

# Using MS-Office in the Library



- Satish Deshpande  
February 2012

Word Processing (MS-Word)  
Spread-sheets (MS-Excel)  
Presentations (MS-PowerPoint)  
Images (MS-Paint/ PhotoEditor)

- \* Flyers, Posters, Banners
- \* Mail-merge : Labels, Certificates
  - \* Data-sheets, Graphs
  - \* Presentations



# Flyers Leaflets

## PROGRAMME SCHEDULE

Saturday, 11 February, 2012

### REGISTRATION

Payment can be made either in cash or through Demand Draft/Cheque drawn in favour of "ADINET" payable at Ahmedabad

The delegate registration fee is Rs. 150/-



Last date for Registration  
20th January 2012

The duly filled-in registration forms should be sent to:



**Mr. Phoda Bhanusha**  
Hon. Director

Ahmedabad Library Network (ADINET)  
Opp. Gujarat University Guest House,  
Narangaपुर,  
Ahmedabad - 380 009

Tel: 079-26305830/26300368/26305971  
Email: [alinet@gmail.com](mailto:alinet@gmail.com)  
URL: <http://www.alinet.org>

09.00 am - 10.00 am	Registration
10.00 am - 11.00 am	Inauguration & Keynote Address
11.00 am - 11.20 am	High Tea
11.20 am - 12.00 noon	Technical Presentation
12.00 noon - 12.20 pm	Importance of Automation in Public Libraries
12.20 pm - 12.40 pm	Use of MS Office in Libraries
12.40 pm - 01.00 pm	Need and Importance of Copy Catalogue & Cooperative Cataloging
01.00 pm - 02.00 pm	Lunch
02.00 pm - 02.20 pm	Digital Library Concept and Implementation
02.20 pm - 02.40 pm	Use of Open Access Resources to Provide Services
02.40 pm - 03.00 pm	Services Provided through Library Networks
03.00 pm - 03.20 pm	Various Schemes of Raja Rammohun Roy Library Foundation
03.20 pm - 04.00 pm	Concluding Session

### Seminar on Networking Public Libraries in Gujarat

Funded by  
Raja Rammohun Roy Library Foundation

Saturday, 11 February 2012

: Venue :

**M.J. Library**  
Near Ellisbridge,  
Ahmedabad-380006



Jointly Organized by

**Ahmedabad Library Network (ADINET)**  
&  
**Shah Mansukh Jethabhai Panchalaj**  
(M.J. Library)

## SEMINAR FOR PUBLIC LIBRARIES

ADINET is a Network of Libraries & Information Centre in Gujarat

Theme:

**Networking Public Libraries in Gujarat**

Topics:

1. Importance of Automation in Public Libraries
2. Use of MS. Office in Libraries
3. Need and Importance of Copy Catalogue & Cooperative Cataloging
4. Digital Library Concept & Implementation
5. Use of Open Access Resources to Provide Services
6. Services Provided through Library Networks
7. Various Schemes of Raja Rammohun Roy Library Foundation

It is well know that public Libraries play a very important role in supplying valuable information and also providing many useful services to its users. No library can be self sufficient and the resources available in each library are limited.

Enormous developments have taken place in the field of Information and Communication Technology (ICT).

Again it is a big challenge for many Librarians to make use of even some of these technologies, owing mostly to lack of know how and resources.

Therefore ADINET's mandate to sharing all the resources in a library, that is money, material, manpower and machines becomes not only more meaningful, but also very crucial.

## સાર્વજનિક ગ્રંથાલયો માટે વેબ ડિવર્સીટી પરિસંવાદ

### ગુજરાતના સાર્વજનિક ગ્રંથાલયોનું નેટવર્ક

વિષયો:

1. સરકારી સાર્વજનિક ગ્રંથાલયોમાં યાંત્રિકીકરણ મહત્વ
2. ગ્રંથાલય નેટવર્કિંગ માટે પૂર્વ જરૂરિયાત
3. MS Office નો ગ્રંથાલયમાં ઉપયોગ
4. કોપી કાટલોગ અને કોઓપરેટીવ કાટલોગનું મહત્વ અને જરૂરિયાત
5. ઓપન એક્સેસ માહિતી સ્ત્રોતો દ્વારા અપાતી સેવાઓ
6. ગ્રંથાલય નેટવર્ક દ્વારા અપાતી સેવાઓ
7. રાજા રામ મોહનરાય લાયબ્રેરી ફાઉન્ડેશનની વિવિધ યોજનાઓ

અન્ય રાજ્ય માહિતી અને ટેકનોલોજીના સમયમાં ગ્રંથાલયોનું નેટવર્કિંગ (ગ્રંથાલયોનું જોડાણ) એ તેની જરૂરિયાત છે, તે માટે સર્વ શોઈ સમંત છે. આવા ગ્રંથાલય નેટવર્કના ધારા જ લાભી છે. ખાસ કરીને ગ્રંથપાલોની પ્રારંભિક ફરજ શાલ સ્ત્રોતોની સંગ્રાહ અને તેને બેચાત રોકવા સુધે ઉપયોગીતાઓ મટે આ સ્ત્રોતોની ભાગીદારી કરવા દરેક ગ્રંથપાલ ભાવશાથી સજ્જ થઈ રહ્યા છે. તેથી અમદાવાદમાં આવેલ અમદાવાદ લાયબ્રેરી નેટવર્ક (એડિનિટ) દ્વારા ફેબ્રુઆરી મહિનામાં વેબ ડિવર્સીટી સેમીનારનું આયોજન કરે છે. જેમાં ગુજરાતના સાર્વજનિક ગ્રંથાલયોનું નેટવર્ક ઉજું કરવું જે મુખ્ય વિષય છે

## REGISTRATION FORM

SEMINAR ON NETWORKING PUBLIC LIBRARIES IN GUJARAT

11 February 2012 Saturday  
9.00 am-4.00 pm

VENUE: M.J. Library, Ahmedabad 380006

(PLEASE USE CAPITAL LETTERS)

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address (O): \_\_\_\_\_

(R) \_\_\_\_\_

Tel. (O) \_\_\_\_\_

(R) \_\_\_\_\_

(H) \_\_\_\_\_

E-mail: \_\_\_\_\_

Cashed DD/Cheque No.: \_\_\_\_\_

For Rs.: \_\_\_\_\_ drawn on \_\_\_\_\_

Bank is enclosed.

Date: / /2012



K. J. Choksi Public Library  
Bharuch

Book Suggestion Slip

Date : .....

