



INTERNATIONAL INDIAN SCHOOL JEDDAH

ANNUAL LIBRARY ACTIVITY PLAN

2019-2020

S. No	Event	Proposed Months/Period	Activities
1.	Library Orientation	April	Introduction for Class IX-X & New students
2.	Inauguration of Library Reader's Club	April	Beginning of Reader's Club activities for the Academic session
3.	Recruitment of LRC Members	April	Receiving Applications and processing
4.	Functional Activities	April	i. Meeting of Library Committee ii. Data collection for updating the member database
5.	Article Writing Competition	April-May	Article Writing on various topics
6.	Ramadan Activities	May	Availability of Quran & Prayer books
7.	Examination Preparation	June	Availability of Educational Resources & previous Exam Q.Papers
8.	Inauguration of Online Activities	June-July	Availability of E-books and other Updates
	Summer Vacation	July-August	Summer Vacation
9.	Inauguration of E-Library	September	i. Availability of e-Books in Library ii. User awareness program on Exam oriented resources in the Library
10.	Teacher's Day	September	Celebration of Teacher's day and Birthday of Dr. Sarvepalli Radhakrishnan
11.	Story Writing Competition	September	Story Writing on various topics
12.	Functional Activities	September	i. Meeting of Library Committee ii. Planning of Future Events
13.	Gandhi Jayanti	October	Exhibition of Books on Mahatma Gandhi & non-violence & Discussion of his achievements
14.	U.N.Day	October	Exhibition of books on United Nations and other International organizations
15.	Functional Activities	October	i. Meeting of Library Committee ii. Planning of Future Events
16.	National Education Day	November	Exhibition of books on or by Dr Abdul Kalam Azaad & Discussion of his achievements
17.	Children's Day	November	Exhibition of books on or by Jawaharlal Nehru

			& Discussion of his achievements
18.	Literary Quiz Competition	November	Quiz competition on English Literature
19.	Functional Activities	November	i. Meeting of Library Committee
20.	Examination Preparation	December	Availability of Educational Books & previous Exam Q.Papers

2020

21.	Republic Day	January	i. Exhibition of books on "India: Society and constitution" ii. Indian Political History Quiz
22.	Martyr's Day	January	Exhibition of books on or by freedom fighters
23.	General Knowledge Quiz Competition	January	Quiz competition on General Knowledge
24.	Functional Activities	January	i. Meeting of Library Committee
25.	Pre-Final & Board Examination Preparation	February	Availability of Educational Resources & Previous Exam papers
26.	Functional Activities	February	i. Stock Verification ii. Appointment of Library Cabinet for 2020-2021
Other Routine Functional Activities			
27.	Purchasing of New books	2 times a year	In collaboration with external agencies
28.	Disposal of old newspapers and magazines	Quarterly	As per the Library Guidelines
29.	Books/Document selection and accessioning	As and when needed	As per the Library Guidelines
30.	Reader's Club Activities	Whole Academic Year	Displays, Competitions, Book discussions
31.	Know your Library Program (Library orientation)	Beginning of the Academic session	Tour of the library to understand its resources and activities
32.	e-Library	Regularly	Updating and maintenance
33.	Weekly Information	Weekly	Information updated weekly on Notice boards
34.	Publication of Library Bulletins, Newsletter, etc.	Annual	Based on the importance of the activities to be carried out in the library

Approved by:

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Library Reader's Club President: Mohd Ishaq Muzammil