

DISTRICT SCHOOL LIBRARY DATA LIST

DISTRICT:		DATE:		SES:		DCES:										
NUMBER	NAME OF SCHOOL	ADDRESS	PRINCIPAL	CONTACT DETAILS	NUMBER OF LEARNERS	EQUIPED AND FUNCTIONING LIBRARY	FULL TIME LIBRARIAN	PART-TIME TEACHER LIBRARIAN	TEACHER LIBRARIAN TRAINED BY DEPART MENT OF EDUCATION	TEACHER LIBRARIAN TRAINED BY OTHER THAN DEPARTMENT	LIBRARY FACILITIES – NOT FUNCTIONING	RESOURCES – NO FACILITIES	CLASSROOM/CORNER COLLECTIONS	MOBILE LIBRARY	NO LIBRARY	NGO – PROJECT (Name project)
1																
2																
3																
4																
Etc.																
TOTAL																

INSTRUCTIONS TO DISTRICTS

1. Get all the information about the schools: name of school, address, principal and number of learners.
2. Put it in an EXCEL file. Create the correct columns.
3. Just put 1 in the appropriate column if it is applicable/the answer is “Yes”.
4. If the school has a functioning library, it must have either a full or part time librarian. (Who is managing the library?)
5. Various projects are involved in different schools. BIBLIONEF should be seen as such a project.
6. Update the data-base in Jan-Feb each year and send to Mrs J. Hunter at the provincial Head Office: netta.hunter@gmail.com or 0866112726