

## **ANNUAL LIBRARY ACTIVITY PLAN (ALAP)-2017-18**

| Sl. No | Event   | Proposed Months/<br>Periodicity              | Activities  |
|--------|---|--|---|
| 1      | Inauguration of <b>Reader's Club</b>                      | June   | Beginning of Reader's Club activities for the session   |
| 2      | D.E.A.R.<br>(State Reading Week)                          | June   | Drop Everything And Read: The whole school reading programme  |
| 3      | International Day of Yoga<br>(21 <sup>st</sup> June)      | June   | Display of Books on Yoga  |
| 4      | <b>Functional Activities</b>                              | June   | i. Meeting of Library Committee<br>ii. Preparation and display of List of defaulters<br>iii. Auction of written off books<br>iv. Submission of defaulter's List to the office.<br>v. Data collection for updating the member database<br>vi. Preparation of Library/School ID Cards |
| 5      | <b>Functional Activities</b>                              | July   | i. Starting the circulation of books<br>ii. Meeting of Reader's Club<br>iii. Meeting of Class library Book selection Committee<br>iv. Renewal of subscription to periodicals<br>v. Publication of Library Bulletin/Newsletter   |
| 6      | Harry Potter Birthday celebration (31 <sup>st</sup> July) | July-August                                  | HP Quiz, Writing Birthday wishes, Book talk, HP Book jacket designing, Assembly programmes, Exhibition of HP books  |
| 7      | <b>Functional Activities</b>                              | August                                       | i. Preparation of book suggestion/recommendation Lists<br>ii. Selection of books by visiting the local book shops by the Committee members  |
| 8      | Hiroshima Day (6 <sup>th</sup> August)                    | August                                       | Remembering the victims, "Against War" exhibition   |
| 9      | Independence Day (15 <sup>th</sup> Aug.)                  | August (9 <sup>th</sup> -15 <sup>th</sup> )  | Exhibition of books on freedom struggle   |
| 10     | <b>Functional Activities</b>                              | September                                    | i. Issue of books to class libraries (2)<br>ii. Career Development Programme<br>iii. Meeting of Library Committee   |
| 11     | Teacher's Day (5 <sup>th</sup> Sept.)                     | September(1 <sup>st</sup> -6 <sup>th</sup> ) | Exhibition of books on or by Dr S. Radhakrishnan  |
| 12     | Hindi Fortnight   | September                                    | Exhibition of popular Hindi books in the library and related competitions   |
| 13     | <b>Functional Activities</b>                              | October                                      | i. Publication of Library Bulletin/Newsletter<br>ii. Preparation and display of List of defaulters  |
| 14     | Gandhi Jayanthi (2 <sup>nd</sup> Oct.)                    | October                                      | Exhibition of books on or by Mahatma Gandhi and Non violence  |
| 15     | U. N. Day (24 <sup>th</sup> Oct.)                         | October                                      | Exhibition of books on United Nations and other International organizations   |

