

KENDRIYA VIDYALAYA PATTOM THIRUVANANTHAPURAM



LIBRARY MEDIA PROGRAMME

2008-'09

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CONTENTS

Introduction

1 Library of Kendriya Vidyalaya Pattom - Historical background

2 Collection Development

2.1 Books

2.1.1 Selection of Books

2.1.2 Suggest A Book Register/Box

2.1.3 Open Access

2.1.4 The stock

2.1.4.1 Language-wise division of collection

2.1.4.2 Subject-wise division of collection

2.1.5 Stock verification and condemnation

2.1.6 Binding

2.1.7 Targets for 2008-'09

2.2 Periodicals

2.2.1 Subscribed and gifted Periodicals

2.2.2 Periodicals subject-wise division

2.2.3 Targets for 2008-'09

2.3 Newspapers

2.3.1 Newspaper clipping service

2.3.2 Scrapbooks

2.3.3 Board Examination Question papers

2.4 Multimedia

2.4.1 Collection development

2.4.2 Targets for 2008-'09

2.5 Internet and Online resources

2.5.1 Targets for 2008-'09

3 Library Organization

3.1 Library Automation

3.2 Classification and cataloguing/OPAC

3.3 Shelving and display

3.4 Activities for the year 2008-'09

3.5 Reader's Club

3.6 Targets for 2008-'09

4 Library Services

4.1 Circulation

4.2 Reading facilities

4.3 Library periods

4.4 Library note book

4.5 Class libraries

4.6 Internet and online services

4.7 Targets for 2008-'09

5 **Management of the library**

5.1 School Library Committee

5.2 Targets for 2008-'09

6 **Projects and innovations**

6.1 Library automation

6.2 Library Blog

6.3 LibZine : the E-magazine

6.4 LibraryNext

7 **Future projects**

7.1 Digital Library

7.2 Blog Directory of Kendriya Vidyalaya Libraries

Conclusion

Introduction

The inclusion of Kendriya Vidyalaya Sangathan's New Library Policy (2008) under the Article 137 and 138 of the Education Code indicated an era of change in the once kept off institution, the School Library. The Policy clearly sets up objectives of the library as,

- The knowledge hub of the school and disseminate knowledge as widely as possible.
- Facilitate creation of new knowledge.
- Facilitate optimal use of knowledge by all staff and students.
- Ensure easy access to the facilities available to all staff and students.
- Encourage and foster reading habit among staff and students.
- Effectively participate in the teaching-learning programmes of the school.

In order to achieve these objectives the library will undertake to:-

- Serve as the center of information for the Vidyalaya and provide easy access to national and global knowledge to all staff and students.
- Offer an inviting and attractive physical space with proper seating arrangements and other amenities.
- Ensure that staff and students are treated with courtesy and offered all assistance in their pursuit of knowledge.
- Offer proactive services to all users.
- Optimize its potential to provide access to information and knowledge to all by proper display, categorization and classification of resource materials.
- Help all the users to develop the skills to make optimum use of all the facilities.
- Undertake activities to foster an interest in books and increase involvement in the library.
- Improve the collection and services on a continuing basis in consultation with users/stakeholders.
- Workout a programme in consultation with teachers for the effective use of all types of library materials.
- To work effectively and efficiently by undertaking every activity in a professional manner.

The above said objectives could be achieved only with the help of a properly planned and well-instituted School Library Programme. The Library Media Centre at Kendriya Vidyalaya Pattom has been putting efforts to live up to the expectations of the teaching and learning community by following a planned library programme. In the academic year 2008-'09, the targets and activities are rearranged to incorporate the new policy guidelines.

The following sections discuss the past achievements, present state and the new targets sets in the current session for the library.

1 Library of Kendriya Vidyalaya Pattom - Historical background

The library started functioning along with the Vidyalaya itself in the year 1965.It accumulated a good collection of resources and infrastructure by the years.

3Collection Development

The Policy says about maintaining a well-rounded core collection of information resources including reference materials to satisfy the regular needs of staff and students.

The stock of the library mainly contains books, periodicals, newspapers and multimedia/online information resources.

2.1 Books

In the year 2007-'08 the library developed a core collection of reference materials that included encyclopedias, maps, yearbooks, almanacs, dictionaries atlases, subject reference materials and textbooks. Some important additions were the Encyclopedia of Britannica (32 vols. Full set) and the Encyclopedia of Careers and Vocational Guidance.

Now the library has one Ready Reference Section, located in the reading room for easy accessibility and a closed reference section in the stack room.

The general (fiction and nonfiction) books those circulated among the users are enriched in a dynamic way. Our effort is to provide the current and well written books which are appropriate to the user community as soon as they arrived in the market.

The accession of books is not an year ending procedure. The library should be renewed with the current and relevant information sources through out the year.

2.1.1 Selection of Books

The school library committee nominated teachers (subject-wise) for the selection of books. The members survey the market and select the books.

