**Simple Sample Annual Report – School Library of ……**

Prepared by:

[Delete this message: a report of any size offers an opportunity to promote the services and work of the school library]

The following information and statistics are have been collected in 2010 and serves to provide information that may assist with review and goal setting for St …. School Learning Community.

**TOTAL CLASS VISITS 2010**

(information from timetable or electronic booking system if using this)

**CIRCULATION IN 2010**

**What our library loaned this year….**

|  |  |
| --- | --- |
| Total number of items loaned: \_\_\_\_\_\_  Total Fiction: 1367  Total Junior Fiction: 2158  Total Non Fiction: 1400  Total other: 234 | Fiction circulation increase over last year \_\_\_\_ %  Total circulation increase over last year \_\_\_ % |

Possible Chart to show break down of items circulated (Pie chart)

**Average loans per student per year level – showing trend**

Optional: Unreturned Loans

Approximate value

**NEW RESOURCES CATALOGUED IN 2010**

**Total Resources Catalogued = \_\_\_\_\_\_\_\_**

[Instructions:

1. Use ‘New Resources’ button in Enquiry Module;
2. Search for resources added or edited during last \_\_\_ days
3. This file can be saved to a CSV file (spreadsheet)
4. Sort by GMD/ location to gather information about resources catalogued

**Breakdown of New Resources Catalogued**

Fiction 2356

Non Fiction 3456

Teacher Reference 1234