KENDRIYA VIDYALAYA SANGATHAN GURUGRAM REGION
Kendriya Vidyalaya Chamera-II
Session : 2024-25
REVISED CHECK LIST CUM REPORT BY LIBRARIAN IN ACCORDANCE WITH THE KVS GUIDELINES FOR SCHOOL LIBRARY AND PROCEDURE MANUAL

S. NO.	NEW RESOURCES/MATERIALS AVAILABILITY	STATUS CUM DETAILS (Mention Yes /No wherever applicable)	NUMBER	SIGNATURE OF INSPECTING MEMBER
1	**NCERT**			
	1. CURRICULUM	YES	29	
	2. GUIDELINES	YES	6	
	3. POLICIES	YES	3	
	4. INSTRUCTIONS MATERIALS	NO		
	CBSE			
	1. CURRICULUM	YES	20	
	2. GUIDELINES	YES	4	
	3. POLICIES	YES	2	
	4. INSTRUCTIONS MATERIALS	NO		
	KVS			
	1. CURRICULUM	YES	4	
	2. GUIDELINES	YES	3	
	3. POLICIES	YES	3	
	4. INSTRUCTIONS MATERIALS	NO	----------	
2	**REFERENCE MATERIALS**	YES	240	
3	**ENCYCLOPEDIA**	YES	16	
4	**a) MAGAZINES / PERIODICALS / JOURNALS (ATLEAST 25)**	NO	10	
	b) MULTIPLE COPIES OF CHILDRENS MAGAZINES	YES	05	
5	**NEWS PAPERS (ATLEAST 5) OUT OF WHICH 4 SHOULD BE NATIONAL AND 1 SHOULD BE REGIONAL)**	YES	4	
	BUSINESS DAILY NEWSPAPERS	NO	00	
6	**MULTIMEDIA**	YES	07	
7	**DIGITAL DOCUMENTS**	YES	10	
8	**MAPS**	NO	00	
9	**ATLAS**	YES	20	
10	**RARE BOOKS ON PARTICULAR TYPES / SUBJECTS**	YES	10	
11	**EXCLUSIVE EDITION OF GENERAL BOOKS & TEXT BOOKS**	YES	1801	
12	**FICTION BOOKS**	YES	304	
13	**NON-FICTION BOOKS**	YES	973	
14	**DICTIONARIES**	YES	24	
15	**AVAILABILITY OF EDUCATION CODE**	YES	01	
16	**AVAILABILITY OF ACCOUNTS CODE**	YES	01	
17	**REF**	YES	00	
18	**TEXT BOOKS**	YES	171	
19	**CD/ DVD**	YES	07	
20	**TOTAL BOOKS**		**3659**	

S.NO.	IMPORTANT INFORMATION (Mention Yes /No wherever applicable)	STATUS / DETAILS	SIGNATURE OF INSPECTING MEMBER
1	**STATIONERY AND ADMINISTRATIVE MATERIALS (REGISTERS FILES ETC.)**	YES	
2	**LIBRARY ACTIVITIES AND PROMOTIONAL MATERIALS -** 1. COMPETITIONS 2. EVENTS 3. AWARDS 4. NEWSLETTERS 5. USER GUIDES 6. POSTERS 7. BROCHURES	 YES YES YES NO YES YES YES	
3	**IS LIBRARY BUDGET AS PER CEILING PRESCRIBED BY KVS?**	YES	
4	**LOCATION AND SPACE** 1. CENTRAL LOCATION OF LIBRARY 2. ACCESSIBILITY AND PROXIMITY 3. ANY NOISE DISTURBANCE 4. SUFFICIENT LIGHTING AND VENTILATION AVAILABLE 5. *WALL AND FURNITURE IS PAINTED WITH ATTRACTIVE, NON-REFLECTIVE AND EYE/READING FRIENDLY SHADES* 6. *AESTHETICALLY DESIGNED WALL* FIXTURES, IMAGERIES AND POTTED PLANTS 7. AIR CONDITIONER 8. HAS LIBRARY HAS BEEN DESIGNED TO MEET THE SPECIAL NEEDS OF DIFFERENTLY ABLED LIBRARY USERS?	 YES YES YES YES YES NO YES NO NO	