Recommendations from the subject teachers are also considered. The teachers are also encouraged to procure the required books from the market with the approval of the School Library Committee.

2.1.2 Suggest A Book Register/Box

A register is kept in the library on which the users can write their suggestions for new books. These are taken into consideration during the purchase. A new suggestion box is also installed as specified by the policy.

2.1.3 Open Access

The library follows open access system in which the users can choose the books from the shelves freely according to their interest.

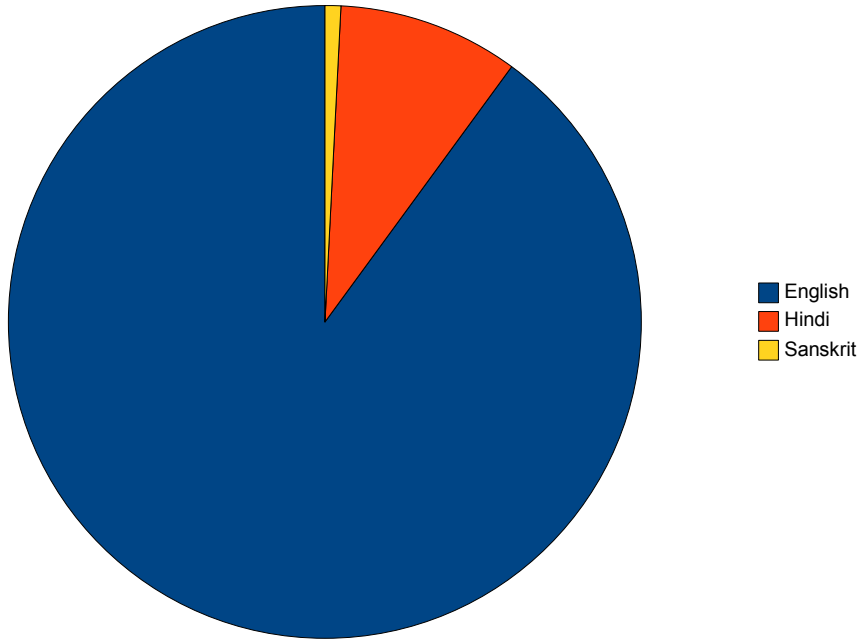
2.1.4 The stock

As per the stock register, the library has a collection of **22,299** books as on 06th September 2008. After condemnation the collection physically present is **14,451**.

The number of new books added from 01st April to 06th September 2008 was **648** (In the academic year 2007-'08, it was **1220**).

2.1.4.1 Language-wise division of collection

English	: 13,007
Hindi	: 1334
Sanskrit	: 110



The library has already ordered 210 books in Hindi from various publishers.

Illustration 1: Language-wise division

2.1.4.2 Subject-wise division of collection

GK & Competitive Exams	: 300	
Computer Science	: 192	
Philosophy	: 234	
Religion	: 53	
Social Science	: 836	
Economics	: 241	
Education	: 326	
Language	: 242	
Science	: 1859	
Mathematics	: 550	
Physics	: 409	
Chemistry	: 285	
Biology	: 177	
Botany	: 69	
Zoology	: 91	
Technology	: 331	
Arts	: 163	
Literature	: 4952	
Hindi Literature	: 725	
Geography & History	: 865	
Biographies	: 376	
Career Guidance and Counseling	: 19	
<i>Reference Books</i>		: 778
<i>Text Books</i>		: 1322
<i>Children's Literature(for Class Libraries)</i>	: 3248	

2.1.5 Stock verification and condemnation

In April 2008, after annual stock verification, **127** books (worth Rs.1104/-) were found unusable and recommended for condemnation.

2.1.6 Binding

Mutilated books have been regularly sending for binding..

2.1.7 Targets for 2008-'09

The targets set for the year 2008-'09 is the inclusion of more children's literature (for class libraries),Hindi and reference books into the collection.

2.2 Periodicals

Periodicals provide current information. That may be the original research results or the compilation of news and information that enriches the existing knowledge base of the user community.

2.2.1 Subscribed and gifted Periodicals

The library subscribes **58** periodicals. It gets three periodicals from Kendriya Vidyalaya Sangathan and six as gifts from other organizations.

Out of a total of 67 periodicals, there are 09 weeklies, 09 fortnightlies, 42 monthlies and 07 quarterlies.

