

**REVISED CHECK LIST CUM REPORT BY LIBRARIAN IN ACCORDANCE WITH  
THE KVS GUIDELINES FOR SCHOOL LIBRARY AND PROCEDURE MANUAL**

**KENDRIYA VIDYALAYA ALHILAL CANTT GURUGRAM REGION**

| <b>S.<br/>NO.</b> | <b>NEW<br/>RESOURCES/MATERIALS<br/>AVAILABILITY<br/>(Mention Yes /No wherever<br/>applicable)</b>                                                                                                                                                                                            | <b>STATUS<br/>CUM<br/>DETAILS</b>                                                                                                                               | <b>NUMBER</b>                                  | <b>SIGNATURE<br/>OF<br/>INSPECTING<br/>MEMBER</b> |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------|
| 1                 | <b>NCERT</b><br>1. CURRICULUM<br>2. GUIDELINES<br>3. POLICIES<br>4. INSTRUCTIONS<br>MATERIALS<br><b>CBSE</b><br>1. CURRICULUM<br>2. GUIDELINES<br>3. POLICIES<br>4. INSTRUCTIONS<br>MATERIALS<br><b>KVS</b><br>1. CURRICULUM<br>2. GUIDELINES<br>3. POLICIES<br>4. INSTRUCTIONS<br>MATERIALS | AVAILABLE<br>SOFTCOPY<br>AVAILABLE<br>SOFT COPY<br><br>AVAILABLE<br>SOFT COPY<br>SOFT COPY<br>AVAILABLE<br><br>AVAILABLE<br>AVAILABLE<br>AVAILABLE<br>AVAILABLE | 4<br>2<br><br>1<br>03<br><br>1<br>1<br>1<br>22 |                                                   |
| 2                 | <b>REFERENCE MATERIALS</b>                                                                                                                                                                                                                                                                   | AVAILABLE                                                                                                                                                       | 12                                             |                                                   |
| 3                 | <b>ENCYCLOPEDIA</b>                                                                                                                                                                                                                                                                          | AVAILABLE                                                                                                                                                       | 7                                              |                                                   |
| 4                 | <b>a) MAGAZINES /<br/>PERIODICALS /<br/>JOURNALS<br/>(ATLEAST 20)</b><br><br><b>b) MULTIPLE COPIES<br/>OF CHILDRENS<br/>MAGAZINES</b>                                                                                                                                                        | AVAILABLE<br><br><br>YES                                                                                                                                        | 26(13 HINDI)                                   |                                                   |
| 5                 | <b>NEWS PAPERS (ATLEAST<br/>5) OUT OF WHICH 4<br/>SHOULD BE NATIONAL<br/>AND 1 SHOULD BE<br/>REGIONAL)</b><br><br><b>BUSINESS DAILY<br/>NEWSPAPER</b>                                                                                                                                        | AVAILABLE                                                                                                                                                       | 03                                             |                                                   |

|    |                                                            |           |          |  |
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| 6  | <b>MULTIMEDIA</b>                                          | AVAILABLE | 01       |  |
| 7  | <b>DIGITAL DOCUMENTS</b>                                   | YES       | SOFTCOPY |  |
| 8  | <b>MAPS</b>                                                | YES       | 7        |  |
| 9  | <b>ATLAS</b>                                               | YES       | 1        |  |
| 10 | <b>RARE BOOKS ON PARTICULAR TYPES / SUBJECTS</b>           | NO        | 0        |  |
| 11 | <b>EXCLUSIVE EDITION OF GENERAL BOOKS &amp; TEXT BOOKS</b> | YES       | 50       |  |
| 12 | <b>HINDI BOOKS</b>                                         | YES       | 2050     |  |
| 13 | <b>ENGLISH BOOKS</b>                                       | YES       | 1878     |  |
| 14 | <b>DICTIONARIES</b>                                        | YES       | 20       |  |
| 15 | <b>AVAILABILITY OF EDUCATION CODE</b>                      | YES       | 1        |  |
| 16 | <b>AVAILABILITY OF ACCOUNTS CODE</b>                       | YES       | 1        |  |

