Best Practices for School Libraries
The 21st Century School Library

Resources
- Books
- Online Resources
- Databases Consortia
- Periodicals
- Newspapers
- Digital Library
- E-Books
- Multimedia

Library

Services
- Reading
- Reference
- Instruction
- Curriculum

Library Staff
- Automation, Networking
- Collaboration

Building, Furniture, Planning

Teachers
- Parents
- Administrators
- Society
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
Reference Services

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, email, 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
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
“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