

BEST

PrACTICES

School Libraries

The 21st Century School Library





BEST PRACTICES

Library Management

- Inviting Environment
- Infrastructure
- Design
- Annual Library Activity Plan
- Library Periods/Flexible
- Automation (ILMS)
- Online Catalogue

BEST PRACTICES

Library Administration

- Central Library
- Classroom Libraries
- Department Libraries
- Library Committee



BEST PRACTICES

Organization

- Dewey Decimal Classification
- Colour Coding
- Book Issue Cards



BEST PRACTICES

Resources

- Special Collections
 - Fiction
 - Biographies
 - Competitive Exams
 - Question Papers
 - Career Guidance
 - Ready Reference
- Students' Project Reports
- Donated Books



BEST PRACTICES

Resources

- Periodicals
- Newspapers
- Multimedia CD/DVDs
- Children's Films
- Digital Library
- E-Books (Calibre)
- Web-based Resources



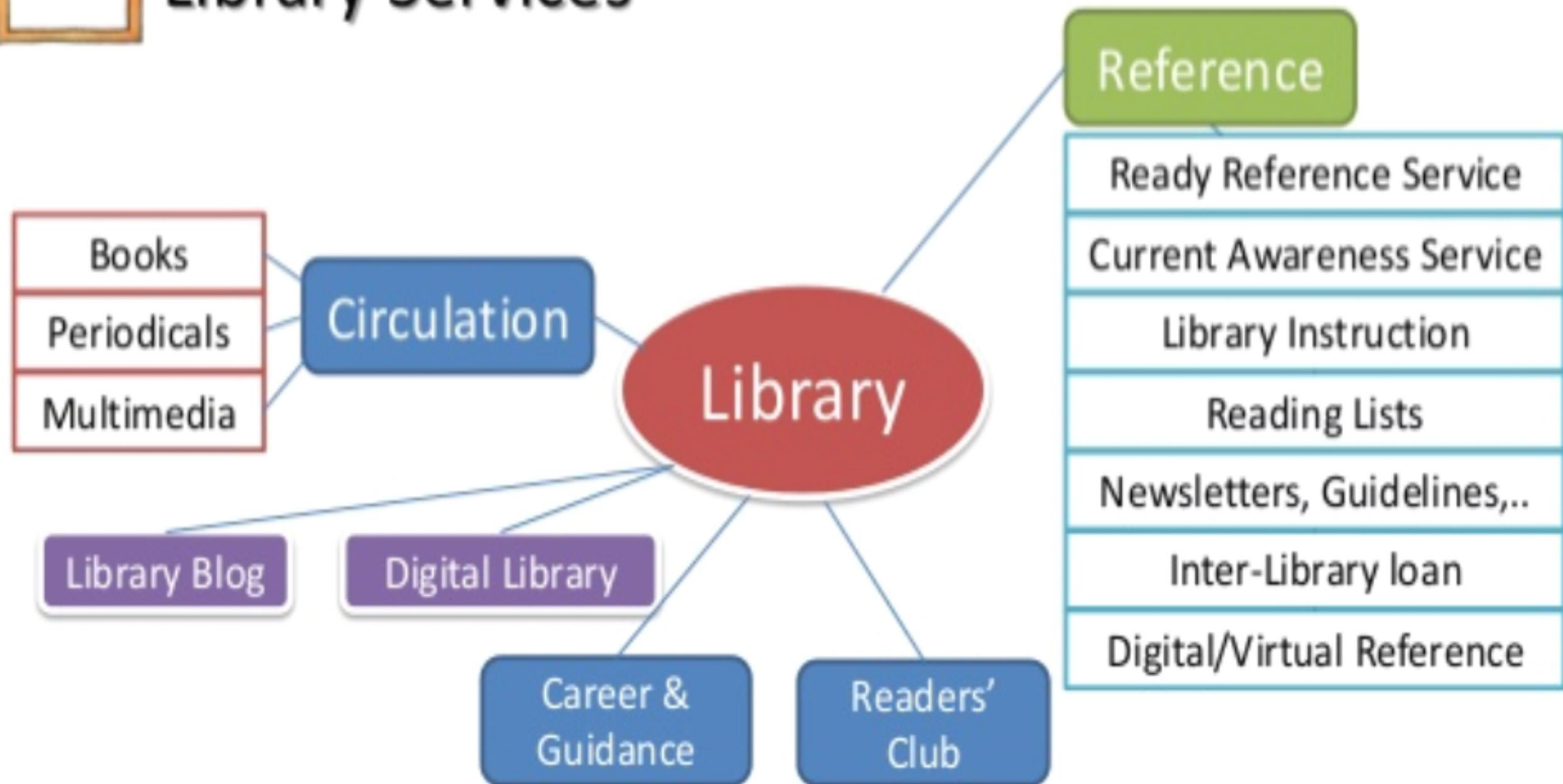
BEST PRACTICES

Services

- Reading Room
- Reference
- Circulation
- Internet
- E-Reading Hub



Library Services





Reference Services

Reference

Ready Reference

One copy each of dictionaries, encyclopaedias, atlases, thesaurus, yearbooks, almanacs, books of quotations, facts, records, first aid manuals, etc

This collection should be kept on a **Ready Reference shelf** near to the reading room and circulation counter to provide easy and ready access.

1. **Current Awareness Service (CAS):** Announcements in the morning assembly, display of new arrival lists on the bulletin boards, **current content service** (contents pages of journals are photocopied and circulated among the teachers), newspaper clipping service, etc.
2. **Library instruction:** Library orientation and user education programmes (know your library, how to find your book, internet search strategies, library tour, etc).
3. Preparation of **Bibliographies and Class-wise reading lists**
4. Publication of **Library Newsletters/Bulletins, Library user guides, brochures, posters, etc**
5. **Virtual/digital Reference:** Reference services through telephone, e-mail, chat, SMS, etc
6. **Inter-library loan:** Libraries in a cluster may share their resources through inter-library loan services.

BEST PRACTICES

Activities

- Competitions
- Author Meets
- Book Fairs
- Reading Programmes
- Information Literacy Sessions

- Innovations
- Experiments





Library Activities

1. **Exhibitions and Displays:** on important days (Independence Day, Republic Day, Children's Day, Teacher's Day, National Education Day, Women's Day), birth/death anniversaries of important personalities (Gandhi Jayanti, Ambedkar Jayanti, etc)