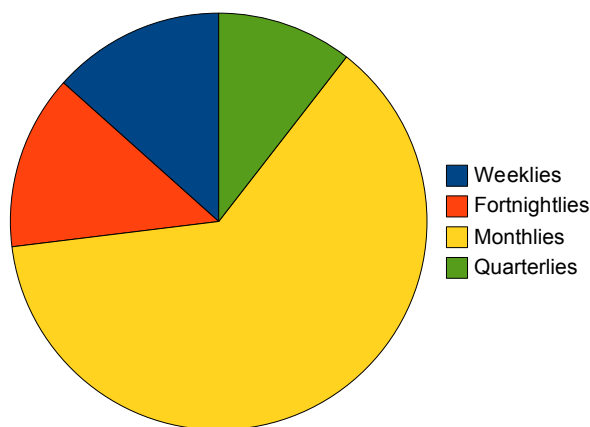


Illustration 2: Periodicals:periodicity

2.2.2 Periodicals subject-wise division

For the subject wise list of periodicals available in the library , see **Appendix I**. Four periodicals (*Geo, Knowledge Quest, Wisdom and Science Reporter*) are added newly into the collection in 2008-'09.

2.2.3 Targets for 2008-'09

Contents page current awareness service (CAS) of important periodicals. Binding of scientific and useful journals.

2.3 Newspapers

The library subscribes 06 (Six) newspapers. Four national and two regional, out of which one is in Hindi. (see **Appendix II** for details).

2.3.1 Newspaper clipping service

Young World (The Hindu), My School (Indian Express), and thematic collections of newspaper clippings (eg: Careers) are kept in the library.

2.3.2 Scrapbooks

Scrapbooks on “Know your English”, Science and Technology are maintained.

2.3.3 Board Examination Question papers

Board examination question papers for classes X and XII for years 2006, 2007 and 2008 are kept for reference and photocopying.

2.4 Multimedia

Multimedia are information sources which contains either audio, video or both and sometimes along with text or graphics. The modern teaching and learning environment insists upon the use of multimedia extensively because of its user friendliness and comprehensibility.

2.4.1 Collection development

In the year 2007-'08, the collection building started. Including this year's additions, now the library has a collection of 71 multimedia CDs on various subjects.

Britannica and Encarta encyclopedic CDs are valuable additions those are installed in the library network for public viewing.

There are VCDs on activities and experiments and animated stories useful for children in primary classes.

TERI videos, which deal with environmental issues, are also an attraction.

For a complete list of multimedia available in the library, see **Appendix III**

2.4.2 Targets for 2008-'09

Develop a core collection of multimedia including audio and video contents. Screening of VCDs in a scheduled manner.

2.5 Internet and Online resources

The library has 08-networked systems with internet connectivity. Users are provided with these systems for on line information searching. Assistance from the librarian is also given for proper information search.

An Internet user register is kept to track the activities.

The users can screen the issued CDs/VCDs and access the online information.

2.5.1 Targets for 2008-'09

Library instructional sessions on internet and online search techniques.

3 Library Organization

Easy accessibility of resources within a minimum time period is the key of library organization. Following proper systems for the arrangement and display of resources with adequate user instructional programmes lead the way.

3.1 Library Automation

Library automation may be defined as the application of computers to perform traditional library house keeping activities such as acquisition, circulation, cataloguing, reference and serials control.

An integrated library management software with a well updated database of the resources make the work possible.

The library uses "Libsoft" library management software. It is a user friendly system with essential modules for a school library.

The process of retrospective conversion of bibliographic data completed in three months in 2007-'08. For an automated circulation every user should have his/her own library identity cards with an unique bar coded number. Since the Vidyalaya was on the move to make its own student/staff I.D. cards, it was decided to barcode the Admission Number on one side of it for library use.

(For the complete work flow of the process see the document "Report of the automation of Library at Kendriya Vidyalaya Pattom").

3.2 Classification and cataloguing/OPAC

The library follows Dewey Decimal system of book classification, Ed 21. This is a subject classification where books are classified based on their subjects, mainly into Ten divisions.

In library's Online Public Access Catalogue (OPAC), the users can search for books. After finding the Call number of the required book from the system they will get the shelf number from the index of the shelves. Then from the shelf they can pick the book.

3.3 Shelving and display

The books are kept in lockable shelves and are openly accessible. Periodicals are displayed in periodical racks. New books are on display for the first one-month in the new arrivals rack.

Five bulletin boards are maintained in the library.

They are:

- Library News (new arrivals, activities, display of book jackets)
- Book Reviews (by students and teachers)
- Career and Guidance (near the book shelf containing related books)
- Reader's club (news and activities)
- Sports corner

3.4 Activities for the year 2008-'09

S.No	Programme	Proposed dates	Activities
01	International Children's Book Day	02 April	Exhibition, Book reviews, Discussions (<i>conducted</i>)
02	World Book Day	23 April	Exhibitions, Literary competitions, Meet the author programmes (<i>conducted</i>)
03	Inauguration of Reader's Club	23 April	Beginning of Reader's Club activities for the session (<i>conducted</i>)
04	Reader's Club activities	Whole academic year	Seminars, Exhibitions, displays, competitions, Meet the Author, Book discussions (<i>started</i>)
05	Independence Day	11-16 Aug 2008	Exhibition of books on freedom struggle (<i>conducted</i>)
06	Book Fairs	03 times in a year	By external agencies
07	Teacher's Day	01-06 Sept 2008	Exhibition of books on or by Dr.S.Radhakrishnan (<i>conducted</i>)
08	Hindi Fortnight	15-27 Sept. 2008	Exhibition of important Hindi books in the library & competitions
09	Gandhi Jayanthi	29 Sept-04 Oct.2008	Exhibition of books on or by mahatma Gandhi and Non violence
10	U.N.Day	20-25 Oct. 2008	Exhibition of books on United Nations and other International organisations
11	Children's Day	10-15 Nov.2008	Exhibition of books on or by Jawaharlal Nehru