| <b>S.NO.</b> | <b>IMPORTANT INFORMATION<br/>(Mention Yes /No wherever applicable)</b>                                                                                                   | <b>STATUS /<br/>DETAILS</b> | <b>SIGNATURE<br/>OF<br/>INSPECTING<br/>MEMBER</b> |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------|
| 1.           | <b>STATIONERY AND ADMINISTRATIVE MATERIALS (REGISTERS FILES ETC.)</b>                                                                                                    | YES                         |                                                   |
| 2.           | <b>LIBRARY ACTIVITIES AND PROMOTIONAL MATERIALS -</b><br><br>1. COMPETITIONS<br>2. EVENTS<br>3. AWARDS<br>4. NEWSLETTERS<br>5. USER GUIDES<br>6. POSTERS<br>7. BROCHURES | YES<br><br>YES<br><br>YES   |                                                   |
| 3.           | <b>IS LIBRARY BUDGET AS PER CEILING PRESCRIBED BY KVS?</b>                                                                                                               | ( Rs.1,00,000)              |                                                   |
| 4.           | <b>LOCATION AND SPACE</b><br><br>1. CENTRAL LOCATION OF LIBRARY                                                                                                          | YES<br><br>YES              |                                                   |

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|   | <p>2. ACCESSIBILITY AND PROXIMITY</p> <p>3. ANY NOISE DISTURBANCE</p> <p>4. SUFFICIENT LIGHTING AND VENTILATION AVAILABLE</p> <p>5. WALL AND FURNITURE IS PAINTED WITH ATTRACTIVE, NON-REFLECTIVE AND EYE/READING FRIENDLY SHADES</p> <p>6. AESTHETICALLY DESIGNED WALL FIXTURES, IMAGERIES AND POTTED PLANTS</p> <p>7. AIR CONDITIONER</p> <p>8. HAS LIBRARY HAS BEEN DESIGNED TO MEET THE SPECIAL NEEDS OF DIFFERENTLY ABLED LIBRARY USERS?</p> | <p>YES</p> <p>NO</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>NO</p> <p>YES</p>   |  |
| 5 | <p><b><u>MULTIMEDIA</u></b></p> <p>1. CHILDREN'S MULTIMEDIA (CD/DVDs)</p> <p>2. CHILDREN'S FILMS (CD/DVDs)</p> <p>3. GENERAL MULTIMEDIA REFERENCE (CD/DVDs)</p> <p>4. CURRICULUM BASED (CD/DVDs)</p> <p>5. OPEN SOURCE SOFTWARE PROGRAMMES/RESOURCE.</p> <p>6. DOCUMENTARIES</p> <p>7. FEATURE FILMS.</p>                                                                                                                                         | <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> |  |
| 6 | <p><b>DIGITAL WEB RESOURCES</b></p> <p>1. DIGITAL LIBRARY DEVELOPED</p> <p>2. INSTITUTIONAL REPOSITORY CREATED.</p>                                                                                                                                                                                                                                                                                                                               | <p>YES</p> <p>NO</p>                                                         |  |

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|   | <p>3. E-JOURNALS AVAILABLE.</p> <p>4. E-BOOKS AVAILABLE.</p> <p>5. E-CONTENT DEVELOPED AND PROCURED.</p> <p>6. WEB DIRECTORIES PREPARED.</p> <p>7. WHETHER THE SAME HAS BEEN PUBLISHED ON VIDYALAYA BLOG / WEBSITES?</p>                                                                                                                                                                                                                                                      | <p>NO</p> <p>YES</p> <p>YES</p> <p>YES<br/>LINKTREE</p> <p>YES</p> |  |
| 7 | <p><b>OPEN EDUCATIONAL RESOURCES (OER)</b></p> <p>1. WHETHER ALL SPECIFIC DETAILS MENTIONED IN THE GUIDELINES ARE FOLLOWED?</p>                                                                                                                                                                                                                                                                                                                                               | <p>YES</p>                                                         |  |
| 8 | <p><b>RESOURCES FOR DIFFERENTLY ABLED USERS</b></p> <p><b>1. FOR THE VISUALLY CHALLENGED</b></p> <p>i. ALL RESOURCES NAMELY BRAILLE, AUDIO FORMATS, RECORDED BOOKS AND TALKING BOOKS AVAILABLE?</p> <p>ii. MAGIC PROFESSIONAL SCREEN MAGNIFIER FOR THOSE WITH LOW VISION, BRAILLE EMBOSSER WHICH TRANSLATES TEXT TO BRAILLE AND PRINTED MATERIAL, VOICE SYNTHESIZER AVAILABLE.</p> <p><b>2. FOR CHILDREN WITH AUTISM SPECTRUM AND OTHER DEVELOPMENTAL DISORDERS (ASD)</b></p> | <p>NO</p> <p>NO</p> <p>NO</p> <p>NO</p>                            |  |

