

केन्द्रीय विद्यालय क्र.१ देवलाही
Kendriya Vidyalaya No.1 Devlali

वार्षिक पुस्तकालय क्रियाकलाप योजना (एएलएपी)
ANNUAL LIBRARY ACTIVITY PLAN (ALAP)-2018-19

क्रम सं. S.No.	प्रति स्पर्धा (Event)	प्रस्तावित माह/अवधि (Proposed Months/Periodicity)	क्रियाकलाप (Activities)
01.	<p>महत्वपूर्ण दिवस समारोह Important Days Celebration</p> <p>A) International Children's Book Day (अंतरराष्ट्रीय बालपुस्तक दिवस)</p> <p>B) World Book and Copyright Day (विश्व पुस्तक और कॉपी राइट दिवस)</p> <p>C) Hindi Fortnight (हिन्दी पखवाड़ा)</p> <p>D) International School Library Day (ISLD) (अंतरराष्ट्रीय विद्यालय पुस्तक दिवस)</p>	<p>02 April</p> <p>23 April</p> <p>September</p> <p>October</p>	<p>Exhibition, Book Competition, Discussions, Meet the Author Programs, Literary activities, Assembly programmes etc.</p> <p>प्रदर्शनी, पुस्तक प्रतिस्पर्धा, विचार विमर्श, लेखको को आमंत्रित करना, साक्षरता गतिविधिया, एसेम्बली कार्यक्रम इत्यादि.</p>
02.	<p>Book Exhibitions- Birthdays of important laureate celebration (पुस्तक प्रदर्शनी- महत्वपूर्ण प्रतिष्ठित कवियों के जन्मदिन समारोह)</p>	January-December	<p>Exhibition of books in the Library पुस्तकालय मे पुस्तकों की प्रदर्शनी</p>

03.	Functional Activities (क्रियाकलाप गतिविधिया)	April	<ul style="list-style-type: none"> i. Library Orientation sessions ii. Celebration on 2nd April International Children's Day. iii. On 14th April celebrate Dr. B. R. Ambedkar Jayanti. iv. Celebrate on 23rd April World Book & copyright Day. v. Preparation of Book Issue Cards vi. Constitution of Library Committee and Reader's Club vii Preparation of the list of books/documents recommended for condemnation/weeding out. viii. Issue of books for class Libraries ix. Final reminder of overdue books x. Preparation of list of books for binding. xi. Sale of scrap Newspapers & Magazines.
	Functional Activities (क्रियाकलाप गतिविधिया)	May-June	<ul style="list-style-type: none"> i. Preparation and display of list of defaulters ii. Auction of written of books iii. Submission of defaulter's List to the office. iv. Data collection for updating the member database v. Preparation of Library/School ID Cards vi. Competitions arranged for reading habits. vii. How to write Book review.

	July	<p>i.Starting the circulation of books</p> <p>ii.Meeting of Library Committee</p> <p>iii.Meeting of Reader's Club</p> <p>iv.Meeting of Class Library Book selection Committee</p> <p>v. Renewal of subscription to periodicals</p> <p>vi.Publication of Library Bulletin/Newsletter</p>
	August	<p>i.Preparation of book suggestion/recommendation lists</p> <p>ii.Celebration of Librarians Day(Birth Anniversary of Dr.S.R.Rangnathan 12th August)</p> <p>iii.Selection of Books by visiting the local book shops by the committee members</p> <p>iv.Arrange Book Exhibition on Freedom Fighters</p>
	September	<p>i.Career Development Programme</p> <p>ii.Celebration of Teachers Day (Exhibition of Books written by Dr.S.Radhakrishnan)</p> <p>iii.Celebration of Hindi Pakhawada</p> <p>(14th – 28th Sept.-Arrange Book Exhibition of Hindi Popular Books)</p> <p>iv.Meeting of Library Committee</p>
	October	<p>i.Publication of Library Bulletin/Newsletter</p>

	<p>ii. Celebration of Mahatma Gandhi Anniversary on 2nd Oct. and arrange Book Exhibition on or by Mahatma Gandhi.</p> <p>iii. Preparation and display of list of defaulters</p> <p>iv. U.N. Day Celebration.</p>
November	<p>i. Celebration of Children's Day and National Book week and arranged following competitions:-</p> <ol style="list-style-type: none"> 1. Story telling Competitions 2. Book review Competitions 3. Conduct Book fair 4. Local Library Visit. 5. User awareness programme for teachers & students.
December	<p>ii. Updating student's database</p> <p>iii. Celebration KVS Foundation day on 15th Dec.</p> <p>iv. Organizing programmes for class Libraries</p> <p>v. Arrange Guidance and counselling programme for Board classes.</p>
January	<p>i. User awareness programme on Exam oriented resources in the Library</p>
February	<p>i. Returning of class library books</p> <p>ii. Reminders to defaulters</p> <p>iii. Stopping the circulation of books to students</p> <p>iv. Meeting of Library Committee</p>
March	<p>Stock verification</p>

04.	Other Routine Functional Activities :-		
	Book Fairs	03 times a year	In collaboration with external agencies
	Preparation of Library statistics	Quarterly	As per the Library Policy
	Checking of Library note books	Regularly	Class VI-IX
	Display of New Arrival List	Regularly	As and when added
	Retro Conversion of Documents	Regularly	As and when needed and parallel to other activities.
	Disposal of old newspapers and magazines	Quarterly	As per the rules
	Books/document selection and accessioning	As and when needed	Acquisition of resources shall be dynamic activity and followed under the supervision of library committee
	Screening of VCDs	Once in a month	Screening of Educational and issue based VCDs for primary children
	Reader's Club activities	Whole academic year	Seminars, Exhibitions, Displays, Competitions, Meet the Authors, Book discussions
	Know your Library Programmes (Library orientation)	Once in a month	Tour to the library to understand its resources and activities
	Library Blog, Digital Library	Regularly	Updating and maintenance
	Best Reader Awards	Once in an Year	For best library users from each class. Distributed on the Annual Day function
Note: The Library Committee may prepare the ALAP as per the local availability of resources and needs of users.			

As per (KVS) new library policy guidelines