5	**MULTIMEDIA** 1. CHILDREN'S MULTIMEDIA (CD/DVDs) 2. CHILDREN'S FILMS (CD/DVDs) 3. GENERAL MULTIMEDIA REFERENCE (CD/DVDs) 4. CURRICULUM BASED (CD/DVDs) 5. OPEN SOURCE SOFTWARE PROGRAMMES/RESOURCE. 6. DOCUMENTARIES 7. FEATURE FILMS.	YES YES YES YES YES YES YES YES	
6	**DIGITAL WEB RESOURCES** 1. DIGITAL LIBRARY DEVELOPED 2. INSTITUTIONAL REPOSITORY CREATED. 3. E-JOURNALS AVAILABLE. 4. E-BOOKS AVAILABLE. 5. E-CONTENT DEVELOPED AND PROCURED. 6. WEB DIRECTORIES PREPARED. 7. WHETHER THE SAME HAS BEEN PUBLISHED ON VIDYALAYA BLOG / WEBSITES?	YES NO NO NO NO YES YES	
7	**OPEN EDUCATIONAL RESOURCES (OER)** 1. WHETHER ALL SPECIFIC DETAILS MENTIONED IN THE GUIDELINES ARE FOLLOWED	 YES	
8	**RESOURCES FOR DIFFERENTLY ABLED USERS** **1. FOR THE VISUALLY CHALLENGED** ALL RESOURCES NAMELY BRAILLE, AUDIO FORMATS, RECORDED BOOK AND TALKING BOOKS AVAILABLE? MAGIC PROFESSIONAL SCREEN MAGNIFIER FOR THOSE WITH LOW VISION, BRAILLE EMBOSSER WHICH TRANSLATES TEXT TO BRAILLE AND PRINTED MATERIAL, VOICE SYNTHESIZER AVAILABLE. **2. FOR CHILDREN WITH AUTISM SPECTRUM AND OTHER**		

	DEVELOPMENTAL DISORDERS (ASD)		
	(i) BOOKS, PERIODICALS, CDs/DVDs AND ONLINE RESOURCES AVAILABLE.		
	(ii) LIBRARY VISUAL COMMUNICATION GUIDE AVAILABLE FOR NAVIGATION		
9	**OTHER LEARNING RESOURCES** MAPS, OLD OUTDATED COINS, PAMPHLETS, MANUSCRIPTS, MIND GAMES, STAMPS, NEWSPAPERS CLIPPING, RARE BOOKS AND HISTORICAL DOCUMENTS	YES	
10	**SPECIAL COLLECTIONS**		
	1. STUDENT PROJECT REPORTS/DESSERTATIONS	YES	
	2. QUESTION PAPERS.	NO	
	3. CIRCULARS RECEIVED FROM KVS, CBSE AND NCERT.	YES	
	4. DONATED BOOKS.	YES	
11	**KV LIBRARY DIGITAL CONSORTIUM** WHETHER YOUR LIBRARY HAS BEEN INTERLINKED THROUGH A LIBRARY DIGITAL CONSORTIUM	NO	
	OTHER SPECIFIC INFORMATION/DATA		
1	**INTERNET/E-RESOURCES**	YES	
2	**WEEDING OUT OF BOOKS DONE FOR 2020-21**	YES	
3	**CATEGORIZING / CLASSIFYING AND INDEXING**	NO	
4	**OPEN ACCESS SYSTEM & ACCESSIONING OF BOOKS DONE AS PER CLAUSE 3.11 & 3.12**	YES	
5	**BOOKS ON CAREER GUIDANCE, COUNSELLING**	YES	
6	**BOOKS AVAILABLE IN BOTH ENGLISH / HINDI**	YES	
7	**NO. OF BOOKS ISSUED TO STUDENTS**	252	
8	**NO. OF BOOKS ISSUED TO STAFF**	66	
10	**RECALL SYSTEM OF OVERDUE BOOKS**	YES	
11	**NEW ARRIVALS TO BE KEPT FOR A MONTH ON DISPLAY**	YES	
12	**ISSUE OF ONE SET OF NCERT BOOKS TO SUBJECT TEACHERS**	YES	
13	**LOSS OF BOOK REALIZED.**	YES	
14	**LIBRARY CARDS ISSUED TO STUDENTS / STAFF**	NO	
15	**READING FACILITIES IN LIBRARY**	YES	
16	**CLASS ROOM LIBRARY FOLLOWED FOR PRIMARY& CLASS LIBRARY BOOK ISSUE REGISTER MAINTAINED**	YES	
17	**WHETHER SUB STAFF IS ASSISTING THE LIBRARIAN.**	YES	
