

# **LIBRARY SERVICES**

## **Circulation of books**

Regular circulation of books is provided for classes V and above. Generally, the circulation is done during the library periods.

## **Library Periods**

Library periods are there for every class starting from III to X. During library periods students can issue and return the books. The students are encouraged to maintain their reading lists and to submit Book reviews of the books they have read.

## **Library Orientation**

The orientation of students into use of the School library is quite useful. This includes explanations regarding arrangement of books on shelves, procedure of Issue and Return, procedure for Reservation of book, procedure for Suggestion of new books, responsibility of the member in case of loss of book or causing damage of book.

## **CBSE/ School Examination Question papers**

Previous Question papers of CBSE are kept in the library. Sample question papers and question banks are also procured for reference of the teachers and students.

### Notice/Bulletin Boards

The library notice board gives information regarding new books added to the library, book of the week, student book review, career, higher education and competition related information. A Bulletin board is displayed in the library provide information, rules and instructions.

## **New Arrivals**

The new arrivals list is displayed in the notice board. The book jackets are also prominently displayed in the library.

## **Book Reviews**

Good book reviews by the students and book review columns published on the E-newsletter are displayed. It gives a chance to the readers to understand the books.

## **Career/Higher Education Alerts**

A section of the notice board is utilised for alerts on higher education and career. Information brochures of various academic institutions, advertisements etc are displayed here.

## **Article Alert**

News Paper Clippings related to our school, excellent results and other achievements is filed in the library records as well as displayed on the Display Boards.

## **Reference Services**

There is a good collection of reference books in the library in different subject areas. These books are not issued and allowed to read only in the library.

## **Topical Sequence**

On special occasions such as birthday of an author or any other famous personality, festivals, sports events etc. relevant books are separated from the general sequence and put on a "Display" to bring them to the notice of students and faculty.

## **Book Exhibitions**

Book Exhibitions with cooperation from the difference publishers/sellers are organised every year.

## **Literary Festivals/ Book Weeks/ Competitions/ Projects**

To promote reading habit and library use, competitions such as literary quiz, character parades, reading sessions, designing of book jackets, book marks etc are taken place. Prizes are given to the winners.