*Smart Web Searcher"* competition
20	**Functional Activities**	November	1. User awareness programmes for Teachers 2. zInformation literacy sessions
21	Children's Day (14 Nov.)	November	Exhibition of books on or by Jawaharlal Nehru, Competitions
22	National Education Day (11 Nov.)	November	Exhibition of books on or by Dr Abdul Kalam Azaad, Essay writing, newspaper reading competitions
23	National Library Week (3rd Week of November)	November	Exhibition of rare books in the library Competitions: Book review , Storytelling , Book reading ,Literary quiz, Designing Bookmarks , Assembly programmes , "Find the book", Library cultural programmes, etc
24	Indira Gandhi's Birthday (19 Nov.)	November	Exhibition of books on Indira Gandhi and other Indian Prime Ministers
25	**Functional Activities**	December	Organizing programmes for class Libraries Issue of books to class libraries (3)
26	Army Flag Day (7 Dec.)	December	Exhibition of books on Indian Army and warfare
Next Year			
27	**Functional Activities**	January	Publication of Library Bulletin/Newsletter User awareness programme on Exam oriented resources in the Library Exhibition of Multimedia CD/DVDS
28	Republic Day (26 January)	January	Exhibition of books on "India: Society and constitution"
29	Martyr's Day (30 January)	January	Exhibition of books on or by freedom fighters
30	National Youth Day (12 Jan.)	January	Display of Books on or by Swami Vivekananda
31	**Functional Activities**	February	i. Returning of class library books ii. Reminders to defaulters ii. Stopping the circulation of books to students iv. Meeting of Library Committee
32	Safer Internet Day (7 Feb.)	February	Online/cyber safety workshops, talks, exhibitions, etc
33	**Functional Activities**	March	Stock verification
34	**Other routine functional activities**		
35	Book Fairs	03 times a year	In collaboration with external agencies
36	Preparation of Library statistics	Quarterly	As per the Library Policy
37	Checking of Library note books	Regularly	Class VI-IX
38	Display of New Arrival List	Regularly	As and when needed
39	Retro conversion of documents	Regularly	As and when needed and parallel to other activities.

40	Disposal of old newspapers and magazines	Quarterly	As per the rules
41	Books/document selection and accessioning	As and when needed	Acquisition of resources shall be a dynamic activity and followed under the supervision of Library Committee
42	Screening of VCDs	Once in a month	Screening of Educational and issue based VCDs for primary children
43	Reader's Club activities	Whole academic year	Seminars, Exhibitions, displays, competitions, Meet the Author, Book discussions
44	Know your Library Programmes (Library orientation)	Once in a month	Tour to the library to understand its resources and activities
45	Library Blogs, Digital library	Regularly	Updating and maintenance
46	Best Reader Awards	Once in an year	For best library users from each class. Distributed on the Annual Day function

ANNUAL LIBRARY ACTIVITY PLAN (ALAP)

S.No	Event	Proposed Months/ Periodicity	Activities

ANNUAL LIBRARY ACTIVITY PLAN (ALAP)

S.No	Event	Proposed Months/ Periodicity	Activities

Details of CAL/TAL undertaken

Monthly Library Activities

MONTH:			
S.No.	Date	Activity	Outcome

Monthly Library Activities

MONTH:			
S.No.	Date	Activity	Outcome

Monthly Library Activities

MONTH:			
S.No.	Date	Activity	Outcome

Monthly Library Activities

MONTH:			
S.No.	Date	Activity	Outcome

Monthly Library Activities

MONTH:			
S.No.	Date	Activity	Outcome

Monthly Library Activities

MONTH:			
S.No.	Date	Activity	Outcome

Monthly Library Activities

MONTH:			
S.No.	Date	Activity	Outcome

Quarterly Reader's Club Activities

_____

S.No.	Date	Activity

Quarterly Reader's Club Activities

_____

S.No.	Date	Activity

Quarterly Reader's Club Activities

_____

S.No.	Date	Activity

Quarterly Reader's Club Activities

S.No.	Date	Activity

Month-wise details of Library Technical/Managerial works done

MONTH:		
S.No	Date	Details of the Technical/Managerial works done

Month-wise details of Library Technical/Managerial works done

MONTH:		
S.No	**Date**	**Details of the Technical/Managerial works done**

Details of projects/innovations/experiments undertaken

S.No	Date/Period	Details of projects/innovations/experiments undertaken

Details of collaborative learning activities done with teachers and students

MONTH:			
S.No	**Date/Period**	**Name of the Teacher/Students**	**Gist of the collaborative learning activity done**

List of Professional Reading, done by the Librarian

S. No.	Title	Author	Imprint	Gist	Relevance
1					

2

3

4

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Important Notes

Important Notes