			Competitions
12	National library week	14-20 Nov. 2008	-Exhibition of rare books in the library -Competitions 1.Book review 2.Designing book jackets 3.Story telling 4.Book reading 5.Literary quiz 6.Designing Bookmarks 7.Assembly programmes 8.Find the book 9.Library cultural programmes, etc
13	Indira Gandhi's Birthday	19-22 Nov. 2008	Exhibition of books on Indira Gandhi and other Indian Prime Ministers
14	Army Flag Day	03-10 Dec. 2008	Exhibition of books on Indian Army and warfare
2009			
15	Republic Day	23-29 Jan. 2009	Exhibition of books on India (Society and constitution)
16	Martyr's Day	26-31 Jan 2009	Exhibition of books on or by freedom fighters
17	Kerala State Reading Week	05-11 Jan 2009	Book reading competitions
18	Other important days/events		Exhibitions/displays and other programmes
19	Know your Library Programmes	Once in a month	Tour to the library to understand its resources and activities
20	Screening of VCDs	Once in a month	Screening of Educational and issue based VCDs for children
21	Workshops and	Once in a year	For other School Librarians

orientation programmes		
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3.5 Reader's Club

The aim of Reader's club is to foster the reading habit and information literacy skills among students. To cater this, the club organizes activities such as seminars, exhibitions, book talks, author visits, discussions, tours and competitions.

The Executive Committee of the Club was selected from the 300 students registered their names in a general body meeting. In the committee, each class has two representatives. Office bearers such as President, Secretary, Joint Secretary were also selected. The committee includes two teacher members, librarian as convenor and the Principal as Patron.

Smt. Lalitha Lenin, Children's writer and former HOD of DLIS, University of Kerala on 23rd April, International Book and Copyright Day inaugurated reader's club of the session 2008-'09. Literary Quiz and book review competitions were held in connection and prizes were distributed by the guest.

On Harry Potter's birthday, July 30th, a "Book jacket designing competition" was conducted. The winning entries are displayed in the library bulletin board.

In committee meetings, activities are planned and implemented.

3.6 Targets for 2008-'09

Proper and timely implementation and evaluation of activities

4 Library Services

School library is essentially a service-oriented institution. Optimum utilization of resources present in the library is achieved only with planned and effectively implemented services.

4.1 Circulation

The register method has been following for the issue and return of books. The issue of I.D. cards completed in the first week of September 2008. Automated circulation started on a trial basis from the second week of the same month. Issue registers are also maintained. Since the Vidyalaya has four sections, it was decided to limit the number of books issued to students to one and five to staff. However, needed users could issue more books at a time. Renewal and reservation facilities are also provided. Separate issue registers are maintained for periodicals and multimedia. Students are welcomed to help the librarian in routine activities.

For detailed user statistics see **Appendix IV**

4.2 Reading facilities

The reading room of library is equipped with reading tables and molded chairs. Proper lighting is also provided.

The library is kept open from 07 a.m. to 06 p.m. on all working days.

4.3 Library periods

Classes from VI to XII are coming to the library in their library periods. Issue and return of books are taken place during this time. The librarian also provides,

- Reference services
- Orientation programmes for new library users
- Instructional programmes
- Information literacy programmes
- Checking of library note books

4.4 Library note book

The students are directed to submit book reviews along with their returned books. A prescribed format is given beforehand. The reviews are checked and good ones are displayed on the book review bulletin board.

Best Reader of the year awards are given to each class in the Annual Day function every year.

4.5 Class libraries

Class libraries from Class I to V are formed under the charges of respective class teachers. Books were issued to them based on the reading habit and age of the children. A class library book issue register is maintained.

Enough books are accessed for class libraries with the help of primary teachers in the selection process.

The class teacher is maintaining a register containing information regarding the issue of books.

4.6 Internet and online services

Library has 05 computers with internet connectivity accessible to students and teachers. The facility for online searching of CDs is also given.

4.7 Targets for 2008-'09

Strengthening of class libraries with more library/book related activities.

Making students and staff the expert users of resources.

Giving more Current awareness services.

Introduction of library cards to students.

5 Management of the library

5.1 School Library Committee

The committee comprises of three teachers(one each from primary, secondary and senior secondary), two student members, librarian as member secretary and Principal as Chair person.