Title (1) .....

Author .....

Publisher .....

Year of Publication .....

Title (2) .....

Author .....

Publisher .....

Year of Publication .....

Member's Name .....

Membership ID .....

Contact No .....

Email ID .....

Remarks (if any) : .....

**Office Use :**

	Date	Staff
Duplicate checked on/by		
Approved on/by		
Ordered on/by		
Title(s) added on/by		
Member informed on/by		



Registration Form for  
**Workshop on Astronomy for Schoolteachers**

Friday 24 September 2010  
2.00 pm to 5.00 pm  
at K J Choksi Public Library Bharuch

Name of the School : .....

Name of the Principal : .....

Address : .....

Tel.No(s) : .....

e-mail address : .....

School Timings : .....

Standard-wise students strength :

Std.	Eng. Medium	Gujarati Medium	Std.	Eng. Medium	Gujarati Medium
I			VII		
II			VIII		
III			IX		
IV			X		
V			XI		
VI			XII		

Principal's signature  
School's Seal and Date



# SUMMER CAMP

for children  
at K. J. Choksi Public Library



7-12 Age group

3 May - 13 May '11  
10.00 am - 12.00 am

Yoga and Meditation	3 - 4 May	2 Days
Dance	5 - 6 May	2 Days
Story Telling	7 May	1 Day
Children Movie	8 May	1 Day
Creative Paper Art & Craft	10 - 11 May	2 Days
Fun Day	12 May	1 Day
Glass Painting	13 May	1 Day

Registration Fee Rs. 500/-



Opp. District Collector's Office, Near District Industrial Centre, Bharuch  
Contact 02542 - 260888 for more details

Tue-Sat : 9.30 am to 5.30 pm Sun : 9.30 am to 1.30 pm Monday Closed

Take up Library  
Membership &  
Save Rs. 150/-  
Enroll before  
1 May

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Save Rs. 150/-  
Enroll before  
1 May



**KJCPL**  
[K J Choksi Public Library, Bharuch](#)

**Press Note**

4 February 2011

KJCPL (K J Choksi Public Library) is arranging a mega Book Fair displaying more than 20,000 books in Gujarati, Hindi and English literature. There will be a special stall for books for children. Bhavya Pustak Melo will be held at KJCPL from Sunday 6 February to Sunday 13 February 2011 at KJCPL located opposite Collector's Office.

The Book Fair will be inaugurated on **Sunday 6 February at 10.00 am** by **Shri Sanatbhai Rana**, Pramukhshri, Nagar Seva Sadan. And renowned **Gujarati Writer/Painter, Shri Rajnibhai Vyas** has agreed to be the Chief Guest.

The Book Fair is expected to attract thousands of book lovers of Bharuch

K J Choksi Public Library was established in Bharuch in 2008. This Library is dedicated to the memory of Late Shri Kantilal Jakishandas Choksi, a freedom fighter, Mayor of Bharuch City and headed the local library for several years. The primary objective of setting up the library is the promotion of reading habits in public at large. The trustees wish to make reading a popular hobby among students and young generation, which is influenced by lot of other entertainment avenues. The library is not for profit and is fully funded by Kantilal J Choksi Charitable Trust, founded by Mr. G K Choksi in the memory of his father Mr. K J Choksi. The Library is located in centre Bharuch city just a kilometre from the Railway Station behind Collector's Office.



ISSN 0972 - 4222



A Quarterly Publication of ADINET, Ahmedabad

# NEWSLETTER

Editors :  
Ms. Rhoda Bharucha &  
Dr. Jagdish Arora

**Published by: Ahmedabad Library Network (ADINET)**

C/o, INFLIBNET Centre, Opp. Gujarat University Guest House, Navrangpura,  
Ahmedabad 380 009 Tel: 079 - 26305630, 26300368 FAX: 079 - 26300990  
Email: [alibnet@gmail.com](mailto:alibnet@gmail.com)

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FROM PUBLISHER'S DESK

REPORT ON ONE DAY MEETING  
MEET FOR NETWORKING OF LIBRARIANS &  
RESOURCE SHARING

REPORT ON SEMINAR ON "ROLE OF  
LIBRARIES IN PRESENT DAY EDUCATION"

NEWS - USEFUL INFORMATION

LIBRARIANS DAY SEMINAR

for latest  
**Activities/Programmes  
ADINET**

Visit us at:

<http://www.alibnet.org>

<http://alibnet.blogspot.com>

### From Publisher's Desk

- o The second Librarians' Meet was held at the Consumer Education and Research Centre (CERC) on 18<sup>th</sup> September 2010.

CERC is the leading consumer rights organization in India. It is a non-profit, non government body, dedicated to the protection and promotion of consumer interests through active use of research, media, law, advocacy and

### Forthcoming Events

- o Librarians' Meet  
Saturday 12th February 2011 at  
[Gyanmandir, Koba-Tirth, Koba, Gandhinagar](#)
- o One-Day Workshop on KOHA  
26th February 2011 by the [ADINET](#) [uwa](#)
- o Workshop on Soft-skills for LIS Professionals



## LIS IDENTITY PROJECT



**CHANGE** Thinking  
**CHANGE** Attitude  
Things **WILL CHANGE**

### COLLABORATIVE PROJECT

- ❖ **PROMOTE** Importance of Information
- ❖ **PROVIDE** Better Services
- ❖ **PROJECT** Your Library & its Services

**JOIN** together  
with one thought and intent to  
**CREATE** a healthy identity

[www.alibnet.org](http://www.alibnet.org)

## ગ્રંથાલય અને માહિતીસેવા ઓળખ પ્રકલ્પ



વિચારો બદલો  
વલણો બદલો  
ઓળખ બદલાશે

### સહયોગી આયોજનો

- ❖ માહિતીના મહત્વનો પ્રસાર કરો
- ❖ વધુ સારી સેવાઓ આપો
- ❖ તમારા ગ્રંથાલય અને તેની સેવાઓ પ્રસારો

સમાન વિચારો અને ધરાદા સાથે એક  
થઈને આપણી ઓળખ ઊભી કરો

[www.alibnet.org](http://www.alibnet.org)

## Multiple Labels



કે. જી. ચોકસી લાયબ્રેરીના સભ્ય  
બની અને એક ગ્રંથો  
નવલક્યા અથવા બાળકો માટેનું  
પુસ્તક ભેટ મેળવો  
વહેલા તે પહેલા ધોરણ 100 સભ્યો માટે  
15 મ'11 સુધી





