## **LIBRARY SERVICES**

### 1. <u>CIRCULATION OF BOOKS</u>

Regular circulation of books are provided for classes VIII to XII.

The circulation is done during the library periods, zero period, recess and after school hour.

### 2. LIBRARY PERIODS

Library periods are there for every class starting from VI to XII.

During library periods students from VI to XII they can read as well as they can issue books, magazines and question papers.

# 3. CBSE / SCHOOL BASED EXAMINATION QUESTION PAPERS NOTICE / BULLETIN BOARDS

The library notice board gives information regarding the new books added to the library, career ,higher education and competition related information.

### 4. <u>NEWS PAPER CLIPPING</u>

News paper clippings related to our school, excellent results and other achievements are filed in the library records i.e. IMAGO and displayed on the display boards.

### 5. <u>REFERERENCE SERVICES</u>

There is a good collection of reference books in the library in different subject areas such as Dictionary, Encyclopedia, Maps, Atlas, Thesaurus, Year Book, Directory. These books are not supposed to be issued only can be referred in the library.

Besides these Library holds different documents rather than books such as school magazines, old diaries ,other school magazines, old prospectus, school log book, News letter, annual charge distribution etc.

### 6. BOOK EXHIBITION & AUTHOR VISIT

Book exhibition with cooperation from the different publishers/sellers are organized two times a year. Eminent authors also visit our school to interact with the students to facilitate reading habits.

Our Library functions during vacations and holidays also. Throughout the vacation the library remains open to facilitate learning among the students, teachers and other staff members.