The first meeting of the committee was held on July 2008. In the meeting, discussions were held on the new library policy in detail and suggestions regarding the resources and activities of the library. Committee decided to held quarterly meetings.

The members are:

- i.Mrs.Leena Mary, PGT(Phy)
- ii.Mrs. L. Jayalekshmi, TGT(Eng)

- iii. Mrs. G.S.Ranjini, PRT
- iv. Ms. Soumya, XII D
- v. Ms. Salini Johnson, X A

5.2 Targets for 2008-'09

More participatory activities from the side of the library committee to foster reading habit and library use.

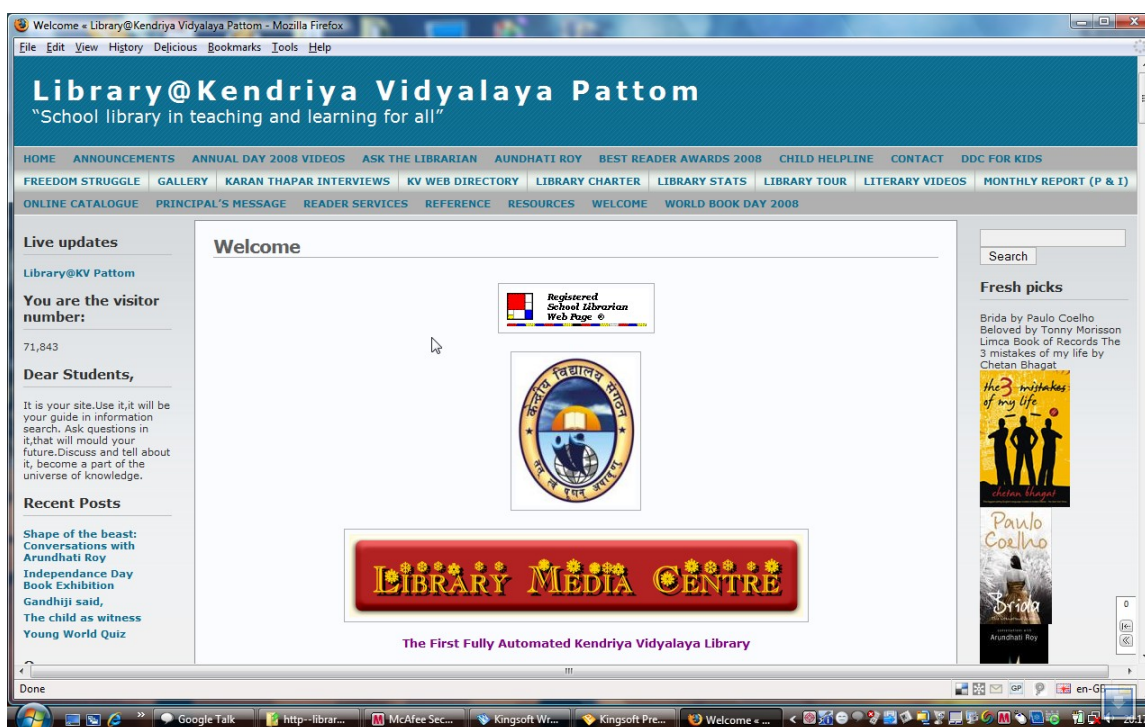
6 Projects or innovations undertaken

Every year some projects are undertaken by the library to enhance its reach and relevance.

6.1 Library automation

The project began in 2007-'08 and the trial run started in September 2008. It has changed the nature of library routine activities from a time consuming one to minimum time taken and user friendly.