18	**ELECTRONIC STORAGE OF INFORMATION ABOUT BOOKS- E GRANTHALAYA, BAR CODING & ACCESSORIES AS PER LIBRARY AUTOMATION**	YES	
19	**ELECTRONIC RECORD OF BOOKS ISSUED**	YES	
20	**DIGITALISED BOOKS**	YES	
21	**DEWEY DECIMAL CLASSIFICATION (DDC) FOR CATALOGUING AND CLASSIFICATION FOLLOWED EDITION 22 OR LATEST**	NO	
22	**BOOKS ARRANGED IN LOCKABLE SHELVES BUT WITH OPEN ACCESS SYSTEM**	YES	
23	**MAGAZINES DISPLAYED AS MAGAZINES PACKS**	YES	
24	**NEWSPAPER STAND**	YES	
25	**OLD PERIODICAL/ MAGAZINES / NEWSPAPERS /PRESERVED AND ARRANGE DATE WISE**	YES	
26	**DISPLAY BOARDS WITH JACKET COVERS OF LATEST BOOKS**	YES	
27	**DISPLAY OF LATEST BOOKS MAGAZINES AND PERIODICALS**	YES	
28	**BOOK REVIEW BY STUDENTS**	YES	
29	**ORGANIZATION OF BOOK FAIRS (SCHOOL LEVEL / CLUSTER LEVEL)**	YES	
30	**CAREER GUIDANCE AND COUNSELLING CORNER**	YES	
31	**THEMES FOR THE WEEK AND DISPLAY OF RELATED MATERIAL**	YES	
32	**COMPILATION OF MATERIALS FROM NEWSPAPERS / MAGAZINES FOR VARIOUS TYPES LIKE ENVIRONMENT, SCIENCE AND TECHNOLOGY**	YES	

33	ORGANIZING OF BOOK QUIZ	YES	
34	PRIZES TO STUDENTS WHO HAVE BORROWED MAXIMUM NUMBER OF BOOKS.	NO	
35	BOOK CLUB	YES	
36	GREEN LIBRARY DESIGNED AND FABRICATED	YES	
37	**COLOUR CODING OF BOOKS FOR CLASS LIBRARIES**	YES	
38	**MANAGEMENT OF MULTIMEDIA**	YES	
39	**AVAILABILITY OF READING CORNER**	YES	
40	**PROVISION FOR HANGING LIBRARIES**	YES	
41	**PROVISION OF LIBRARY PERIODS**	YES	
42	**WHETHER DEPARTMENTAL LIBRARY DEVELOPED**	YES	
43	**WHETHER PROPER CARE AND MAINTANANCE OF LIBRARY MATERIALS ARE BEING DONE.**	YES	
44	**WHETHER SUGGESSION BOX/ REGISTERS AVAILABLE IN LIBRARY.**	YES	
45	**WHETHER THE FOLLOWING REGISTERS AND FILES ARE SYSEMATICALY MAINTAINED IN LIBRARY .REGISTERS ACCESSION REGISTER (HARD BOUND WITH THICK PAGES)** **(I)　NEWSPAPER AND PERIODICALS ACCESSION REGISTER** **(II)　MULTIMEDIA ACCESSION REGISTER** **(III)　LIBRARY CONSUMABLE ITEMS REGISTER** **(IV)　FINE REGISTER** **(V)　STOCK TAKING REGISTER** 　1.　**FILES** **(I)　SUPPLY/SUBSCRIPTION ORDERS** **(II)　BILLS AND RECEIPTS** **(III)　OTHERS (LETTERS, LISTS OF CONDEMNED BOOKS, BINDING INDENTS, REQUIREMENTS SUBMITTED, SUGGESTIONS FOR BOOKS ETC.**	YES YES YES YES YES YES YES YES	
46	**WHETHER DUSTING OF LIBRARY BOOKS IS BEING DONE WITH VACCUM CLEANER**	**NO**	