## Banners Posters



*K J Choksi Public Library*

**CEE**  
Centre for Environment Education

**Centre for Environment Education**

# Prakriti : Environment Education Bus



**11 Oct - 23 Oct**

**Open to  
All**

**at K J Choksi Public Library Opp Collector's Office**

**Call 02642 - 260888**





K.J.Choksi Public Library & British Council



invite you to a



**21 June - 26 June 2011**

**Daily 3 shows**

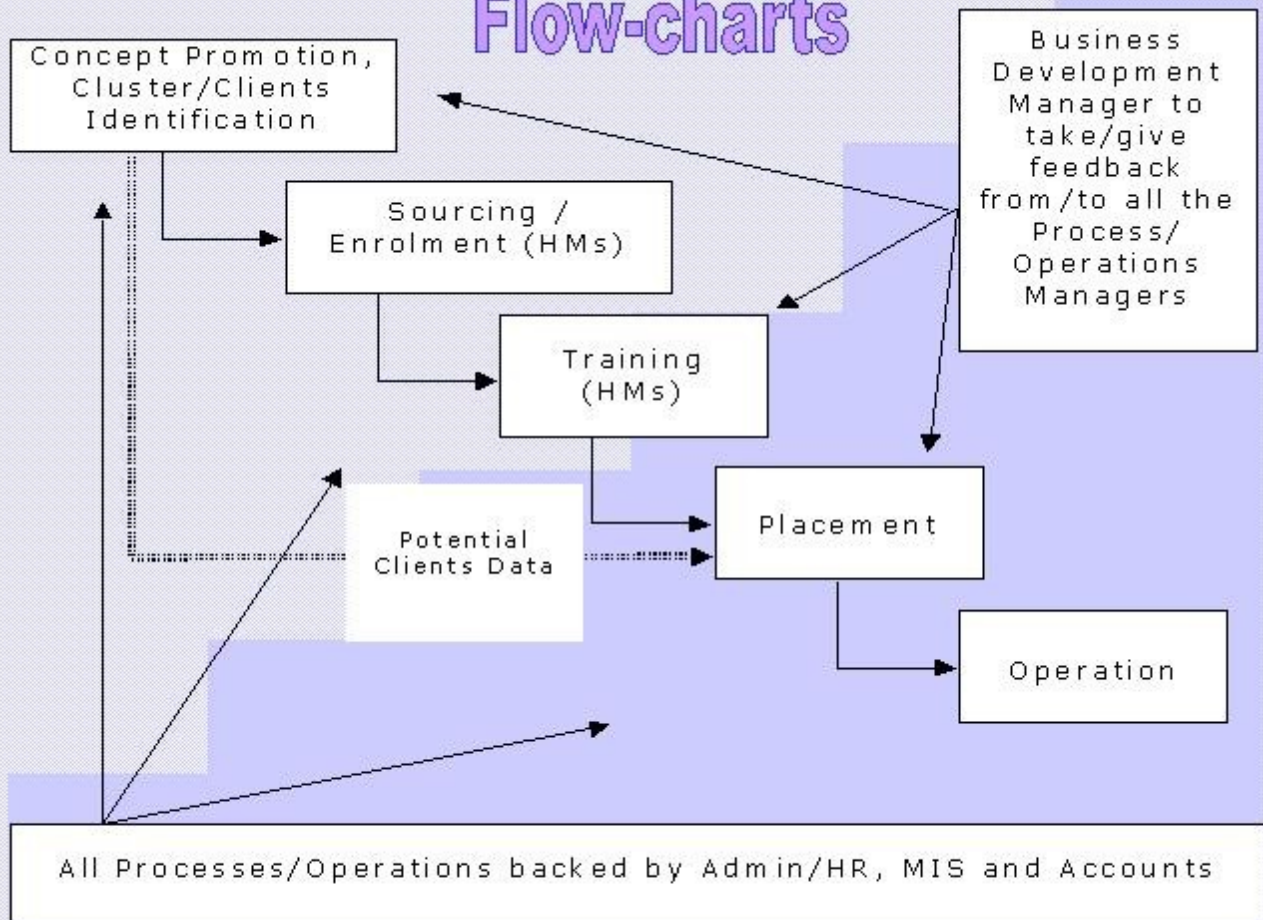
visit the Library for more details

KJCPL, opp Collector's Office, Bharuch

Call  
02642 -  
260888

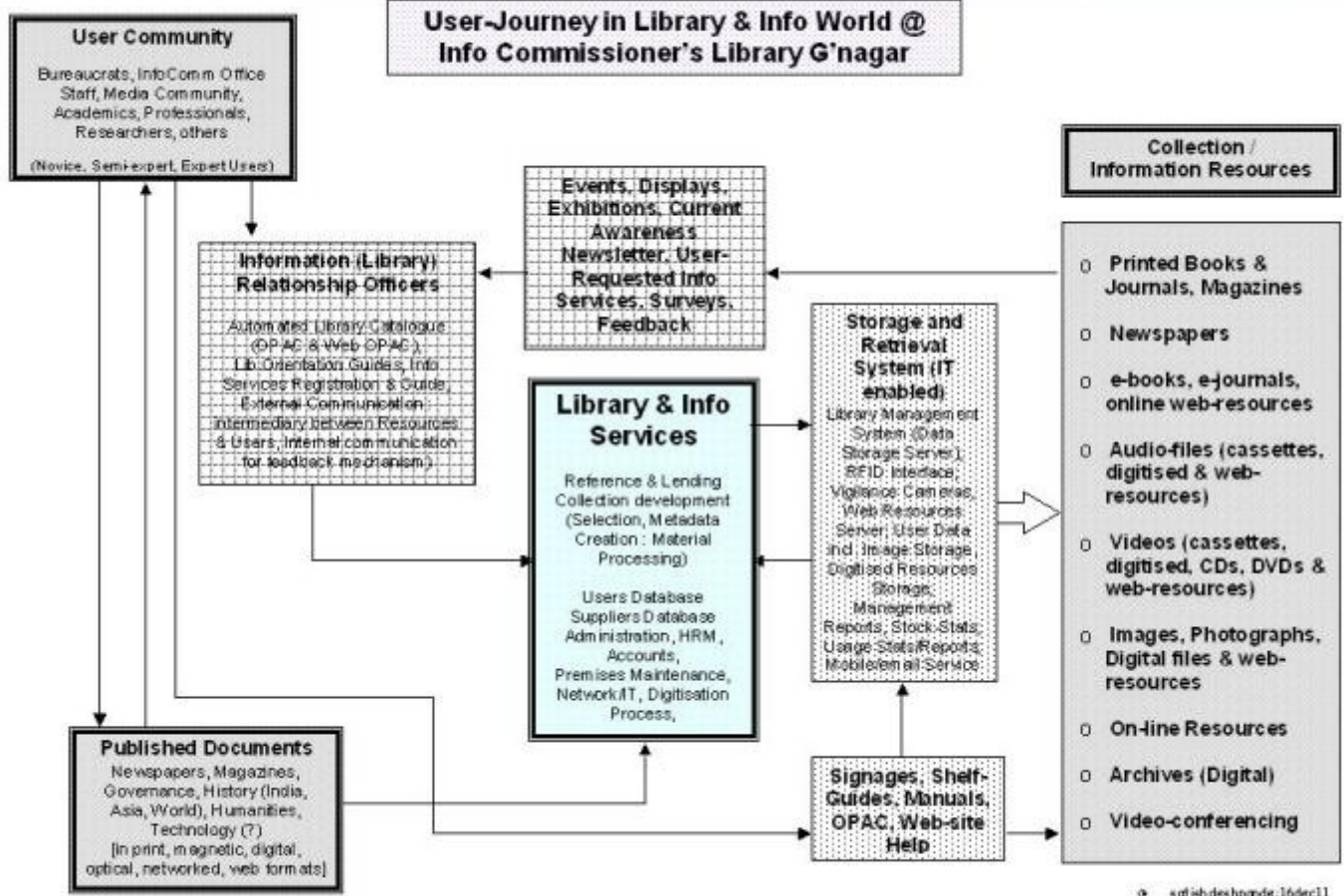
Entry Free  
Open to All !