6.2 Library Blog

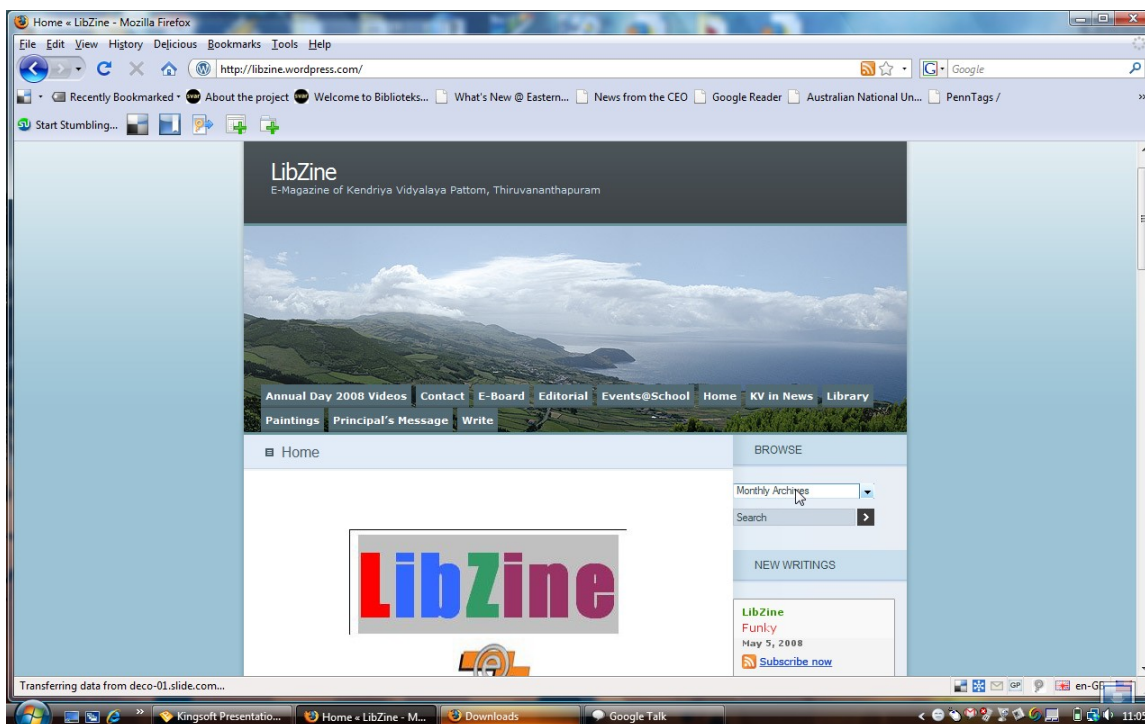


KV Pattom library blog: home page

The blog started in September 2007 and gained popularity among the users with in a short time. It acts as a window to library's resources and services. The user from anywhere in the world can get information about new books and periodicals, book reviews, popular books, videos, library catalogue, exhibitions, displays, competitions and various services and comment on that. The users can ask reference questions in the "Ask a Librarian" section. It has a directory of useful websites for students and teachers. E-mail reference and chat reference are also provided. Overall, the blog is the web interface of the Vidyalaya library. It is also linked with the vidyalaya website.

Access the blog at [http:// librarykvpattom.wordpress.com](http://librarykvpattom.wordpress.com)

6.3 LibZine : the E-magazine



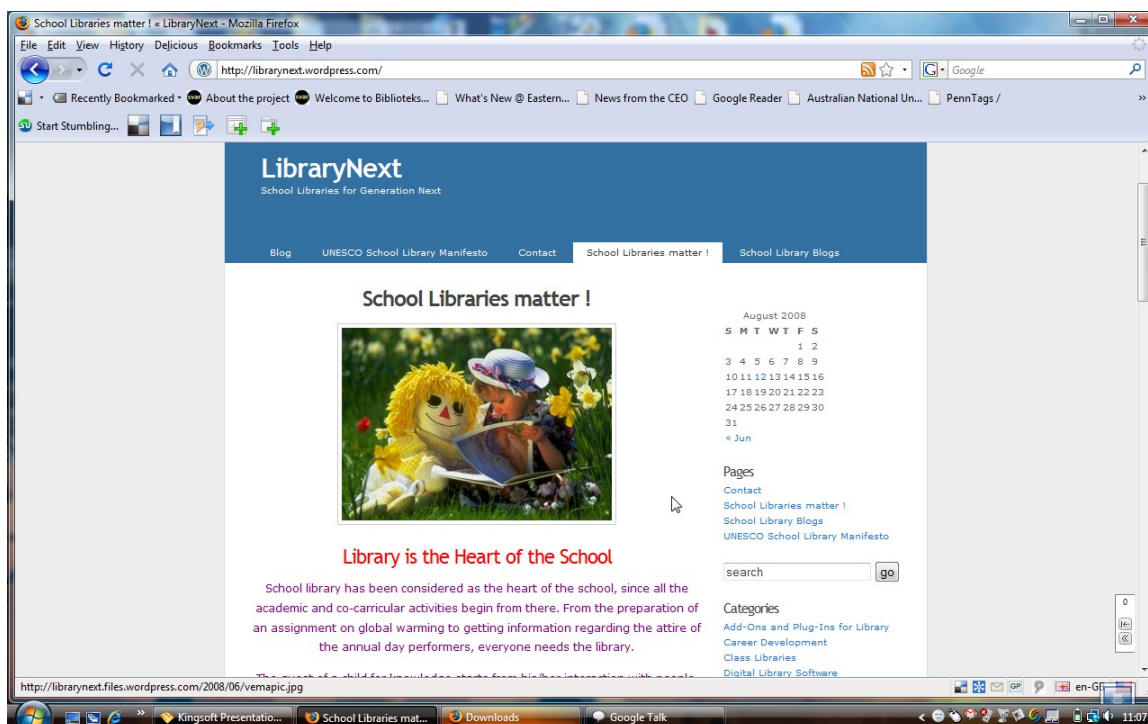
LibZine home page

The library launched an E-magazine in January 2008; to foster the creative talents of the students and staff of the Vidyalaya. The magazine has an editorial team of teachers and a student editor. The team selects the articles to be published. There are separate sections for poems, short stories, articles, experiences, book reviews, paintings and cartoons. The contributions are received through E-mail. The e-zine also gives information about current creative activities in the school.