47	**FURNITURE (MENTION YES/NO)** 　1.　_COMFORTABLE WOODEN/METAL CHAIR WITH CUSHION._ 　2.　**READING TABLES: ROUND/RECTANGULAR WOODEN/WOOD AND METAL TABLES WHICH CAN ACCOMMODATE MAXIMUM 4/6 CHAIRS.** 　3.　**LIBRARIAN'S TABLE** 　4.　**CIRCULATION COUNTER: DESIGNED AS PER THE REQUIREMENTS** 　5.　**BOOK SHELVES: WOODEN, OPEN SHELVES** 　6.　**SHELF FOR KEEPING LIBRARY RECORDS.** 　7.　**BOOK SUPPORTS: METAL/WOODEN** 　8.　**BOOK TROLLEY** 　9.　**PERIODICAL DISPLAY RACK: WITH PIGEON HOLES TO KEEP BACK VOLUMES** 　10.　**NEW ARRIVAL DISPLAY STAND (ROTATING/STANDALONE MODELS)** 　11.　**NEWSPAPERS STAND** 　12.　**BULLETIN BOARDS** 　13.　**READY REFERENCE SHELF** 　14.　**COMPUTER FURNITURE (CARRELS AND CHAIRS)** 　15.　**PROPERTY COUNTER** 　16.　**CD RACKS: LOCKABLE** 　17.　**SUGGESTION BOX**	YES YES YES YES YES NO YES YES YES NO NO NO NO NO YES YES YES YES NO YES	
48	**EQUIPMENT** 　1.　**COMPUTER SYSTEMS OF LATEST CONFIGURATION AND WITH ADEQUATE POWER BACKUP FACILITIES: AT LEAST 5 IN NOS.** **(i)　ONE (1) COMPUTER FOR TECHNICAL PROCESSING UNDER LIBRARY AUTOMATION AND TO PROCESS LIBRARY FILES/DOCUMENTS.**	**ONLY 01 COMPUTER SYSTEMS FOR TECHNICAL PROCESSING UNDER LIBRARY**	

	(ii) ONE (1) COMPUTER FOR PROVIDING OPAC (ONLINE PUBLIC ACCESS CATALOGUE) FACILITY TO THE USERS TO SEARCH THE DATABASE AND,	AUTOMATION AND TO PROCESS LIBRARY FILES/DOCUMENTS.	
	(iii) *THREE (3) COMPUTER FOR PROVIDING INTERNET ACCESS TO USERS.*	NO	
	2. BAR-CODE PRINTER (FOR PRINTING BAR CODE LABELS)	NO	
	3. BAR-CODE READERS (FOR READING THE BAR CODE LABELS DURING CIRCULATION)	YES	
		YES	
	4. SCANNER (FOR PREPARING DIGITAL DOCUMENTS)	NO	
	5. CD/DVD/BLUE RAY READERS AND WRITERS ATTACHED TO THE COMPUTER SYSTEMS (FOR INSTALLING/READING MULTIMEDIA DISCS)	NO	
		NO	
	6. EXTERNAL HARD DRIVE (FOR KEEPING DAILY BACKUP)	NO	
	7. PHOTOCOPIER (COPIES OF THE DOCUMENTS CAN BE PROVIDED ON PAYMENT)	NO	
	8. AUDIO SYSTEMS: HEAD PHONES TO LISTEN AUDIO BOOKS AND MULTIMEDIA C.	NO	
	9. E-READERS (2) (FOR DOWNLOADING AND READING E-BOOKS)	NO	
	10. CCTV (IN BIG LIBRARIES)	NO	
	11. FIRE ALARM		
	12. CEASEFIRE SYSTEM (IN THE STACK AND READING ROOMS)		
49	ACCESSION REGISTER REGULARLY MAINTAINED WITH STOCK ENTRY OF BOOKS AND REGULARLY UPDATED WITH SIGNATURE OF LIBRARIAN AND PRINCIPAL	YES	
50	DUE / DRAWN SLIPS ATTACHED TO BOOKS	NO	
51	**TECHNICAL INFORMATION ABOUT LIBRARY** (a) SERIAL NO. OF BOOKS. (b) NO. OF TEXT BOOKS. (c) NO. OF REFERENCE BOOKS. (d) NO. OF GENERAL (FICTION / NON FICTION) BOOKS. (e) SUBJECT WISE LIST OF BOOKS. (f) CLASS WISE LIST OF BOOKS. (g) CLASS WISE LIST OF FICTION / NON FICTION AVAILABLE IN LIBRARY. (h) NO. OF PERIODICALS / MAGAZINES AVAILABLE ALONG WITH THEIR NAMES AND PERIODICITY.	YES	
