

**Essential Standard Operating Procedure
(SOP) Required for Affiliation with CBSE
Library**



CENTRAL BOARD OF SECONDARY EDUCATION

ESSENTIAL COMPONENTS OF SCHOOL LIBRARY

1. LIBRARY SPACE

**** The size of Library Room should be minimum 1200 Sq.ft.**

A library should provide accommodation for at least 50 students of a class at a time, plus 10% extra space for other group activities, projects and reference service beside room for librarian, circulation counter, reference desk, books / periodicals display, committee/ conference room, property counter, catalogue enclosure.

2. LIBRARY FURNITURE:

- (i) Chairs, Tables (size should be age appropriate)
- (ii) Book Stacks
- (iii) Periodicals display stand
- (iv) Newspapers display stand
- (v) Circulation Counter

3. LIBRARY COLLECTION

Emphasis is to be given to develop library collection of classics, autobiographies, biographies, travelogues, essays, fiction, poetry, drama, recreational and motivational materials. Dictionaries, encyclopaedias, yearbooks, children's magazines, illustrations, maps and charts and other reference materials should be made available in the library. The minimum collection of documents should be as follows:

- (i) Minimum books : 1500
- (ii) Books: 5 books per child (Above 300 students)
- (iii) Magazines: 10 Magazines
- (iv) Newspapers 6 News Papers (2 newspaper each in English, Hindi and one of the regional language of the region)
- (v) Audio-Visuals
- (vi) Micro films
- (vii) Games and Models
- (viii) Maps, Atlas, Globes and Charts
- (ix) Machine Readable Formats
- (x) Pictures / portraits – Famous personalities

4. INFORMATION COMMUNICATION TECHNOLOGY INFRASTRUCTURE

- (i) Digital Display
- (ii) LCD Panel or Projector
- (iii) 01 Desktop with Internet Connection and Printing & Xerox facilities

5. LIBRARY OPERATIONS:

- Accession Register
- In house Operations: Automated System
- Circulation: Barcoded

6. LIBRARY EVENTS:

- (i) At least 6 Library events should be organized per annum
- (ii) Literary calendar of events should be prepared well in advance.
- (iii) To develop reading, writing and speaking skills, every student should be encouraged to read one book per week. The student will prepare one page summary which to be displayed on notice board every week. Book review and discussion also to be undertaken by librarian during library period in this regard.

7. LIBRARY AUTOMATION (Optional)

The term 'Library Automation' is being used extensively in library to mean use of computer application to perform the library activities such as acquisition, cataloguing, circulation, stock verification etc. Information Retrieval, automatic indexing & abstracting and networking are included in its preview. For better library services and management the school library should be automated at least with Barcode.

AUTOMATION EQUIPMENTS

The library should have circulation counter equipped with computer, printer and Barcode Scanner. Number of computers for OPAC and other digital materials access should be in the ratio of 5:1 where number of students for calculating number of computer is the maximum number of students attends the Library at the same time.

8. BOOK SELECTION / WEEDING / DISCARDING COMMITTEE: THE COMMITTEE SHOULD COMPRISE OF

- (i) Librarian (Convener)
- (ii) Principal/ Vice Principal (Chairperson)
- (iii) Representatives from subject departments
- (iv) Head of the subject departments

9. LIBRARY POLICY

The school library should have well documented library policy document. The Library Policy document should cover, Library Rule, weeding/discarding policy, collection development (digital and print both) policy, library class and other policy which needs to bring transparency in library operations and providing valuable services to the students and the teachers of school.

10. STAFF AND STAFFING:

- (i) Librarian (TGT / PGT Grade) - One
- (ii) Assistant Librarian (PRT Grade) - One

> QUALIFICATIONS OF LIBRARY STAFF:

(a) Librarian (TGT / PGT)

- Masters Degree in Arts/Science/ Commerce + Degree or equivalent course in Library and Information Science from a recognised University

OR

- A Master's degree in Library & Information Science from a recognised University.

(b) Assistant Librarian (PRT)

- Degree or diploma in Library & Information Science from a recognised University
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