# Flow-charts





## User-Journey in Library & Info World @ Info Commissioner's Library G'nagar




# Templates

Header



**Ahmedabad Library Network  
(ADINET)**

c/o INFLIBNET Centre, Opp. Gujarat University Guest House  
Nayrangpura, Ahmedabad 380009  
☎ +91 79 2630 5630 / 2630 0368 Fax : +91 79 2630 0990  
Email : [alibnet@gmail.com](mailto:alibnet@gmail.com) ❖ [www.alibnet.org](http://www.alibnet.org)



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Email : [alibnet@gmail.com](mailto:alibnet@gmail.com) ❖ [www.alibnet.org](http://www.alibnet.org)

**Save As** [?] [X]

Save in: Adinet [v] [←] [→] [🔍] [X] [📁] [📅] [Tools ▼]

My Network Places

LetterheadMasterADINET

File name: LetterheadMasterADINET [v] [Save]

Save as type: Document Template [v] [Cancel]



# Mail-merge



Ahmedabad Library Network

Librarians' Day Seminar 2011

CERTIFICATE OF ATTENDANCE

*This is to certify that*

«Fname» «Lastname», «Desig»

from «INSTITUTE»

*has attended Librarians' Day Seminar on Saturday 27 August 2011*

*arranged by Ahmedabad Library Network, INFLIBNET & AMA*

*on "Networking of Libraries in Gujarat for Resource Sharing"*

27 August 2011

Rhoda Bhavncha  
Hon. Director, ADINET



## Ahmedabad Library Network

Librarians' Day Seminar 2011

CERTIFICATE OF ATTENDANCE

*This is to certify that*  
*Jyotsana Babulal Sutkar, Librarian*  
*from Institute of Kidney Diseases & Research Centre-ITS, Ahmedabad*  
*has attended Librarians' Day Seminar on Saturday 27 August 2011*  
*arranged by Ahmedabad Library Network, INFLIBNET & AMA*  
*on "Networking of Libraries in Gujarat for Resource Sharing"*