Every year a literary prize competition is conducted to boost the literary talent of the students

Access the E-zine at <http://librarykvpattom.wordpress.com>

6.4 LibraryNext



LibraryNext home page

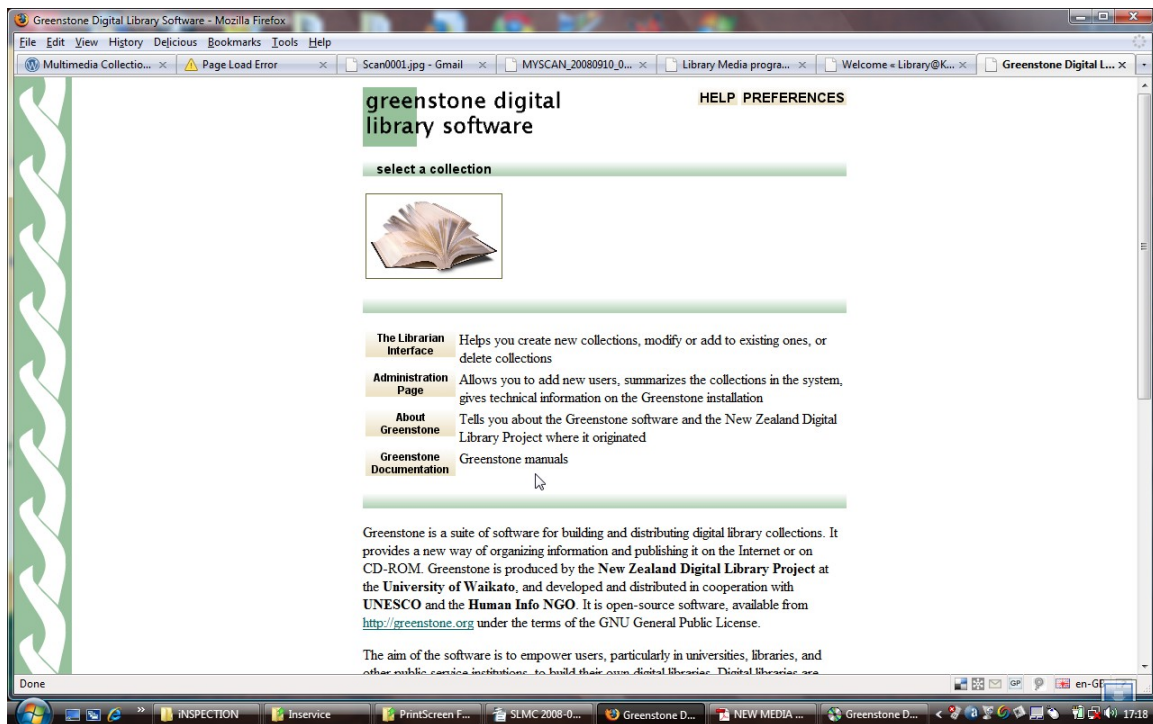
This is a blog exclusively for professional school librarians. It contains links to useful resources and documents related to school librarianship.

7 Future projects

Some projects are planned to implement in the session 2008-'09. Digital Library and Library Blog directory are the important one's.

7.1 Digital Library

Digital libraries are libraries where all the resources are in digital or computer readable form. Greenstone is internationally acclaimed open source digital library software that can be used to build the digital library. It will contain e- resources such as e-books, e-journals, question papers, subject-wise online weblinks, KVS online resources, etc. The library can be accessed from any computer in a networked environment.



Greenstone Digital Library (GSDL) homepage

7.2 Blog Directory of Kendriya Vidyalaya Libraries

New media web technologies help libraries to become more interactive and participatory in its function and services. A web/Blog directory of Kendriya Vidyalaya libraries in the country will enhance the internal communication among librarians and enrich their collective knowledge base, which will equip them to sharpen their professional skills.

Conclusion

The concepts of school library Media Centre are undergoing a sea change. To cope with the myriad information needs of the teaching and learning communities, the libraries should adapt new media technologies along with the traditional activities. A well-planned library programme is the basis of a successful and modern library. Experiment is the keyword where change will be the result.

