

KENDRIYA VIDYALAYA I.T.B.P. KARERA

**LIBRARY ORIENTATION PROGRAMME FOR
STUDENTS 2019-20**

Library Orientation Programme

पुस्तकालय उन्मुखीकरण कार्यक्रम

- ▶ **The main motive is to introduce the Library and its functioning services to users.**

Main Features:

- ▶ **ABOUT LIBRARY**
- ▶ **GENERAL LIBRARY RULES**
- ▶ **ALAP– Annual Library Activity Plan**
- ▶ **HOW TO WRITE BOOK REVIEW**
- ▶ **LIBRARY AUTOMATION**
- ▶ **BOOK WEEK & OTHER CELEBRATIONS**
- ▶ **READERS CLUB**

LIBRARY RULES

- ▶ **All students and staff of the school are members of the library.**
- ▶ **A student can borrow only two books at a time for a period of two weeks.**
- ▶ **A staff member can borrow maximum five books at a time for a period of one month.**
- ▶ **Books will be issued to the students, during the library periods. No book will be issued or returned during the teaching hours.**

LIBRARY RULES

- ▶ Marking, underlining or writing on library books, periodicals, and newspapers is strictly forbidden.
- ▶ Reference books (means Dictionaries, encyclopaedias, etc.) and current periodicals will not be issued to any member. These can be consulted only in the library.
- ▶ If the books are not returned within the specified time it will be viewed seriously and fine will be charged as per rules.

LIBRARY RULES

- ▶ The librarian may call for a book at any time, even if the normal period of loan has not expired.
- ▶ In case of book is misused, wrongly handled or lost the person concerned will have to replace the book or pay the current market price of the book.
- ▶ After reading, make sure that the books, periodicals and newspapers are kept back at their respective places.

LIBRARY RULES

- ▶ **The members should take good care of library furnishings and equipment. Make sure the library looks as good when you leave as it did when you came in.**
- ▶ **Drink and food are not allowed in the Library.**

LIBRARY RULES

- ▶ **Library computers are for academic purpose only. Do not tamper with the computer settings. Follow the internet safety guidelines.**
- ▶ **A ‘No Dues Certificate’ by each student is to be obtained from the librarian while his/her transfer/withdrawal from the school.**
- ▶ **Strict order and silence to be maintained in the library.**

ALAP

- ▶ **A - ANNUAL**
- ▶ **L - LIBRARY**
- ▶ **A - ACTIVITY**
- ▶ **P - PLAN**

Proposed Activities

▶ April – May

- ▶ Library Orientation Programme for Students
- ▶ Green Day Celebration– Pustakopahar
- ▶ Starting the Circulation of Books
- ▶ Graphical Representation of Stories– **Summer Vacation Assignment**
- ▶ Summer Reading Challenge– Online Book Review

▶ June– July

- ▶ Library Committee Meeting– **First Meeting**
- ▶ Circulation of Books for Class Library
- ▶ Constitution of Reader's Club
- ▶ Making of New Library Cards, Bar-coding
- ▶ Updating of Students Database in Library Software
- ▶ National Reading Day/Month

Proposed Activities

▶ **August**

- ▶ Book Talks Create Short Video of Students doing book review/ Talk
- ▶ Talk on 15th August and Freedom struggle
- ▶ Reading Session for Library
- ▶ Meeting of Reader's Club
- ▶ Story telling Create Short Video of Students

▶ **September**

- ▶ Talks and discussion about Dr. S. RadhaKrishnan
- ▶ Celebration of Hindi Fortnight
- ▶ Hindi Book Exhibition
- ▶ Talks and discussion on Hindi Language

Proposed Activities

- ▶ **October**
- ▶ Library Committee Meeting– **Second Meeting**
- ▶ Meeting of Reader’s Club
- ▶ Talks and discussion about Mahatma Gandhi and Non–violence
- ▶ Celebration of UN Day– 24 October
- ▶ Scrap Collection Development on Topics– Save water, Water harvesting, environment and Pollution
- ▶ Book mark making– **Autumn break Assignment**

- ▶ **November**
- ▶ Celebration Of National Education Day– 11 November
- ▶ Celebration of Children’s Day – 14 November
- ▶ Celebration of National Book Week –14 to 20 November
- ▶ Exhibition of Books, Book review competition
- ▶ Designing Book Marks Competition
- ▶ Book Cover making Competition
- ▶ Book Tree making, Rangoli Making, etc.

Proposed Activities

- ▶ **December**
- ▶ Worlds AIDS Day
- ▶ Updating of Students Database
- ▶ Biography writing
- ▶ Greeting Card Making– **Winter Vacation Assignment**
- ▶ Library Committee Meeting– **Third Meeting**

- ▶ **January**
- ▶ Quiz time Great personalities and other current topics.
- ▶ Current Affairs, Celebration of Republic Day

Proposed Activities

- ▶ **February**
- ▶ No Dues of Board Students
- ▶ Hand writing Competition / Essay competition,
- ▶ Poem recitation / Story- telling

- ▶ **March – April**
- ▶ Return of Books from Class Library & Staff
- ▶ Annual Stock Verification of Library



THANK YOU!

A vibrant and celebratory graphic featuring the words "THANK YOU!" in large, bold, multi-colored letters. The text is set against a background of vertical yellow and white stripes. The letters are surrounded by various colorful elements: balloons in shades of green, blue, orange, red, and yellow, and stars in red, yellow, and green. The overall design is bright and cheerful, suitable for a thank-you message.