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|    | i. BOOKS, PERIODICALS, CDs/DVDs AND ONLINE RESOURCES AVAILABLE.<br>ii. LIBRARY VISUAL COMMUNICATION GUIDE AVAILABLE FOR NAVIGATION                                     |                                  |  |
| 9  | <b>OTHER LEARNING RESOURCES</b><br>1. MAPS, OLD OUTDATED COINS, PAMPHLETS, MANUSCRIPTS, MIND GAMES, STAMPS, NEWSPAPERS CLIPPING, RARE BOOKS AND HISTORICAL DOCUMENTS   | YES                              |  |
| 10 | <b>SPECIAL COLLECTIONS</b><br>1. STUDENT PROJECT REPORTS /DESSERTATIONS<br>2. QUESTION PAPERS.<br>3. CIRCULARS RECEIVED FROM KVS, CBSE AND NCERT.<br>4. DONATED BOOKS. | YES<br><br>YES<br>YES<br><br>YES |  |
| 11 | <b>KV LIBRARY DIGITAL CONSORTIUM</b><br><br>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 2017-18                                                                                                                                  | YES                              |  |
| 3  | CATEGORIZING / CLASSIFYING AND INDEXING                                                                                                                                | YES                              |  |
| 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(HINDI-2050, ENG-1878)-3928   |  |
| 7  | NO. OF BOOKS ISSUED TO STUDENTS                                                                                                                                        | 116                              |  |
| 8  | NO. OF BOOKS ISSUED TO STAFF                                                                                                                                           | 143                              |  |
| 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                                                                                                                               | YES                              |  |
| 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              | YES                |  |
| 22 | BOOKS ARRANGED IN LOCKABLE SHELVES BUT WITH OPEN ACCESS SYSTEM                                                   | YES                |  |
| 23 | MAGAZINES DISPLAYED AS MAGAZINES PACKS                                                                           | YES                |  |
| 24 | NEWSPAPER STAND                                                                                                  | YES (1)            |  |
| 25 | OLD PERIODICAL/ MAGAZINES / NEWSPAPERS /PRESERVED AND ARRANGE DATE WISE                                          | YES(UPTO 6 MONTHS) |  |
| 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.                                                    | YES                |  |
| 35 | BOOK CLUB                                                                                                        | YES                |  |
| 36 | GREEN LIBRARY DESIGNED AND FABRICATED                                                                            | NO                 |  |
| 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                |  |

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| 44 | WHETHER SUGGESTION BOX/<br>REGISTERS AVAILABLE IN LIBRARY.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | YES                                                                                               |  |
| 45 | <p>WHETHER THE FOLLOWING<br/>REGISTERS AND FILES ARE<br/>SYSTEMATICALLY MAINTAINED IN<br/>LIBRARY</p> <p>REGISTERS ACCESSION REGISTER<br/>(HARD BOUND WITH THICK PAGES)</p> <p>1. NEWSPAPER AND PERIODICALS<br/>ACCESSION REGISTER</p> <p>2. MULTIMEDIA ACCESSION REGISTER</p> <p>3. LIBRARY CONSUMABLE ITEMS<br/>REGISTER</p> <p>4. FINE REGISTER</p> <p>5. STOCK TAKING REGISTER</p> <p>6. FILES</p> <p>7. SUPPLY/SUBSCRIPTION ORDERS</p> <p>8. BILLS AND RECEIPTS</p> <p>9. OTHERS (LETTERS, LISTS OF<br/>CONDEMNED BOOKS, BINDING<br/>INDENTS, REQUIREMENTS SUBMITTED,<br/>SUGGESTIONS FOR BOOKS ETC.</p> | <p>YES</p> <p>YES</p> <p>NO</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> |  |
| 12 | WHETHER DUSTING OF LIBRARY<br>BOOKS IS BEING DONE WITH VACUUM<br>CLEANER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | YES                                                                                               |  |
| 13 | <p><b><u>FURNITURE (MENTION YES/NO)</u></b></p> <p>1. COMFORTABLE WOODEN/METAL CHAIR<br/>WITH CUSHION.</p> <p>2. READING TABLES:<br/>ROUND/RECTANGULAR WOODEN/WOOD<br/>AND METAL TABLES WHICH CAN<br/>ACCOMMODATE MAXIMUM 4/6 CHAIRS.</p> <p>3. LIBRARIAN'S TABLE</p> <p>4. CIRCULATION COUNTER: DESIGNED AS<br/>PER THE REQUIREMENTS</p>                                                                                                                                                                                                                                                                     | <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>                                            |  |



