

**PRIVATE SECONDARY EDUCATION AUTHORITY**

**MONITORING OF NORMS AND STANDARDS IN A FACILITY RECKONED AS:**

**LIBRARY UP TO GRADE 13 - Year 2021/2022**

Name of School : \_\_\_\_\_

Date of Verification : \_\_\_\_\_

Is the facility New / Relocated / Existing /Upgraded ? \_\_\_\_\_

Number of sections and number of students using this facility:

<b>Grade</b>	<b>No. of Sections</b>	<b>No. of Students</b>	<b>No. of Groups</b>
EP 7			
EP 8			
EP 9			
EP 9+			
7			
8			
9			
10			
11			
12			
13			

Name of Library Clerk/Officer: \_\_\_\_\_ Qualifications: \_\_\_\_\_

**IMPORTANT NOTES:**

**The following conditions should be fulfilled to ensure a reasonable standard:**

- **The room and floor area provided should be appropriate.**
- **A minimum score of 75 % should be obtained in each of the four Sections A to D.**
- **Lending Records of reading materials to students should be kept.**
- **Stock should be renewed on an annual basis as per requirements at Section D.**

<b>A. PHYSICAL FACILITIES – weightage: 30 %</b>						
<b>Item</b>	<b>Description</b>	<b>Requirements</b>	<b>Marks Per Unit</b>	<b>Marks Item-wise</b>	<b>Existing</b>	<b>Score</b> <i>(for PSEA use Only)</i>
<b>1. Floor Area and Room</b>  <b>NOTES:</b> i) For existing Libraries the previously approved Floor Area shall be accepted and rated pro-rata.  ii) For new Libraries the required area of 60 m <sup>2</sup> should be provided.	<b>Concrete Building</b>	An area of 60 m <sup>2</sup> or more is required	75	4500		
	<b>CONDITIONS OF ROOM:</b>			1500		
	<b>Ceiling</b>	Plastered Crack-free	10%	<b>(Marks on conditions pro-rata on area)</b>		
	<b>Walls</b>	Plastered & painted	10%			
	<b>Flooring</b>	Flat & tiled /painted	10%			
	<b>Shape</b>	Convenient	10%			
	<b>Set Up/Mobility</b>	Conducive	10%			
	<b>Cleanliness</b>	Maintained	10%			
	<b>Proper Storage and Classification</b>	Indexing & Accessibility	10%			
	<b>Lighting</b>	Adequate Natural/ Assisted	10%			
	<b>Ventilation</b>	No noise interference	10%			
	<b>Atmosphere</b>					
<b>2. Furniture and Accessories</b>  <b>*NOTE:</b> Major problems in the conditions of items i) to vi) that affect the use of the Library and/or comfort of students or Library Officer may result in total forfeiture or partial deduction on the marks for conditions.	i) Tables	20 m <sup>2</sup>	22.5		450	
	ii) Chairs ( <i>benches and stools not rated</i> )	40	20	800		
	iii) Bookcases/Cupboard <b>or</b> Shelves	10 100m	75 7.5	} 750		
	iv) Table (1.25 x 0.75)m <sup>2</sup> and Chair for officer-in-charge	1 set	150		150	
	v) Wall Clock	1	100	100		
	vi) Power point	2	75	150		
	<b>Conditions of items i) to vi)*</b> (Re. side-note)			700		
<b>TOTAL Sect. A</b>				<b>9100</b>		Score Sect A

**Actual Marks Scored on Section A =  $\frac{\text{Score Sect A}}{12000} \times 12000 =$  \_\_\_\_\_**  
**9100**

<b>B. SAFETY ITEMS – weightage 10 %</b>						
Item	Description	Quantity required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use Only)
1. First Aid kit	Equipped to treat cuts, burns and eye problems	1	450	450		
2. Fire Extinguisher	Capacity: 2 L or 2 kg (serviced on time)	1	500	500		
3. Emergency Exit (clearly indicated)	Additional door for quick exit in case of emergency	1	500	500		
4. (i) Main Switch/ Circuit Breaker	Separate for the Library and located at an accessible place inside the library.	1	450	450		
(ii) ELCB/RCD		1	500	500		
5. Fire Blanket		1	400	400		
			<b>TOTAL Sect. B</b>	<b>2800</b>		Score Sect B

