

KENDRIYA VIDYALAYA NO.1

AFS,GURUGRAM 2nd shift

ANNUAL LIBRARY ACTIVITY PLAN

Session 2024-25

S · N O ·	Event	Month	Activities
1	Important days celebration a- Reader's Month b- Independence Day c- Teacher's Day d- Hindi Pakhwada e- Mahatma Gandhi Jayanti f- Children's Day g.National youth day	As and when they fall	Assembly programs, literary activities, quizzes, exhibitions, Poem recitations, Storytelling etc.
2	a-Book Fair b -Blog creation and updation C-virtual library creation d-Padlet creation and updation	After periodic test	Exhibition in library

Functional Activities

April

- i- Library orientation session**
- ii- Constitution of library committee and reader's club**
- iii- Issue of books for class library**
- iv- Final reminder for over due books**

May-June

- i- Preparation of book issue cards/issue registers**

- ii- Selling of old newspapers**
- iii- Data collection for updating database in e granthalaya (member's record)**
- iv- Library blog**
- V- YouTube channel creation**

July

- i- Entry of class xi students in e granthalaya**
- ii- Starting the circulation of books**
- iii- Meeting of library committee members and reader's club members**
- iv- Subscription of new periodicals**

August

i- Preparation of book suggestion/recommendation lists

ii- Acquisition of books for vidyalaya library

September

i- Career development programme

ii- Library committee meeting

October

i- Updating library blogs

ii- Reissue books for class library

November

i- Library shelves arrangement

ii- Display board arrangement

December & January

i- Exam oriented awareness programme in library

ii- Library blog

February

i- Returning of class library books

ii- Reminders to defaulters

iii- Stopping the circulation of books

iv- Library committee meeting

March

Stock verification

Preparation of condemnation list.

All the activities of the Library are conducted online due to Covid 19.

Other Routine Functional Activities

Book fair	Once in a year	In collaboration with publishers
Library Statistics	Quarterly	As per library policy
Display of New Arrivals	Regularly	As when needed
Retroconversion of book in e granthalaya	Regularly	As and when needed
Disposal of old newspapers	Quarterly	As per rules
Book selection and accessioning	As and when needed	Under supervision of vidyalaya library committee
Readers club activities	Whole academic year	As per schedule
Library blog	Regularly	Updating and maintenance
Career counseling	In library periods	With the help of teacher and counselors