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|     | 2. BAR-CODE PRINTER (FOR PRINTING BAR CODE LABELS)                                                                                | YES      |  |
|     | 3. BAR-CODE READERS (FOR READING THE BAR CODE LABELS DURING CIRCULATION)                                                          | YES      |  |
|     | 4. SCANNER (FOR PREPARING DIGITAL DOCUMENTS)                                                                                      | NO       |  |
|     | 5. CD/DVD/BLEU RAY READERS AND WRITERS ATTACHED TO THE COMPUTER SYSTEMS (FOR INSTALLING/READING MULTIMEDIA DISCS)                 | YES (01) |  |
|     | 6. EXTERNAL HARD DRIVE (FOR KEEPING DAILY BACKUP)                                                                                 |          |  |
|     | 7. PHOTOCOPIER (COPIES OF THE DOCUMENTS CAN BE PROVIDED ON PAYMENT)                                                               | YES      |  |
|     | 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                                                                                                                    | YES      |  |
|     | 12. CEASEFIRE SYSTEM (IN THE STACK AND READING ROOMS)                                                                             | NO       |  |
|     |                                                                                                                                   | YES      |  |
| 15. | ACCESSION REGISTER REGULARLY MAINTAINED WITH STOCK ENTRY OF BOOKS AND REGULARLY UPDATED WITH SIGNATURE OF LIBRARIAN AND PRINCIPAL | YES      |  |
| 16. | DUE / DRAWN SLIPS ATTACHED TO BOOKS                                                                                               | YES      |  |
| 17  | <b><u>TECHNICAL INFORMATION ABOUT LIBRARY</u></b>                                                                                 |          |  |
|     | a. SERIAL NO. OF BOOKS.                                                                                                           | YES      |  |
|     | b. NO. OF TEXT BOOKS.                                                                                                             | YES      |  |
|     | c. NO. OF REFERENCE BOOKS.                                                                                                        | YES      |  |
|     | d. NO. OF GENERAL (FICTION / NON FICTION)                                                                                         | YES      |  |
|     | e. SUBJECT WISE LIST OF BOOKS.                                                                                                    | YES      |  |
|     |                                                                                                                                   | YES      |  |

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|    | <p>f. CLASS WISE LIST OF BOOKS.</p> <p>g. CLASS WISE LIST OF FICTION / NON FICTION AVAILABLE IN LIBRARY.</p> <p>h. NO. OF PERIODICALS / MAGAZINES AVAILABLE ALONG WITH THEIR NAMES AND PERIODICITY.</p>                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>YES</p> <p>YES</p>                                                                   |  |
| 18 | <p><b><u>MATERIAL RESOURCES</u></b></p> <p>1. COLLECTION DEVELOPMENT POLICY FORMULATED.</p> <p>2. DOCUMENT SELECTION SUBCOMMITTEE CONSTITUTED.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>YES</p> <p>YES</p>                                                                   |  |
| 19 | <p><b><u>MANAGEMENT OF LIBRARY</u></b></p> <p>(A) LIBRARY COMMITTEE DETAILS<br/>SRI DINESH KUMAR(PRINCIPAL)<br/>MEMBERS:</p> <p>1.MRS.KEERTI SAXENA INCHARGE,<br/>(LIBRARIAN.)</p> <p>2.MR. SURESH KUMAR,(PGT CHEMISTRY)</p> <p>3.MR.VIVEK KUMAR(TGT SANSKRIT)</p> <p>4. mRS JYOTI PUNIYA (PRT)</p> <p>5. VARSHAPRIYADARSHINI( CLASS8)</p> <p>6. PRASHANT( CLASS 7)</p> <p>(B) PROCUREMENT OF BOOKS BASED ON<br/>NATURAL<br/>INTEREST / NEED OF CHILDREN.</p> <p>(C) CONTINUOUS RENEWAL SYSTEM OF BOOKS.</p> <p>(D) PREPARATION OF BUDGETARY PROVISION<br/>FOR<br/>LIBRARY.</p> <p>(E) LIBRARY RULES</p> <p>(F) SUGGESTION BOX</p> | <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> |  |
| 20 | <p>(A) PRIMARY LIBRARY COMMITTEE</p> <p>1. MRS JYOTI PUNIYA PRT</p> <p>2.. ALL CLASS TEACHERS</p> <p>(B) CLASS LIBRARY</p> <p>(C) MAINTENANCE OF BOOK REVIEW NOTE BOOK<br/>IN WHICH STUDENT ENTERS NAME OF BOOK</p>                                                                                                                                                                                                                                                                                                                                                                                                                | <p>YES</p> <p>YES</p> <p>PRIMARY<br/>SECTION</p>                                        |  |