|  |  |                 |  |
|--|--|-----------------|--|
| 16   | International School Library Day (ISLD) & Month          | October         | Talk by an eminent (local) Librarian, Book Donation Drive, "Smart Web Searcher" competition.   |
| 17   | Gift a Book & Get a Friend                               | October         | Library Social Connect Programme   |
| 18   | <b>Functional Activities</b>                             | November        | i. User awareness programmes for Teachers<br>ii. Information literacy sessions   |
| 19   | Children's Day (14 <sup>th</sup> Nov.)                   | November        | Exhibition of books on or by Jawaharlal Nehru, Competitions  |
| 20   | National Education Day (11 <sup>th</sup> Nov.)           | November        | Exhibition of books on or by Dr Abdul Kalam Azaad, Essay writing, newspaper reading competitions   |
| 21   | National Library Week (3 <sup>rd</sup> Week of November) | November        | Exhibition of rare books in the library<br>Competitions: Book review , Storytelling , Book reading , Literary quiz, Designing Bookmarks , Assembly programmes , "Find the book", Library cultural programmes, etc. |
| 22   | Indira Gandhi's Birthday (19 <sup>th</sup> Nov.)         | November        | Exhibition of books on Indira Gandhi and other Indian Prime Ministers  |
| 23   | <b>Functional Activities</b>                             | December        | i. Updating student's database<br>ii. Organizing programmes for class Libraries<br>iii. Issue of books to class libraries (3)  |
| 24   | Army Flag Day (7 <sup>th</sup> Dec.)                     | December        | Exhibition of books on Indian Army and warfare   |
| <b>2018</b>                                |  |                 |  |
| 25   | <b>Functional Activities</b>                             | January         | i. Publication of Library Bulletin/Newsletter<br>ii. User awareness programme on Exam oriented resources in the Library<br>iii. Exhibition of Multimedia CD/DVDS   |
| 26   | Republic Day (26 <sup>th</sup> January)                  | January         | Exhibition of books on "India: Society and constitution"   |
| 27   | Martyr's Day (30 <sup>th</sup> January)                  | January         | Exhibition of books on or by freedom fighters  |
| 28   | National Youth Day (12 <sup>th</sup> Jan.)               | January         | Display of Books on or by Swami Vivekananda  |
| 29   | <b>Functional Activities</b>                             | February        | i. Returning of class library books<br>ii. Reminders to defaulters<br>iii. Stopping the circulation of books to students<br>iv. Meeting of Library Committee   |
| 30   | Safer Internet Day (7 <sup>th</sup> Feb.)                | February        | Online/cyber safety workshops, talks, exhibitions, etc.  |
| 31   | <b>Functional Activities</b>                             | March-April     | Stock verification   |
| 32   | <b>Face a Book: Summer Reading Challenge</b>             | April-May       | Summer reading programme with 4 components and evaluation  |
| 33   | <b>Workshop on Reading</b>                               | April-May       | One Week Workshop on Reading   |
| <b>Other Routine Functional Activities</b> |  |                 |  |
| 34   | Book Fairs   | 03 times a year | In collaboration with external agencies  |
| 35   | Preparation of Library statistics                        | Quarterly       | As per the Library Policy  |
| 36   | Checking of Library note books                           | Regularly       | Class VI-IX  |
| 37   | Display of New Arrival List                              | Regularly       | As and when needed   |
| 38   | Retro conversion of                                      | Regularly       | As and when needed and parallel to other   |

|    |  |  |  |
|----|--|--|--|
|    | documents  |  | activities.  |
| 39 | Disposal of old newspapers and Magazines           | Quarterly  | As per the rules   |
| 40 | Books/document selection and accessioning          | As and when needed                                       | Acquisition of resources shall be a dynamic activity and followed under the supervision of Library Committee   |
| 41 | Screening of VCDs                                  | Once in a month  | Screening of Educational and issue based VCDs for primary children   |
| 42 | Reader's Club activities                           | Whole academic year                                      | Seminars, Exhibitions, displays, competitions, Meet the Author, Book discussions   |
| 43 | Know your Library Programmes (Library orientation) | Beginning of the session                                 | Tour to the library to understand its resources and activities   |
| 44 | Library Blogs, Digital Library                     | Regularly  | Updating and maintenance   |
| 45 | Best Reader Awards                                 | Once in an year  | For best library users from each class. Distributed on the Annual Day function   |
| 46 | <b>Career Guidance Programmes</b>                  | Throughout the year                                      | Career corner and display of related materials on the bulletin board   |
| 47 | Class Libraries                                    | As per Library Policy                                    | Circulation of Books, Book reviews, library corner, activities, etc.   |
| 48 | Online Activities                                  | Regular maintenance of Library Blogs and Social networks | BLOGS<br><a href="http://librarykvpattom.wordpress.com">http://librarykvpattom.wordpress.com</a><br><a href="http://libzine.wordpress.com">http://libzine.wordpress.com</a><br><a href="http://mydearbook.wordpress.com">http://mydearbook.wordpress.com</a><br><a href="http://homeworksonline.wordpress.com">http://homeworksonline.wordpress.com</a><br><a href="http://waytocareers.wordpress.com">http://waytocareers.wordpress.com</a><br><a href="http://kvpattomblog.wordpress.com">http://kvpattomblog.wordpress.com</a><br>SOCIAL NETWORK<br><a href="http://libraryjunction.net">http://libraryjunction.net</a><br>Face a Book Challenge website<br><a href="http://facebook.info">http://facebook.info</a> |
| 49 | Reader of the Month                                | One student and One Teacher will be selected every month | A certificate is given in the assembly. Profile with a photograph is published on the library website  |
| 50 | Best Reader Awards                                 | For best library users from each class                   | Distributed on the Annual Day function   |
| 51 | Publication of library bulletins, Newsletter, etc. | Annual   | Based on the importance of the activities to be carried out in the library   |
| 52 | Innovations & Experiments                          |  | Face a Book<br>Library Junction<br>It's my library<br>Read my Buddy  |