27 August 2011

*Rhoda Bhanusha*  
Hon. Director, ADINET



# Data-sheet

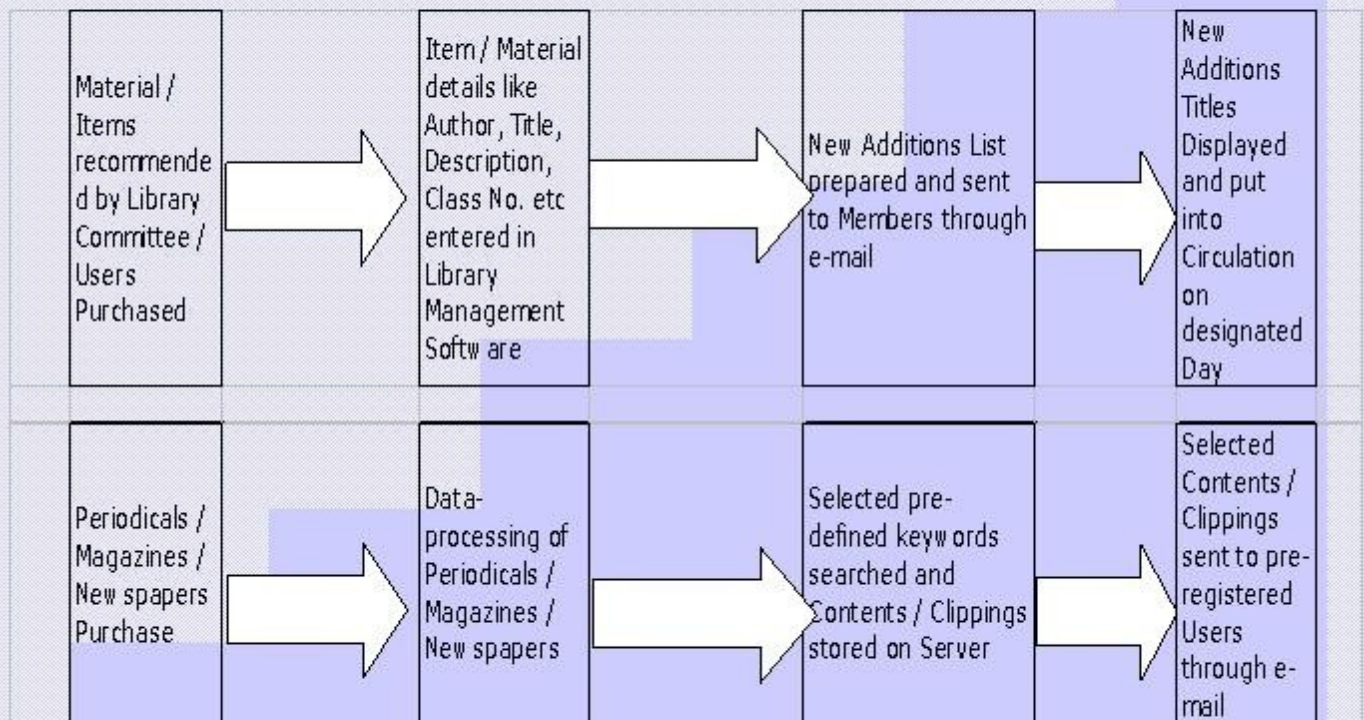
SrNo	Fname	Lastname	Desig	INSTITUTE
1	Archana	Bhatt	Asst. Librarian	Sumandeep Vidhyapeeth, Baroda
2	Jyotsana Babulal	Suthar	Librarian	Institute of Kidney Diseases & Research Centre- ITS, Ahmedabad
3	Prakash C	Shah	Librarian	Atrs & Commerce College, Vyara,Tapi
4	Prashant G.	Joshi	Librarian	S P Vyas Arts & Anand Commerce College, Surat
5	Alpaben D	Sandesara	Librarian	C U Shah Commerce College,Ahmedabad
6	Shilpa	Khandker	Librarian	Institute for Plasma Reserch, Gandhinagar
7	Pragnya	Pathak	Librarian-SF	Institute for Plasma Reserch, Gandhinagar
8	Srnita	Parmar	OC-B	Institute for Plasma Reserch, Gandhinagar
9	Shravankumar	Suppala	SA-C	Institute for Plasma Reserch, Gandhinagar
10	Vatsalkumar N	Tandel	Library Trainee	Institute for Plasma Reserch, Gandhinagar
11	Shakti	Kumar	Library Trainee	Institute for Plasma Reserch, Gandhinagar
12	Mallikarjun	Dora	Prof. Asst. (Library)	Indian Institute of Management, Ahmedabad
13	Viral Chandrakant	Navik	Prof. Asst. (Library)	Indian Institute of Management, Ahmedabad
14	Jignesh I	Annin	Prof. Asst. (Library)	VSL-Indian Institute of Management, Ahmedabad
15	Pragneshkumar H	Parekh	Prof. Asst. (Library)	VSL-Indian Institute of Management, Ahmedabad
16	Asha M	Desai	Prof. Asst. (Library)	Institute for Plasma Reserch, Gandhinagar
17	K N	Muralidharan	Prof. Asst. (Library)	Institute for Plasma Reserch, Gandhinagar
18	Sumantbhai M	Makwana	Prof. Asst. (Library)	Institute for Plasma Reserch, Gandhinagar
19	Upendra P	Pandya	Prof. Asst. (Library)	Institute for Plasma Reserch, Gandhinagar
20	Hima Bhavnesh	Soni	Dy. Librarian	Institute for Plasma Reserch, Gandhinagar
21	Sindhu	Menon	Clerical Asst.(Library)	Institute for Plasma Reserch, Gandhinagar
22	Lalit	Sharma		Institute for Plasma Reserch, Gandhinagar
23	Budhabhai S.	Vaghela		Institute for Plasma Reserch, Gandhinagar
24	Kishore	Tapodhan		Institute for Plasma Reserch, Gandhinagar
25	Divya A	Dobaria	LIS-Student	Gujarat University Ahmedabd
26	Mahammedsoyab	Ghanchi	LIS-Student	Gujarat University Ahmedabd
27	Shraddha J	Kapadiya	LIS-Student	Gujarat University Ahmedabd
28	Arnit R	Kaushal	LIS-Student	Gujarat University Ahmedabd









# Flow-charts





**Institute of Management Library  
New Arrivals : 7 - 12 February, 2011**

<p>15D.231 PRE</p> 	<p><b>The New Media Environment: An Introduction</b> Press, Andrea L. / Jahn Wiley and Sons Chichester, 2010; 550p [H0027165]</p>	<p><b>Content:</b> Introduction : modern life is a media experience -- Ownership and control in the new media environment - - Media and democracy -- Studying popular culture : texts, reception, and cultural studies -- Studying inequalities : class, gender, race, and sexuality in media studies -- Studying media texts and their reception in the new media environment -- Conclusion.</p>	<p><b>Summary:</b> 'If your students read just one book on the contemporary media environment, this should be it. Press and Williams deliver a masterful overview of the changing media landscape - addressing issues of ownership, politics, democracy, and identity - written in lively, lucid prose.' (Laura Grindstaff, University of California at Davis) 'This accessible text draws readers into the complex new dynamics shaping our media environment today. From film to news, economics to textual interpretation, Press and Williams provide an indispensable introduction to the debates that now drive media studies.' (Nick Coultery, Goldsmiths, University of London) 'Solidly founded on responsible media scholarship, this crisp analysis of the new media environment makes the novel seem familiar and the familiar seem novel. Press and Williams' bright and timely text demonstrates once again that there's nothing so practical as good theory.' (Menahem Blondheim, Hebrew University of Jerusalem) 'If your students read just one book on the contemporary media environment, this should be it. Press and Williams deliver a masterful overview of the changing media landscape--addressing issues of ownership, politics, democracy, and identity--written in lively, lucid prose.' Laura Grindstaff, University of California at Davis 'This accessible text draws readers into the complex new dynamics shaping our media environment today. From film to news, economics to textual interpretation, Press and Williams provide an indispensable introduction to the debates that now drive media studies.' Nick Coultery, Goldsmiths, University of London</p>
<p>158.3 UND</p> 	<p><b>Understanding Counselling and Psychotherapy</b> Barker, Meg / Sage Publications: London, 2010; 920p [H0027161]</p>	<p><b>Content:</b> Counselling, Psychotherapy and 'Mental Health' The Diagnosis of Mental Health Problems Understanding Drug Treatments: A Biosociosocial Approach Psychoanalysis: The 'Talking Cure' Individual Therapeutic Approaches Humanistic Approaches Existential Psychotherapy Cognitive Behavioural Therapy Mindfulness approaches : Beyond the Individual Systemic Approaches Sociocultural Issues Practising and Evaluating Counselling and Psychotherapy Context and Setting The Therapeutic Relationship Outcomes Research</p>	<p><b>Summary:</b> Understanding Counselling and Psychotherapy focuses on common problems such as anxiety and depression, exploring how different therapeutic approaches understand and work with these. Counselling and psychotherapy are considered within the wider context of their history and the mental health systems in which they are often located. In addition to this, the book introduces key aspects of the theory and practice of counselling and psychotherapy, and the increasing relevance of research in this area.  Section 1 introduces counselling and psychotherapy and the history of these professions, considering how current understandings of 'mental health problems' have been influenced by psychiatric diagnosis, biomedical approaches and psychoanalysis.  Section 2 covers four key therapeutic approaches - humanistic, existential, and cognitive-behavioural and mindfulness - exploring how they work with problems relating to fear and sadness.</p>