**Actual Marks Scored on Section B =  $\frac{\text{Score Sect B}}{2800} \times 4000 =$  \_\_\_\_\_**

<b>C. DOCUMENTATION UNIT &amp; RECORDS – weightage: 30 %</b>						
Item	Description	Quantity required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use Only)
1. Documentation Unit <small>*i Software licensed ii Dual core or better iii Min. speed 1.66 GHz iv Windows 7 or later v Screen min. 17"/15.6"</small>	<ul style="list-style-type: none"> <li>• PC/Laptop* (<i>Re. side-note</i>)</li> <li>• Internet</li> <li>• Network Printer</li> </ul> All the above functional and Records kept for all levels separately.	5 Connected 1	300 500 500	1500 500 500		
2. Lending	Organized lending records (internal/external)		2000	2000		
3. Project Work/ Research	On at least 15 different subjects	Min.20 projects	50	1000		
4. Time Table	At least 1 Library period/class Affixed in the Library.			500		
5. Accession Book	Up to date with proper entries			500		
6. Stock Book	Up to date with proper entries			500		
7. Other Items	i) Daily Newspaper ii) World Atlas iii) Display Board ( <i>displaying relevant information</i> )	2 1 1	250 500 200	500 500 200		
			<b>TOTAL Sect. C</b>	<b>8 200</b>		Score Sect C

**Actual Marks Scored on Section C =  $\frac{\text{Score Sect C}}{8200} \times 12000 =$  \_\_\_\_\_**

<b>D. READING MATERIALS &amp; STOCK RENEWAL – weightage: 30 %</b>						
<b>Item</b>	<b>Description</b>	<b>Quantity required</b>	<b>Marks Per Unit</b>	<b>Marks Item-wise</b>	<b>Existing</b>	<b>Score (for PSEA use Only)</b>
<b>1 Dictionaries</b>	a) English	5	75	375		
	French	5	75	375		
	Other language/s	2	75	150		
	b) <i>Translation</i>					
	English – French &	2	75	150		
	French – English	2	75	150		
	Other Language/s	2	75	150		
	c) Thesaurus (English)	1	75	75		
	d) Dictionary of either Economics, or Mathematics or Science or other subjects (at least 3)	3	75	225		
	e) <i>Condition of Dictionaries</i> (Cover/Binding/Cleanliness)			100		
			<b>Sub-Total</b>	<b>1750</b>		
<b>2. Encyclopedias</b>	a) <b>Junior Set</b>					
	English	1 set	250	250		
	French	1 set	250	250		
	b) <b>Senior Set</b>					
	English	1 set	750	750		
	French	1 set	750	750		
	<i>Condition of Encyclopedias</i> (Cover/Binding/Cleanliness)			200		
<b>3. Encyclopedias on DVD (Original)</b>	a) <b>Junior Set</b>					
	English	3	250	750		
	French	3	250	750		
	b) <b>Senior Set</b>					
	English	3	750	2250		
	French	3	750	2250		
			<b>Sub-Total</b>	<b>8200</b>		

Item	Description	Quantity required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use Only)
4. Reference Books for subjects authorised and taught (Recent Books)	i. English (HSC, Main)	15	40	600		
	ii. French (HSC, Main)	15	40	600		
	iii. English Language	15	40	600		
	iv. French Language	15	40	600		
	v. Chemistry	15	40	600		
	vi. Physics	15	40	600		
	vii. Biology/Marine Science/Envt. Mngt.	15	40	600		
	viii. Mathematics	15	40	600		
	ix. Economics	15	40	600		
	x. Accounting	15	40	600		
	xi. Geography	15	40	600		
	xii. Business Studies/Business/Business & Entrepreneurship Education/Enterprise	15	40	600		
	xiii. Computer Science	15	40	600		
	xiv. Art & Design	15	40	600		
	xv. History	15	40	600		
	xvi. Travel & Tourism	15	40	600		
	xvii. Sociology	15	40	600		
	xviii. Food & Nut./Food Studies	15	40	600		
	xix. Fashion/Design & Textiles	15	40	600		
	xx. Law	15	40	600		
	xxi. Design & Communication	15	40	600		
	xxii. Design & Technology	15	40	600		
	xxiii. Hindi	15	40	600		
	xxiv. Urdu/Arabic	15	40	600		
	xxv. Modern standard Chinese	15	40	600		
xxvi. Islamic Studies	15	40	600			
xxvii. Hinduism	15	40	600			
xxviii. Physical Education	15	40	600			
xxix. Other subjects	15	40	600			
	b) Condition of Books (Cover/Binding/Cleanliness)			1000		
			<b>Sub-Total</b>	<b>18400*</b>		

