

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

Directorate of Education:

Library Branch

Old Secretariat, Delhi -110054

No.DE (101)/1/CIRCULARS/LIB.BR/2017/08

DATED:23.4.2018

Sub:- Management of Primary Classroom Libraries introduced in Sarvodaya Vidyalayas under Directorate of Education

Classroom Library has been introduced in all the Sarvodaya Vidyalayas under Directorate of Education, GNCT, Delhi for classes Nursery to Five. The Class Libraries will function as a real resource centre for learning. This will not only promote reading habits among our early readers but will also connect them with the huge world of knowledge. Head of School in every school is a centre point for every academic activity of the school and Class Library is also an integral part of the school academic activity. Head of Schools can always introduce innovative ideas to have an effective and good class library which can enhance the creativity of children.

Guidelines for all the Heads of Schools of Sarvodaya Vidyalayas regarding Primary Classroom Libraries (The circular must be taken out on the Order book for compliance by all concerned):

1. Every Primary section should have its own class library. Open access system must be used for these libraries. All the Books should be within reach of every child. During school hours, the books must be on open display.
2. Till the Almirahs meant for books are provided by the Directorate, colourful wooden / metallic open racks are to be provided in every class for displaying the books procured from the Mega Book Fair 2017-18. Books should be displayed in waist height open racks in classes.
3. The Head of School must ENSURE that the Librarian of their school gives at least one day training to each of the primary class teachers to maintain records as per Library rules. Training of Primary teachers through School Librarian/Room to Read NGO/any other resource person must be ensured.
 - a. Provision and maintenance of Library Accession Register and Library Issue Registers for each and every primary section separately.
 - b. The Accession register should be complete in all respects such as Accession No. , Name of Author, Title of the book, Name of the Publication, Cost, Source, Date of Purchase, Bill No. Etc.
 - c. Issue Register for each section shall be maintained separately by the respective class teacher.
 - d. At least one book must be issued to a student for a maximum of one week. However, complete flexibility to be provided to class teacher in this regard. Every child should have a story book in his/her school bag everyday.

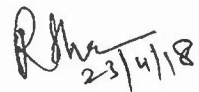
4. Monthly supervision of the progress of class libraries must be done by the Head of the School and weekly review by the Primary Incharge. Suggestions for maximum use of class Library to improve reader engagement must be shared with all the primary teachers.
5. The students must be encouraged to pick up a book of their choice to read during the designated library periods in the time table as well as during free time. For eg. If a child has completed his/her work and is otherwise idle etc.
6. Teachers must not be harsh with children if a book is lost/torn, though the children must be taught the good habit of valuing books.
7. The library periods in the time table should also be used for loud reading/ story telling/dramatisation of the stories from the books in the classroom library.
 - Everyday for Nursery to class II, a story telling session by the teacher of about 20 minutes MUST be scheduled in each section.
 - Enacting scenes, puppet show, discussion of a book, colouring/painting theme of my Favourite book must be encouraged and ensured.
8. The class teacher must ensure that the stories/content of the books taken home by the student is shared with the peer group.
9. The Best Reader award or any other incentive to children (if possible, class wise) may be given to encourage the habit of reading.

DDE Zones to submit compliance of the above orders through RDE's in attached format (in Excel Form).

RDE (Library) to put up compliance to Director Education by 5th May 2018. Strict compliance of above must be ensured.

Send your query, if any to edu.librarybranch@gmail.com.

This issues with the prior approval of the competent authority.



Renu Sharma
RD (Library Branch)

All Heads of Government Schools through DEL- E

No. DE (101)/1/CIRCULARS/LIB.BR/2017/08

Dated. 23-04-18

Copy to: -

1. PS to Secretary (Education)
2. PS to Director (Education)
3. PS to Addl.DE (School)
4. PS to Spl.DE(IT)
5. All RDE/DDE (District /Zone)
6. OS (IT)for uploading on MIS
7. Guard File

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23/4/18

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DDE (Library Branch)

Information Regarding Primary Classroom Libraries

District and Zone	Name of the Sarvodaya Vidyalaya	Class Details		Total No. of Books in Primary	Does each primary section have its own class Library	Open Racks (Waist Height) are available for storage of Books	HOS certification that Accession Register is complete	Issue Registers are being maintained section wise.	Story telling session, Dramatization etc. being carried out by Teachers daily	Training given by Librarian/ NGO/RP	Weekly Review done by Primary Incharge	Monthly supervision done by HOS
		Class	No. of sections									
		I										
		II										
		III										
		IV										
		V										

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 29/4/18