STATISTICS: PERIODICALS (Topical)

General

(International)

1. Time
2. Newsweek

(National)

3. Frontline
4. Outlook
5. India Today
6. The Week
7. Business India
8. Reader's Digest
9. Women's Era
10. Grihashobha(Hindi)
11. Sarita(Hindi)

(Regional)

12. Mathrubhumi Illustrated weekly
13. Samakalika Malayalam vaarika

Educational

14. Competition Success Review
15. Junior Science Refresher
16. Competition Refresher
17. Competition Master
18. Pratiyogita Darpan
19. Wizard
20. Civil Service Chronicle
21. G.K. Today
22. G.K. Refresher
23. Biology Today
24. Chemistry Today
25. Physics For You
26. Mathematics Today
27. Education Today for IX, XII
28. Labour India for Class X

NCERT

29. Journal of Indian Education (NCERT)
30. Primary Teacher (NCERT)
31. Journal of Value Education (NCERT)
32. School Science(NCERT)

Science and Environment

- 33. National Geographic
- 34. Scientific American
- 35. Geo Junior
- 36. Science Reporter
- 37. Knowledge Quest
- 38. Geo
- 39. Dream 2047

Computer Science and IT

- 40. Digit
- 41. Electronics For You
- 42. PC World

Sports& Games

- 44. Sportstar

Children's Magazines

- 44. Children's World
- 45. Wit
- 46. Wisdom
- 47. Gokulam
- 48. Tinkle
- 49. The Youngest
- 50. Champak(Hindi)
- 51. Champak(English)
- 52. Children's Digest
- 53. PCM Children's Magazine
- 54. Magic Pot
- 55. Tell Me Why?

Career

- 56. Employment News
- 57. Yojna

Scouts and Guides

- 58. Bharat Scouts and Guides

KVS

- 59. KVS Quarterly Journal
- 60. Sangam
- 61. KVS Quarterly Newsletter

Service matters

- 62. Swamysnews

Gift subscriptions

- 63. Bhagirath (CWC)
- 64. Digital Learning
- 65. Mentor
- 66. Executive Knowledge Lines
- 67. Keral Jyoti

STATISTICS: NEWSPAPERS*

National

- The Hindu (04 copies)
- The New Indian Express (03 copies)
- Business Line
- Navbharat Times (Hindi)

Regional (Malayalam)

- Mathrubhumi

- Malayala Manorama

STATISTICS:MULTIMEDIA

Encyclopaedia

Encarta Standard Edition, 2007

Encyclopaedia Britannica, 2007

Science

Discovery channel school: Solar system

Discovery channel: Earth quakes

Discovery channel: Space exploration

Discovery channel: Nano technology

Discovery channel: AIDS ending the epidemic

Internet fundamentals

Travel

Kerala: The green symphony.Ver.2

Arts

Symphony celestial: Concise edition vol.1

Symphony celestial: Concise edition vol.2

Competitive Exams

Manorama entrance winner: Medical, No.1 Physics

Manorama entrance winner: Medical, No.2 Chemistry

Manorama entrance winner: Medical, No.3 Biology

Manorama entrance winner: Engineering, No.1 Physics

Manorama entrance winner: Engineering, No.2 Chemistry

Manorama entrance winner: Engineering, No.3 Mathematics

Language

English literature and MCB for classes IX and X

TERI VCDs

To their credit

Taj Mahal: Beyond the love story

ABC of water pumping efficiency

Treads of life

Uttam urja

Global warming

Shifting powers

Rural resources

Give us a life please
Daughters of the soil
Where is my dinner?
An area of darkness
Forests
Learning to dream again
Earth we see and earth we want
New prescription
Water ignites life and hope

Children's VCDs

Tales of Mulla
Rhymes on fruits and vegetables
Shakespeare stories-5: Animated stories
Little angels rhymes
Life and moral stories of Mahatma Gandhi
Classic adventures
Budha: A life story
Birbal the wise, Vol 2
Good manners
Moral stories
Tenali Raman, Vol.1
Play school, 3
My first words
Stories of Vikram Betal
Grandma tales
Folktales of India
Vikram and Betal
Alibaba and 40 thieves
Indian festivals and culture
Learn with fun: Maths, 4-8 yrs
English grammar: level 2
Science experiments
English grammar: Level 1
Spoken English. Vol. 2
Power vocabulary
Smart science: Age 6-8 years
Educational activities: Age 4-5 years
Phonics activities for ages 6-7
Learn science: Age 4-10 yrs
Buzzers rapid maths
Buzzers general knowledge quiz
****Total Number of Multimedia : 72 (as on 10/09/2008)***

STATISTICS: USERS*

Total number of student users : **1200**
Total number of staff users : **75**
Class Library users : **1200**

No. and percentage of collection issued on a given day : **260; 02 percent.**

Number of books issued during a stated period:
5000 books appr. in the month of July 2008

Average books issued per user per unit time : **05** books/month

Number of recommendations received for purchase of books per year : **80**

Class wise list of activities conducted in a year along with number of participants :

- i) Literary quiz competition -class VI-XII; **40** participants
- ii) Book review competition-class VI-XII; **45** participants
- iii) Book jacket designing competition VI-XII; **45** participants

Number of new books added per year :

2007-'08	: 1220
01/04/2008 to 06/09/2008	: 648

Number of old books weeded out : **127**
