

Importance of Documentation during CBSE Inspection of School Library

During CBSE inspections, maintaining comprehensive documentation is crucial for school libraries. Accurate records and evidence demonstrate compliance with CBSE guidelines and showcase the library's effectiveness.

Key Documents to Maintain:

1. Library policy document
2. Collection development policy
3. Cataloging and classification records
4. Stock registers and inventory reports
5. Borrowing and lending records
6. Library budget and expenditure records
7. Minutes of library committee meetings
8. User statistics and feedback records
9. Library orientation and training programs
10. Collaboration records with teachers and departments

Why Documentation Matters:

1. Demonstrates accountability and transparency
2. Validates library's role in curriculum support
3. Facilitates smooth inspection process
4. Highlights library's contributions to student learning
5. Supports accreditation and certification

Best Practices:

1. Organize documents in a designated file or digital repository
2. Ensure documents are up-to-date and easily accessible
3. Designate a library staff member to maintain records
4. Regularly review and update documentation

By maintaining thorough documentation, your school library can confidently showcase its strengths and commitment to excellence during CBSE inspections.

CBSE Inspection Requirements for Library

1. Latest CBSE manuals spiral bound or in any other binding.
2. CBSE School Quality Assessment and Assurance (SQAA) [SQUAA](#)

3. [National Education Policy NEP](#)
4. [NCF](#)
5. School Policy (if any)
6. Library Policy
7. Library Committee (if any)
8. Periodical Record (Newspaper and Magazines)
9. Accession Record
10. Circulation Record(Staff and Students)
11. [Library SOP](#) (issued by CBSE)
12. [Organising School Library Guidelines](#) (CBSE)
13. Annual Library Calendar/Curriculum/Lesson Plan/ Activity Plan
14. Evidences of activities conducted

Other important Evidence:

- *Library time table
- *Categories of books with numbers
- *Resources Acquiring procedures
- *Circulation procedure
- *Budget allocation of every year
- *Year wise purchase of number of resources
- * Library Collection Report
- * Budget Allocation