Expenditure Analysis : 2004 - 2005

# Statistics

Month	Exp Type	Salaries 1510	Medical Claims 152	OT&Temp 1600	Electricity 2050	CompStn 2120	TelPostage 2130	Freight 2150
April	LIS		2,010.00	16,800.00	105,866.00		16,768.00	
	Exam							
	ECS							
	<b>Total</b>		2,010.00	16,800.00	105,866.00		16,768.00	
May	LIS			12,000.00			22,192.00	
	Exam							
	ECS							
	<b>Total</b>			12,000.00			22,192.00	
June	LIS		3,287.00	12,000.00	78,822.00	1,555.00	8,535.00	
	Exam							
	ECS							
	<b>Total</b>		3,287.00	12,000.00	78,822.00	1,555.00	8,535.00	
July	LIS							
	Exam							
	ECS							
	<b>Total</b>							

Expenditure Analysis :  
 figures in £s : 2004-05

TransMonth	Exp Type	Salaries/Med/Claims 1510/1522	Salaries/Med/Claims 1510/1522	OT&Temp 1600	Electricity 2050	Comp/Stn 2120	Tel/Postage 2130	Freight 2150
April	LIS		24.91	208.18	1,311.85		207.78	
	Exam							
	ECS							
	<b>Total</b>		24.91	208.18	1,311.85		207.78	
May	LIS			152.28			281.62	
	Exam							
	ECS							
	<b>Total</b>			152.28			281.62	
June	LIS		41.71	152.28	1,000.28	18.89	103.71	
	Exam							
	ECS							
	<b>Total</b>		41.71	152.28	1,000.28	18.89	103.71	
July	LIS							
	Exam							
	ECS							
	<b>Total</b>							

	1600 (OT/Imp)	2100 (Ovrhds)	2200 (Travel)	Running Cost Total	2050 (Elec)	Total	£ Rate	Total LIS Exp
	(INR)	(INR)	(INR)	(INR)	(INR)	(INR)		£
April	16,800	124,068	2,617	143,505	105,866	249,371	80.70	1,778.8
May	12,000	69,298	11,971	93,269	0	93,269	78.80	1,183.6
June	12,000	86,517	8,513	107,030	78,822	185,852	82.90	1,900.5
July	0	0	0	0	0	0	82.90	0.0
August	0	0	0	0	0	0	1.00	0.0
Sept	0	0	0	0	0	0	1.00	0.0
October	0	0	0	0	0	0	1.00	0.0
Nov	0	0	0	0	0	0	1.00	0.0
Dec	0	0	0	0	0	0	1.00	0.0
Jan	0	0	0	0	0	0	1.00	0.0
Feb	0	0	0	0	0	0	1.00	0.0
Mar	0	0	0	0	0	0	1.00	0.0
Total Exp (£)	506	3,468	288	4,262				4,262.4
Allocation (£)	4000	7000	4000	15000				15000
Balance	3,494	3,532	3,712	10,738				10,738



3 Membership Analysis for the year 2006 -2007  
 4

Month	Lapsed Ind-Classics2 Fam3 +Inst	Last Year's Ind-Classics2 Fam3 +Inst	Last Year's Registrations Ind-Classics2 Fam3 +Inst	Last Year's ESS Registrations	INDESS/CLASSIC/FAMILY													Ind-Classio 2+ Family3	Ind-Classio Family Cum. Total	Total Registrations Ind-Classics2 Fam3 +Inst	Institutional Membership				Inst. Total		
					New	Rnwl	ESS-Zone	Ind Total	Classio DVD New	Classio DVD Rnwl	Classio Jk New	Classio Jk Rnwl	Classio DVD+Jk Total	Classio D-Jx2	Famly New	Famly Rnwl	Famly Total				Famly x3	Lapsed	Account 20	New		Rnwl	
April	538	532	364	113	37	77	89	203	3	3	2		8	16	38	51	89	267	486	486	300	6		1	7		
May	523	515	370	119	37	92	147	276	8	5	1		14	28	34	29	63	189	493	979	353	8			6		
June	644	634	469	176	44	111	139	294	4	6	1	2	13	26	35	32	67	201	521	1500	374	10		3	8		
July	725	719	542	202	67	129	109	305	6	5	3		14	28	28	38	66	198	531	2031	385	6	1	1	7		
August	550	539	419	164	58	104	113	275	7	3	1		11	22	29	32	61	183	480	2511	347	11	1	1	6		
Sept	480	465	375	161	45	87	96	228	4		1	3	8	16	20	30	50	150	394	2905	286	15		4	11		
October	378	367	291	109	26	64	72	162	3	1			4	8	10	28	38	114	284	3189	204	11			10		
November	377	366	273	105	42	77	88	207	2	7	1		10	20	14	25	39	117	344	3533	256	11	1		8		
December	483	446	352	142	30	79	99	208	3	1	2		6	12	23	29	52	96	376	3909	266	7	1	2	11		
January	447	432	318	109	24	107	85	216	5	10	1		19	38	15	38	53	159	413	4322	288	15			14		
February	490	477	337	137	24	65	87	176	3	5		2	10	20	14	40	54	162	358	4680	240	13	1		14		
March	878	868	561	143				0					0	0			0	0	0	4680	0	10					
Total	6483	6360	4671	1680	434	992	1124	2550	48	49	13	7	110	220	260	372	632	1896	4680		123	5	12	102	115		

