



A BRIEF REPORT OF FUNCTIONING OF THE LIBRARY FOR THE YEAR 2017-18

Like previous years (2016-17) the Library Sub-Committee played a very significant role for promotion of our Library and its services. New books were added, new members joined and the whole system of the library has been re-invented. A brief report is furnished below for the convenience of the library members as well as the residents of our block association-

1. Constituted an efficient library Sub-committee consisting of competent members.
2. An attempt has been made for the enhancement of library membership through circular, notice and notifications on website of our block association and above all personal approach to residents of our block and friends of other blocks of Salt-Lake City and adjacent places. The present strength of the library membership is **thirty seven (37)**.
3. Dusting, cleaning and preservation work were done in library for the maintenance of books and furniture as usual.
4. The outstanding library membership fees has been collected from **twenty five (25) previous members amounting Rs. 3,000/-**
5. The present library sub-committee (2017-18) **purchased new books worth Rs. 15,000/- (Rupees fifteen thousand only) sanctioned by the executive committee (2017-18) of our block association. The numbers of volumes are forty nine in count.** The books are of varied nature and different tastes which obviously serve the purpose and need of the library readers to some extent.
6. After purchasing, the new books were processed technically and catalogued alphabetically in book-form which is convenient to library users. The new books are properly arranged in broken order at shelves keeping old books in other sequence according to accession number.
7. As per observation made in the audit report (2016-17) for maintaining donation register, the library committee **introduced 'Donation Register' for donated books.** A few members' names who have donated books were enlisted in the record of donation register so far.
8. **Swaraswati Puja**—Besides library activities, the library committee under the able guidance of Block Association also organized '**Swaraswati Puja**' on 22nd January, 2018 in a befitting manner at our BA Block Community Hall 'Utsarga'.

**Prepared by-----
BA Block Residents' Library Sub-Committee (2017-18)**