

Annexure: Library Usage and Book Circulation Monitoring

1. Basic School Information

Field	Details
School Name	
School Code / Affiliation No.	
Academic Session	
Prepared By	
Verified By (Library Coordinator)	
Review Date	

2. Reading Logs & DEAR Time Compliance

Class	Teacher Name	Reading Logs Updated (Yes/No)	DEAR Time Followed (Yes/No)
IX			
X			
XI			
XII			

- **Reading Logs:** Verify if reading logs are updated regularly with titles, dates, and reading hours.
- **DEAR Time:** Ensure that DEAR (Drop Everything And Read) time is consistently followed in the classroom, and silent reading periods are observed.

3. Book Circulation Statistics

Class	Book Borrowed	Total Books Circulated	Books Returned On Time (%)	Outstanding Books
IX				
X				
XI				
XII				

- **Book Circulation:** Monitor the number of books borrowed, and returned on time across all classes.
- **Outstanding Books:** Track any overdue books or unreturned books and take follow-up action.

4. Monthly Best-Reader Highlights

Class	Student Name	Number of Books Read	Book Titles	Best Reader (Yes/No)	Assembly/Class Group Highlighted (Yes/No)
IX					
X					
XI					
XII					

- **Best Readers:** Highlight top readers who have read the most books in the past month.
- **Recognition:** Ensure best-read students are acknowledged in assemblies or class groups as a motivational tool.

5. Library Usage Feedback

Class	Teacher Name	Student Feedback on Library Usage	Areas of Improvement	Suggestions for Better Usage
IX				
X				
XI				
XII				

- **Student Feedback:** Gather feedback from **students and teachers** regarding library **usage** and **book selection**.
- **Suggestions:** Incorporate suggestions for improvement, like **more books on specific topics** or **longer library hours**.

6. Library Activity and Event Tracking

Event Name	Date	Participating Classes	Number of Students	Feedback (Positive/Negative)

- **Library Events:** Record any special **library activities** (e.g., **reading contests**, **book fairs**, **author visits**) and **student participation**.
- **Feedback Tracking:** Collect **feedback** to evaluate the success and impact of these activities.

7. Library Usage & Book Circulation Review Summary

Class	Total Books Borrowed	Total Books Returned	Outstanding Books	Best Readers Recognized
IX				
X				
XI				
XII				

- **Overall Review:** Summarize the **book circulation** and **best reader highlights** across all classes.
- **Future Plan:** Make necessary adjustments to improve **library usage** and **book circulation** for the upcoming months.

8. Approval & Signatures

Designation	Name	Signature	Date
Library Coordinator			
Principal			