5015 Apr-Jan06		2220 Renewals		Newed Reg.	Renwed Reg.	Ind. Registrations New	Out of/Ind-Classics	Renew % code E	Renew % Ind. ESS	Ind/Rev	CLDVD New*2	CLJk. Rev*2	Fam. Rev*3	Total Rev	Ind Rev	CLDV D Rev*2	CLJk. Rev*2	Fam. Rev*3	Total Rev	Total Ind/Rev
44.27%	Last Yr's	3248	1423	4671	2391	###	###													
1751	Apr	169	131	300	251	###	###			126	6	4	114	250	77	6	0	153	236	486
1420	May	227	126	353	251	###	###			184	16	2	102	304	52	10	0	87	189	493
81.1%	Jan	223	151	374	293	51.54	###			183	8	2	105	298	111	12	4	96	223	521
	Jul	213	172	385	340	###	###			176	12	6	84	278	129	10	0	114	253	531
	Aug	208	139	347	255	54.51	###			171	14	2	87	274	104	6	0	96	206	480
	Sept	166	120	286	214	###	###			141	8	2	60	211	87	0	6	90	183	394
31	Oct	111	83	204	182	51.18	###			98	6	0	20	134	64	2	0	84	150	284
	Nov	147	109	256	160	###	###			130	4	2	42	178	77	14	0	75	168	344
	Dec	157	109	266	210	###	###			129	6	4	69	206	79	2	0	87	168	376
	Jan	130	158	288	203	###	###			109	10	2	45	168	107	26	0	114	247	413
	Feb	128	112	240	200	###	###			111	6	0	42	159	65	10	4	120	199	358
	Mar	0	0	0	418	0.00	0.00			0	0	0	0	0	0	0	0	0	0	0
	Total	1879	1420	3299	2391	###	###			1558	96	26	780	2460	952	98	14	116	2220	4680

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA		
3	Membership Analysis for the year 2006 -2007																												
4																													
5	Month	Lapsed Ind+Classic+Family+Inst	Last Year's Ind+Classic+Family	Last Year's Registrations Ind+Classic+Family	Last Year's ESS Registrations	INDIESS/CLASSIC/FAMILY																Ind+Classic 2+ Family3	Ind+Classic+Family Cum. Total	Total Registrations Ind+Classic+Family	Institutional Membership				Inst. Total
6						New	Renw	ESS-Zone	Ind Total	Classic DVD New	Classic DVD Renw	Classic Jr. New	Classic Jr. Renw	Classic DVD+Jr Total	Classic D+Jx2	Family New	Family Renw	Family Total	Family x3	Lapsed	Access 20				New	Renw			
7	April	538	532	364	113	37	77	89	200	3	3	2		8	16	38	51	89	267	486	486	300	6			1	7		
8	May	523	515	370	119	37	92	147	276	8	5	1		14	28	34	29	63	189	493	979	353	8				6		
9	June	644	634	469	176	44	111	139	294	4	6	1	2	13	26	35	32	67	201	521	1500	374	10			3	8		
10	July	725	719	542	202	67	129	109	305	6	5	3		14	28	28	38	66	198	531	2031	385	6	1	1	7			
11	August	550	539	419	164	58	104	113	275	7	3	1		11	22	29	32	61	183	480	2511	347	11	1	1	6			
12	Sept	480	465	375	161	45	87	96	228	4		1	3	8	16	20	30	50	150	394	2905	286	15		4	11			
13	October	378	367	291	109	26	64	72	162	3	1			4	8	10	28	38	114	284	3189	204	11			10			
14	November	377	366	273	105	42	77	88	207	2	7	1		10	20	14	25	39	117	344	3533	256	11	1		8			
15	December	453	446	352	142	30	79	99	208	3	1	2		6	12	23	29	52	156	376	3909	266	7	1	2	11			
16	January	447	432	318	109	24	107	85	216	5	13	1		19	38	15	38	53	159	413	4322	288	15			14			
17	February	490	477	337	137	24	65	87	176	3	5		2	10	20	14	40	54	162	358	4680	240	13	1		14			
18	March	878	868	561	143				0					0	0			0	0	0	4680	0	10						
19	<b>Total</b>	<b>6483</b>	<b>6360</b>	<b>4671</b>	<b>1680</b>	<b>434</b>	<b>992</b>	<b>1124</b>	<b>2550</b>	<b>48</b>	<b>49</b>	<b>13</b>	<b>7</b>	<b>110</b>	<b>220</b>	<b>260</b>	<b>372</b>	<b>632</b>	<b>1896</b>	<b>4680</b>			<b>123</b>	<b>5</b>	<b>12</b>	<b>102</b>	<b>115</b>		
20																													



r-Jan06																	
newals	NewInd Reg.	RnewInd Reg.	Ind Registra- tions	Out of/Ind+ Cl+Fam	Rnewl % exclE	Rnewl % incl. ESS	IndNw	CLDVD Nw*2	Cl.Jr. Nw*2	Fam. Nw*3	Total Nw	Ind Rnw	CLDVD Rnw*2	Cl.Jr. Rnw*2	Fam. Rnw*3	Total Rnw	Total IndMem
LastYr's	3248	1423	4671	2991	47.58	30.46											
Apr	169	131	300	251	52.19	35.99	126	6	4	114	250	77	6	0	153	236	486
May	227	126	353	251	50.20	34.05	184	16	2	102	304	92	10	0	87	189	493
Jun	223	151	374	293	51.54	32.20	183	8	2	105	298	111	12	4	96	223	521
Jul	213	172	385	340	50.59	31.73	176	12	6	84	278	129	10	0	114	253	531
Aug	208	139	347	255	54.51	33.17	171	14	2	87	274	104	6	0	96	206	480
Sept	166	120	286	214	56.07	32.00	141	8	2	60	211	87	0	6	90	183	394
Oct	111	93	204	182	51.10	31.96	98	6	0	30	134	64	2	0	84	150	284
Nov	147	109	256	168	64.88	39.93	130	4	2	42	178	77	14	0	75	166	344
Dec	157	109	266	210	51.90	30.97	129	6	4	69	208	79	2	0	87	168	376
Jan	130	158	288	209	75.60	49.69	109	10	2	45	166	107	26	0	114	247	413
Feb	128	112	240	200	56.00	33.23	111	6	0	42	159	65	10	4	120	199	358
Mar	0	0	0	418	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
Total	1879	1420	3299	2991	47.48	30.40	1558	96	26	780	2460	992	98	14	1116	2220	4680



# Graphs

## Membership Types

- Individual Membership
  - A. [Option 1](#) - Varied fee structure

Targeting Students of Eng/Exams (6 mth)

Type	Regular	Bronze	Silver	Gold	Diamond
Metro	700	1250	1700	2250	2650
Non-Metro	650	1060	1450	1900	2250