2. **Celebrations:** National Library Week, International School Library Month, World Book and Copyright Day, World Children's Book Day, Reading week, Hindi Fortnight, etc
3. **Competitions:** Reading, Story telling, Book review, Book jacket designing, bookmark designing, Book/Literary Quiz, Library lot, Poster designing, slogan writing, Fastest Book searcher, Smart web searcher, Spot poetry writing, Story telling, etc
4. **Book Fairs:** organized in collaboration with Governmental (NBT/CBT) and outside agencies.
5. **Events:** Meet the Author, Local Library visits, Book talks, etc
6. **Awards:** Best Reader Award, Reader of the Month, Best Book reviewer Award, etc
7. **Publications:** Library Bulletins, user guides, brochures, posters, etc
8. **Teaching Information Literacy Skills:** Activities based on the Library Information Literacy curriculum (lectures, presentations, skill tests, hands on sessions, etc).

Readers' Club



Objective

❖ To develop *reading habit and Information Literacy skills* among students and teachers.

Constitution

Students:

1. President
2. Secretary
3. Class (VI-XII) representatives

Teachers: 2 (Two) teachers with good reading habit

Librarian:

as Convener

Members: (50-75)/

Selected as part of the school's club activity planning /separately

Activities

1. **Competitions:** Book review writing, reading competition, story telling, book jacket/book mark designing, literary quiz, spot poetry writing, slogan writing, poster designing, etc
2. **Assembly programmes:** weekly book review in the assembly in English and Hindi, enacting the famous characters from a book, etc
3. **Awards:** Reader of the Month / Best reader awards
4. **Events and campaigns:** Meet the Author, visit to a local library, drop everything and read campaign, My dear Book (Book talks), reading week etc
5. **Reading Audit:** Annual reader surveys to analyze reading habit and reader behaviours.

'GIFT A BOOK & GET A FRIEND'

Library-social Connect

Connecting children through Books and Reading



LIBRARY-SOCIAL CONNECT





Book Reviews posted on the Blog

www.facebook.info

BEST PRACTICES

Technology

- Web 2.0 (Library 2.0)

- Blogs
- Social Networks
- Social Bookmarking
- Wikis
- Content Curation



CONCLUSION

**“SCHOOLS AND LIBRARIES ARE THE TWIN
CORNERSTONES OF A CIVILIZED SOCIETY.
LIBRARIES ARE ONLY GOOD IF PEOPLE USE
THEM, LIKE BOOKS ONLY EXIST WHEN SOMEONE
READS THEM.”**

NICHOLAS MEYER