52	**MATERIAL RESOURCES** 1. COLLECTION DEVELOPMENT POLICY FORMULATED. 2. DOCUMENT SELECTION SUBCOMMITTEE CONSTITUTED.	YES YES	
53	**MANAGEMENT OF LIBRARY** (A) LIBRARY COMMITTEE DETAILS (B) PROCUREMENT OF BOOKS BASED ON NATURAL INTEREST / NEED OF CHILDREN. (C) CONTINUOUS RENEWAL SYSTEM OF BOOKS. (D) PREPARATION OF BUDGETARY PROVISION FOR LIBRARY. (E) LIBRARY RULES (F) SUGGESTION BOX	YES YES YES YES YES NO	
54	(A) PRIMARY LIBRARY COMMITTEE (B) CLASS LIBRARY (C) MAINTENANCE OF BOOK REVIEW NOTE BOOK IN WHICH STUDENT ENTERS NAME OF BOOK READ, ITS AUTHOR AND A BRIEF ACCOUNT OF CONTENT.	YES YES YES	
55	**OTHER INFORMATION**		

56	**Reference services:**		
	READY REFERENCE RESOURCES AVAILABLE	YES	
	CURRENT AWARENESS SERVICE (CAS)	YES	
	ARTICLE ALERT	YES	
	LIBRARY INSTRUCTION	YES	
	BIBLIOGRAPHIES AND CLASS WISE READING LIST	YES	
	NEWSLETTER/BULLETINS, USER GUIDE, BROCHURES	YES	
	VIRTUAL/DIGITAL REFERENCE	YES	
57	**LIBRARY BLOGS:**		
	LIBRARY BLOG SHOULD BE CREATED WHICH HELPS TO COLLECT, ORGANISE AND DISSEMINATE ONLINE RESOURCES FOR STUDENTS AND TEACHERS	YES	
	SCHOOL WEBSITE SHOULD HAVE PAGE ON LIBRARY WITH ALL BASIC LIBRARY INFORMATION AND LINKS TO LIBRARY BLOG/WEBSITES.	YES	
58	**INTERNET SAFETY POLICY**		
	WHETHER ALL DETAILS REGARDING INTERNET SAFETY POLICY AS MENTIONED **UNDER CLAUSE 4.4 OF THE LIBRARY GUIDELINES** IS FOLLOWED STRICTLY TO MONITOR ONLINE ACTIVITIES OF STUDENTS (MINORS AND STAFF MEMBERS)WHETHER CYBER SEURITY	YES	
	AWARENESS PROGRAMME IS CONDUCTED	YES	
59	WHETHER CAREER GUIDANCE AND COUNSELLING CORNERS AVAILABLE	YES	
60	WHETHER READERS CLUB AS MENTIONED UNDER CLAUSE 4.7 OF THE GUIDELINES IS CONSTITUED	YES	
61	**NOTE – READERS CLUB SHOULD DEVELOPED AND ANNUAL ACTIVITY PLAN AS MENTIONED IN THE GUIDELINES (REFERS MODEL ANNUAL LIBRARY ACTIVITY PLAN AS GIVEN IN APPENDIX – 3)**	YES	
62	**WHETHER FOLLOWING LIBRARY ACTIVITY ARE CONDUCTED**	YES	
	A. EXHIBITION AND DISPLAYS (ON IMPORTANT DAYS OF NATIONAL IMPORTANCE)		
	B. CELEBRATIONS		
	C. COMPETITIONS		
	D. BOOK FAIRS		
	E. EVENTS		
	F. PUBLICATIONS		
	NOTE – BEST READER AWARD, BEST READER OF THE MONTH, BEST BOOK REVIEWER AWARD ETC. TO BE INSTITUTED.		
63	**WHETHER AS A LIBRARIAN YOU ARE UNDER TAKING THE FOLLOWING**		
	YOUR ACTIVE ROLE IN STUDENT ASSESSMENT		
	LIBRARY ADVOCACY PROGRAMME AND NETWORKING	YES	
	LIBRARY PROMOTION AND PUBLICITY	YES	
	NOTE – ALL LIBRARIANS MUST COMPULSORILY MAINTAIN ALL COMPONENTS/RECORDS UNDER "MONITORING AND EVALUATION" AS MENTIONED IN CHAPTER 5 OF THE LIBRARY GUIDELINES.	YES	