

4. Consistent Readers Recognition

S. No	Student Name	Class / Section	Total Books Borrowed	Books Read on Time	Recognition Type (Certificate / Prize)

5. Rewards Distribution Plan

S. No	Reward Category	Description	Date of Distribution	Responsible Person
1	Top Borrower (Class)			
2	Most Regular Reader			
3	Highest Number of Books Read			

6. Library Resource Utilization

S. No	Book Title	Genre	Times Borrowed	Condition (New / Worn)	Maintenance Status

7. Student Feedback on Library Usage

S. No	Student Name	Class	Feedback on Book Selection	Suggestions for Improvement
1				
2				

8. Action Plan for Book Return & Library Management

S. No	Action Item	Responsible Person	Timeline	Expected Outcome
1	Send reminders for overdue books			
2	Improve book selection & availability			
3	Conduct library orientation sessions			
4	Promote reading habits via events			

9. Library Improvement Suggestions

S. No	Suggestion	Action Required	Responsible Person

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10. Principal's Observations

11. Signatures

Library Coordinator: _____

Academic Coordinator: _____

Principal: _____

Date: _____