\* NOTE: This Subtotal may vary and is to be adjusted in accordance with subjects authorised and taught.

Item	Description	Quantity required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use Only)
<b>5. Novels</b>	<b>Junior</b>					
	English	300	5	1500		
	French	300	5	1500		
	Other language/s	50	5	250		
	<b>Senior</b>					
	English	500	10	5000		
	French	500	10	5000		
	Other language/s	50	10	500		
	<i>Condition of Books</i> (Cover / Binding / Cleanliness)			400		
			<b>Sub-Total</b>	<b>14150</b>		
<b>6. Magazines</b> (should not be more than 2 years old)	<b>Junior</b>					
	English	50	5	250		
	French	50	5	250		
	Other Language/s	20	5	100		
	<b>Senior</b>					
	English	50	10	500		
	French	50	10	500		
Other Language/s	20	10	200			
	<i>Condition of Magazines</i> (Quality/Cleanliness)			500		
			<b>Sub-Total</b>	<b>2300</b>		

Contd. on the next page

7. RENEWAL OF STOCK						
Item	Description	Quantity required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use Only)
<b>Renewal of Stock</b> (not more than 1 year)  <b>NOTE:</b>  <i>To be recorded in the Accession Book with proper entries including date of purchase</i>	<b>a) <u>Reference Books</u></b>					
	<b>Junior</b> 1 book per subject authorised and taught	Min 15	80	1200		
	<b>Senior</b> 1 book per subject authorised and taught	Min 20	160	3200		
	<b>b) <u>Novels</u></b>					
	<b>Junior</b>					
	English	25	15	375		
	French	25	15	375		
	Other language/s	10	15	150		
	<b>Senior</b>					
	English	50	30	1500		
	French	50	30	1500		
	Other language/s	10	30	300		
	<b>c) <u>Magazines</u></b>					
	<b>Junior</b>					
	English/other subjects	25	15	375		
French/other subjects	25	15	375			
Other language/s	10	15	150			
<b>Senior</b>						
English/other subjects	50	30	1500			
French/other subjects	50	30	1500			
Other language/s	10	30	300			
			<b>Sub Total</b>	<b>12800</b>		
			<b>TOTAL Sect. D</b>	<b>57600</b>		<b>Score Sect D</b>

Actual Marks Scored on Section D =  $\frac{\text{Score Sect D} \times 12000}{57600} = \underline{\hspace{2cm}}$

**MARK SCHEME AND SCORE**

<b>SECTION</b>	<b>WEIGHTAGE SECTION-WISE</b>	<b>TOTAL MARKS</b>	<b>ACTUAL MARKS SCORED</b>	<b>% SCORE Section-wise</b>
<b>A. Physical Facilities</b>	30%	12 000		
<b>B. Safety Items</b>	10%	4 000		
<b>C. Documentation Unit &amp; Records</b>	30%	12 000		
<b>D. Reading Materials &amp; Renewal of Stock</b>	30%	12 000		
<b>OVERALL</b>	<b>100%</b>	<b>40 000</b>		

**REMARKS AND SHORTCOMINGS**

*(With particular reference to conditions at page 1 and score obtained)*

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Signature of PSEA Supervisor / Senior Supervisor (s)

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Signature of Manager

Date:-----

Date:-----