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|    | READ, ITS AUTHOR AND A BRIEF ACCOUNT OF CONTENT.                                                                                                                                                                                                                                                                                   | YES                                                        |  |
| 21 | <b>OTHER INFORMATION</b><br><br><b>REFERENCE SERVICES:</b><br><br>READY REFERENCE RESOURCES AVAILABLE<br><br>CURRENT AWARENESS SERVICE (CAS)<br><br>ARTICLE ALERT<br><br>LIBRARY INSTRUCTION<br><br>BIBLIOGRAPHIES AND CLASS WISE READING LIST<br><br>NEWSLETTER/BULLETINS, USER GUIDE, BROCHURES<br><br>VIRTUAL/DIGITAL REFERENCE | YES<br><br>YES<br><br>YES<br><br>YES<br><br>YES<br><br>YES |  |
| 22 | <b>LIBRARY BLOGS:</b><br><br>LIBRARY BLOG SHOULD BE CREATED WHICH HELPS TO COLLECT, ORGANISE AND DISSEMINATE ONLINE RESOURCES FOR STUDENTS AND TEACHERS<br><br>SCHOOL WEBSITE SHOULD HAVE PAGE ON LIBRARY WITH ALL BASIC LIBRARY INFORMATION AND LINKS TO LIBRARY BLOG/WEBSITES.                                                   | YES<br>LINKTREE<br><br><br><br><br><br><br>YES             |  |
| 23 | <b>INTERNET SAFETY POLICY</b><br><br>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)                                                                                         | YES                                                        |  |

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|    | WHETHER CYBER SECURITY AWARENESS PROGRAMME IS CONDUCTED                                                                                                                                                                                                                                                                                          |                                                                                                   |  |
|    | WHETHER CAREER GUIDANCE AND COUNSELLING CORNERS AVAILABLE                                                                                                                                                                                                                                                                                        | YES                                                                                               |  |
|    | WHETHER READERS CLUB AS MENTIONED UNDER CLAUSE 4.7 OF THE GUIDELINES IS CONSTITUTED                                                                                                                                                                                                                                                              | YES                                                                                               |  |
|    | <b>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)</b>                                                                                                                                                                         |                                                                                                   |  |
| 24 | <p>WHETHER FOLLOWING LIBRARY ACTIVITY ARE CONDUCTED</p> <p>A. EXHIBITION AND DISPLAYS (ON IMPORTANT DAYS OF NATIONAL IMPORTANCE) CELEBRATIONS</p> <p>B. COMPETITIONS</p> <p>C. BOOK FAIRS</p> <p>D. EVENTS</p> <p>E. PUBLICATIONS</p> <p>NOTE – BEST READER AWARD, BEST READER OF THE MONTH, BEST BOOK REVIEWER AWARD ETC. TO BE INSTITUTED.</p> | <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>LIBRARY WEEK, BOOK DISPLAY, BEST READER AWARDS</p> |  |
| 25 | <p>WHETHER AS A LIBRARIAN YOU ARE UNDER TAKING THE FOLLOWING</p> <p>A. YOUR ACTIVE ROLE IN STUDENT ASSESSMENT</p> <p>B. LIBRARY ADVOCACY PROGRAMME AND NETWORKING</p> <p>C. LIBRARY PROMOTION AND PUBLICITY</p>                                                                                                                                  | <p>YES</p> <p>YES</p> <p>YES</p>                                                                  |  |

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|  | <p>NOTE – ALL LIBRARIANS MUST COMPULSORILY MAINTAIN ALL COMPONENTS/RECORDS UNDER “MONITORING AND EVALUATION” AS MENTIONED IN CHAPTER 5 OF THE LIBRARY GUIDELINES.</p> |  |  |
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SIGNATURE OF INSPECTING MEMBER

SIGNATURE OF AC/DC