

**PM SHRI KENDRIYA VIDYALAYA TALBEHAT, AGRA**  
**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   | Ambedkar Jayanti (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   | <b>Functional Activities</b>                 | April                        | □ Stock verification<br>□ Library Orientation sessions<br>□ Preparation of Book Issue Cards<br>□ iv) Constitution of Library Committee and Reader's Club<br>□ v. v) Preparation of the list of books/documents recommended for condemnation/weeding out.<br>□ vi) Issue of books for Class Libraries<br>□ Final reminder of overdue books<br>□ viii. Preparation of list of books for binding  |
| 05   | Inauguration of Reader's Club                | April                        | □ Beginning of Reader's Club activities for the session  |
| 06   | <b>Functional Activities</b>                 | May-June                     | □ Preparation and display of list of defaulters<br>□ Auction of written off books<br>□ Submission of defaulter's list to the office.<br>□ Data collection for updating the member database<br>□ v. Preparation of Library/ ID Cards  |
| 07   | <b>Functional Activities</b>                 | July                         | □ Starting the circulation of books<br>□ Meeting of Library Committee<br>□ Meeting of Reader's Club<br>□ iv. Meeting of Class library Book selection Committee<br>□ Library stock verification<br>□ Starting of Library Circulation<br>□ v. Renewal of subscription to periodicals<br>□ vi. Publication of Library Bulletin/Newsletter<br>□ Setting of Library<br>□ Arranging of Library books as per subject wise<br>□ Reviewing of Procuring of Newspapers and Magazines<br>□ Developing of Hanging Library. |

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| 08 | Harry Potter Birthday celebration (31 July) | July | □ HP Quiz, Writing Birthday wishes, Book talk, HP Book jacket designing, |
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| Assembly programmes, Exhibition of HP books |                               |
| 09  | MunshiPremchand Day (31 July) |
| 10  | <b>Functional Activities</b>  |
| 11  | Hiroshima Day (6 August)      |
| 12  | Independence Day (15 Aug.)    |
| 13  | <b>Functional Activities</b>  |

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| 14 | Teacher’s Day (5 Sept.)                                  | Septem<br>ber |   |
| 15 | Hindi Fortnight  | Septem<br>ber |   |
| 16 | <b>Functional Activities</b>                             | October       |   |
| 17 | Gandhi Jayanthi (2 Oct.)                                 | October       |   |
| 18 | U.N.Day (24 Oct.)  | October       |   |
| 19 | National unity day 31 <sup>st</sup> oct                  | October       |   |
| 19 | International School Library Day (ISLD) & Month          | October       | □ |
| 20 | <b>Functional Activities</b>                             | Novemb<br>er  |   |
| 21 | Children’s Day (14 Nov.)                                 | Novemb<br>er  | b |
| 22 | National Education Day (11 Nov.)                         | Novemb<br>er  |   |
| 23 | National Library Week (3 <sup>rd</sup> Week of November) | Novemb<br>er  |   |
| 24 | Indira Gandhi’s Birthday (19 Nov.)                       | Novemb<br>er  |   |
| 25 | <b>Functional Activities</b>                             | Decemb<br>er  |   |

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| 26                 | Army Flag Day (7 Dec.) | Decemb<br>er | libraries (3)<br>□ Exhibition of books on Indian Army and warfare |
| □ <b>Next Year</b> |                        |              |   |

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| 27 | <b>Functional Activities</b>  | January             | <input type="checkbox"/> Publication of Library Bulletin/Newsletter<br><input type="checkbox"/> User awareness programme on Exam oriented resources in the Library<br><input type="checkbox"/> iii. Exhibition of Multimedia CD/DVDS                 |
| 28 | Republic Day (26 January)   | January             | <input type="checkbox"/> Exhibition of books on “India: Society and constitution”  |
| 29 | Martyr’s Day (30 January)   | January             | <input type="checkbox"/> Exhibition of books on or by freedom fighters   |
| 30 | National Youth Day (12 Jan.)  | January             | <input type="checkbox"/> Display of Books on or by Swami Vivekananda   |
| 31 | <b>Functional Activities</b>  | February            | <input type="checkbox"/> Returning of class library books<br><input type="checkbox"/> Reminders to defaulters<br><input type="checkbox"/> Stopping the circulation of books to students<br><input type="checkbox"/> iv. Meeting of Library Committee |
| 32 | Safer Internet Day (7 Feb.)   | February            | <input type="checkbox"/> Online/cyber safety workshops, talks, exhibitions, etc  |
| 33 | <b>Functional Activities</b>  | March               | <input type="checkbox"/> Stock verification  |
| 34 | <input type="checkbox"/> <b>Other routine functional activities</b> |                     |  |
| 35 | Book Fairs  | 03 times a year     | <input type="checkbox"/> In collaboration with external agencies   |
| 36 | Preparation of Library statistics                                   | Quarterly           | <input type="checkbox"/> As per the Library Policy   |
| 37 | Checking of Library note books                                      | Regularly           | <input type="checkbox"/> Class VI-IX   |
| 38 | Display of New Arrival List   | Regularly           | <input type="checkbox"/> As and when needed  |
| 39 | Retro conversion of documents                                       | Regularly           | <input type="checkbox"/> As and when needed and parallel to other activities.  |
| 40 | Disposal of old newspapers and magazines                            | Quarterly           | <input type="checkbox"/> As per the rules  |
| 41 | Books/document selection and accessioning                           | As and when needed  | <input type="checkbox"/> Acquisition of resources shall be a dynamic activity and followed under the supervision of Library Committee  |
| 42 | Screening of VCDs   | Once in a month     | <input type="checkbox"/> Screening of Educational and issue based VCDs for primary children  |
| 43 | Reader’s Club activities  | Whole academic year | <input type="checkbox"/> Seminars, Exhibitions, displays, competitions, Meet the Author, Book discussions  |
| 44 | Know your Library Programmes (Library orientation)                  | Once in a month     | <input type="checkbox"/> Tour to the library to understand its resources and activities  |
| 45 | Library Blogs, Digital library                                      | Regularly           | <input type="checkbox"/> Updating and maintenance  |

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| 46 | Best Reader Awards | Once in an year | □ For best library users from each class. Distributed on the Annual Day function |
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