

ANNUAL REPORT



B.LIB.LSC 2019-20
Dept of LIS
Lucknow University

Report

- Report is an evaluated result which present specific contents that cover all the information related with the particular topic.
- The report may be public or private and oral or written.
- Reports are used in government, business and educational field.

Annual Report

- An Annual report is a comprehensive report of a company's activities throughout the preceding year.
- Annual reports are intended to give shareholders and other interested persons in which consist an information about the company's activities and financial performance
- A printed publication, usually less than 100 pages in length, submitted each year by the officers describing the firm's activities during the preceding fiscal year and its current financial position. ... Some nonprofit organizations also publish annual reports.

Annual Report of Library

- An annual report of the library is a document which accounts for the work done in the library during the previous twelve months.
- It differs from a budget as the latter is an estimate for the coming year while the former is the medium through which we can know the progress or regress of various departments during the previous year
- It differ from an annual financial statements in that the latter restricts itself to financial aspects only whereas the former covers all aspects including financial matters.

- It summaries the activities and achievement of the various department of library
- As the field of library management developed, the annual report became a vehicle for communicating the library's mission and accomplishments to its stakeholders, including funders (both private and governmental) and the general public. Writing and reading annual reports also allowed librarians to share professional knowledge and to benefit from each others' experience.

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Today's librarians have multiple media at their disposal to share information with the public, and professional journals, email groups, conferences and online communities facilitate networking to share ideas within the profession. Nonetheless, the library annual report persists as a unique sub-genre of grey literature.

Purpose of Annual Report in Library

- To acquaint the Board of Trustees and other administrative authorities about the real financial position and other aspects of the services rendered by a library.
- To serve as a publicity media towards attaining the users/redears towards library .
- Helps to compare of annual reports of different years which will enable the librarian to determine the strong and weak points of the library. This will help him to improve the library.

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- The staff position can be reviewed and reallocation of staff can be made in the library.
- To access the actual needs and to find out ways and means of the provisions of more funds.
- An annual report is a document which brings out clearly the volume of work performed by the library staff in a year.

An annual report contains

Statistical information

- Today's annual reports present statistical data very selectively.
- The report writers choose numbers that will impress the average reader, such as the Total number of books borrowed during the year or the number of people who accessed the internet on library computers.
- Historically, librarians counted many more things, and statistics were a constant topic of discussion among early librarians.

• Narrative information

Some library annual reports provide only the most concise, factual narratives, while others are long and opinionated. From a historian's viewpoint, the verbose reports are the best. Bernadette Lear writes, "It is exhilarating to read about the rise of open shelves; business, technical, and other special collections; young adult services; bookmobiles; and other advances...One can often glean important dates, staffing changes, milestones, city ordinances, a sense of how the library operated..."

• Visual information :

Today's annual reports are treasure houses of visual information. Nearly all of them feature full-color photographs of people using the library choosing books from the shelf, peering at computer screens, listening raptly to storytellers. Racial, ethnic, gender and age diversity are evident in the photographs, signaling that the library is a resource for everyone in the community.

• Future expectation:

A report can given the clear indication from contents and design that today's library annual report is intended as a marketing and fundraising tool, it could be enlightening to interview librarians who prepare annual reports, in order to discover what audiences they have in mind and what outcomes they perceive from their efforts.

Contents of Annual Reports

The most important feature of a report is its contents. A report may include the following main heads.

Area/ Population served

The area / population served goes to show the extent of library's services in terms of supply of books and non-book materials per head of the civil population.

Stocks of books and non-book materials:

Stocks of books and non-book materials like illustrations, prints, manuscripts, slides, phono-records, etc. The nature of book and non-book resources, including the fields of specialization as reported in the Annual Report will help to access the library's resources and capacity to serve the various needs of the community

Services (Technical and Readers service)

Technical services include classification, cataloguing, documentation; readers service including reference and circulation, photo-reproduction services, etc. The annual report should show what scheme of classification is followed, the physical and inner form of catalogue services rendered and the staff position as revealed in the annual report will show if the staff is insufficient or otherwise.

- In special libraries technical activities like indexing, abstracting and documentation should be mentioned and evaluated as far as possible. A statistical table may be appended to show the number of books subject wise and the per capita circulation of such books, etc.
- Reader's advisory service is the most important factor of modern library service. Proper statistic with description of such services are necessary for insertion in the annual report so that the authorities may be prompted to finance more improved services with the latest devices and enhanced reference resources.

Clientele

The number of registered readers, adult, children, blind, etc. is to be clearly shown along with statistics showing percentage of readers to population. The statistics of the clientele along with their reading interests as shown in the circulation statistics will enable the librarian to judge the usefulness of the library.

Finance

The annual report must indicate the actual financial condition of a library so that it may be found out if the budget allocation is enough and needs augmentation. Sources of income from the Govt. fund, library authority fund, membership fees, fines, from other specified sources and the total income should be shown. Expenditure on salaries of staff, books and non-book materials, periodicals, furniture, heating, cooling, lighting, cleaning, etc. and total expenditure- all these are to be shown in the annual report.

Staff

The number of staff working in the organization

Miscellaneous

The activities like extension service (lectures, film shows, training programmes. Seminar, conferences, study circle, etc.) and other social and adult education activities must be given in annual report, due to publicity.

Examples of an Annual Report for University Library:**A. Background Information:**

1. Name of the library:
2. Nature of the Library:
3. Year of establishment:
4. Number of days close in the year:
5. Working hour per day:

B. Clientele:

1. Total number of clientele:
- a) Male:
- b) Female:
2. Total number of active members:
3. New members added during the year:

C. Collection of library materials:

1. Number of total books:
2. Number of total journals:
3. Number of total AV materials:
4. Number of books added during the year:
5. Number of books withdrawn during the year:

D. Technical section:

1. Whether the materials are classified or not:
2. What classification scheme is followed:
.....
3. Which catalogue code is used:
4. Physical form of catalogue:

E.**(1) Circulation section:**

- a. Issue system:
- b. Total number of books issued and returned daily:

(2) Reference section:

- a. Total no. Of reference volumes in stock:
- b. No of the total books consulted daily:
- c. No of the total users daily:

F.**Staff: Total number of staff:**

- a. Professional:
- b. Non- professional:
- c. Unskilled:

G. Financial statement:**1. Income:**

- a. Govt. fund:
- b. Library authority:
- c. Other sources:

2. Expenditure:

- a. Salaries of staff:
- b. Books, periodicals:
- c. Miscellaneous charges:

Compilation of annual report

The following procedure is followed in order to ensure that the annual report is ready :-

- A Proforma of the annual report is prepared by the assistant/deputy librarian and get it approved from the librarian.
- Two copies of the proforma is send to each section of the library to get the necessary information
- All data are collected and ensure all columns are filled properly if any discrepancy then send it back.

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- A draft is prepared by the assistant/deputy librarian on the basis of the data collected also concern previous year report
- Draft send to librarian for approval, incorporate any change done
- After approval of librarian report is finally made .
- One copy of complete Annual Report is is submitted to reviewing authority.

Sample annual reports

- [Inflibnet Annual report](#)
- [Cal Poly Pomona Annual report](#)
- [Delhi public library Annual report](#)

The End