### Expected Trend

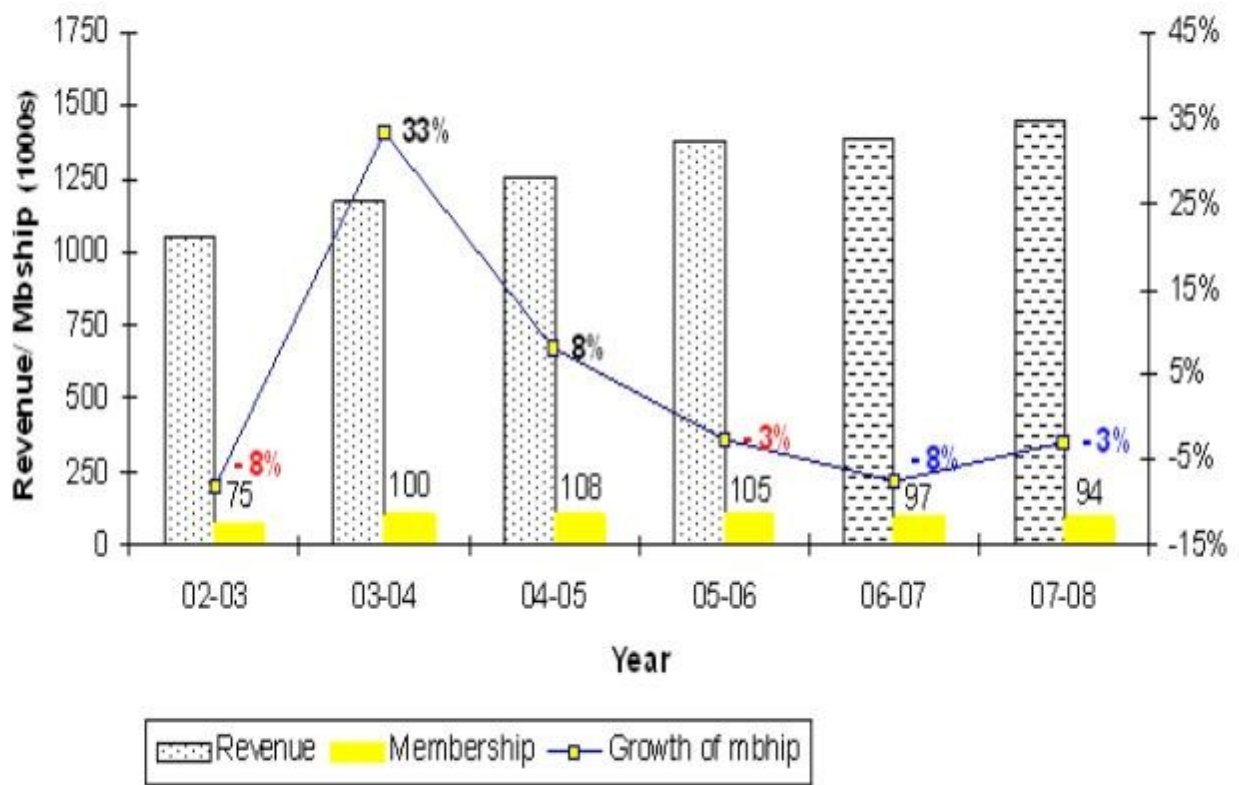


### Advantages

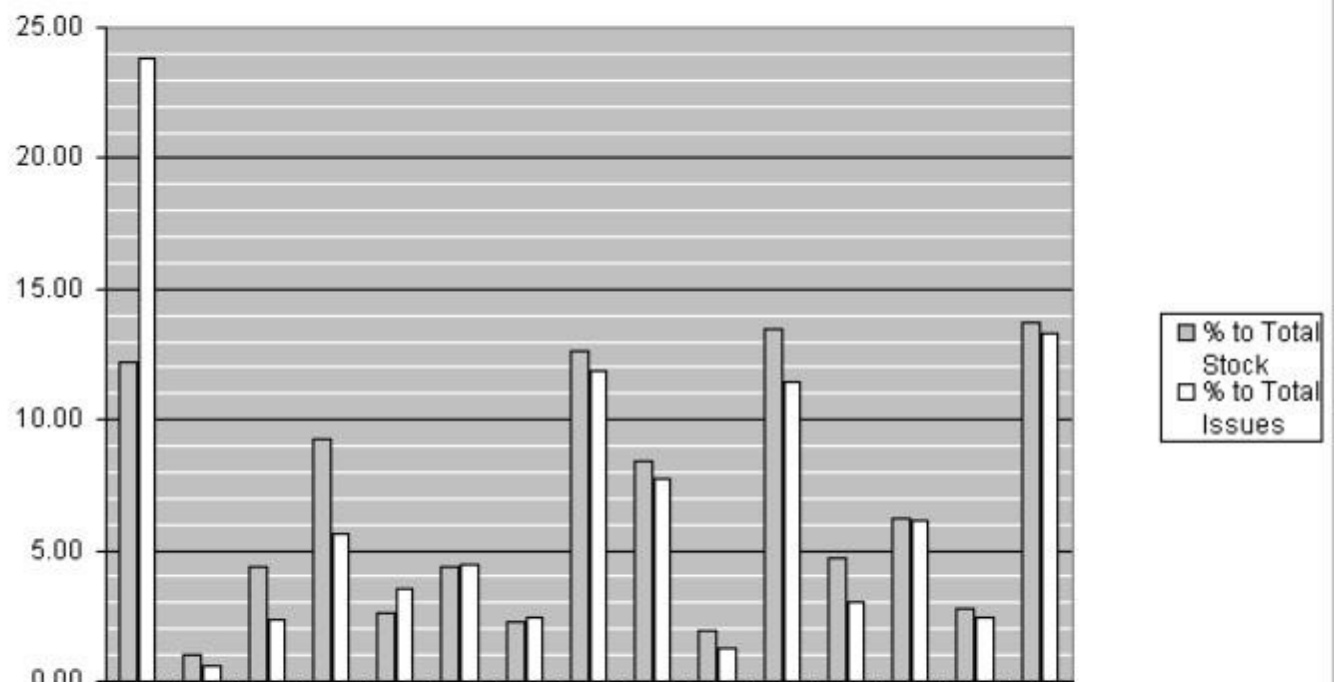
- Options based on affordability
- Low entry barriers

### Disadvantages

- Lot of options
- Regular mbship may takeover Bronze mbship for price



### Lending Book Stock v/s Issues Percentages



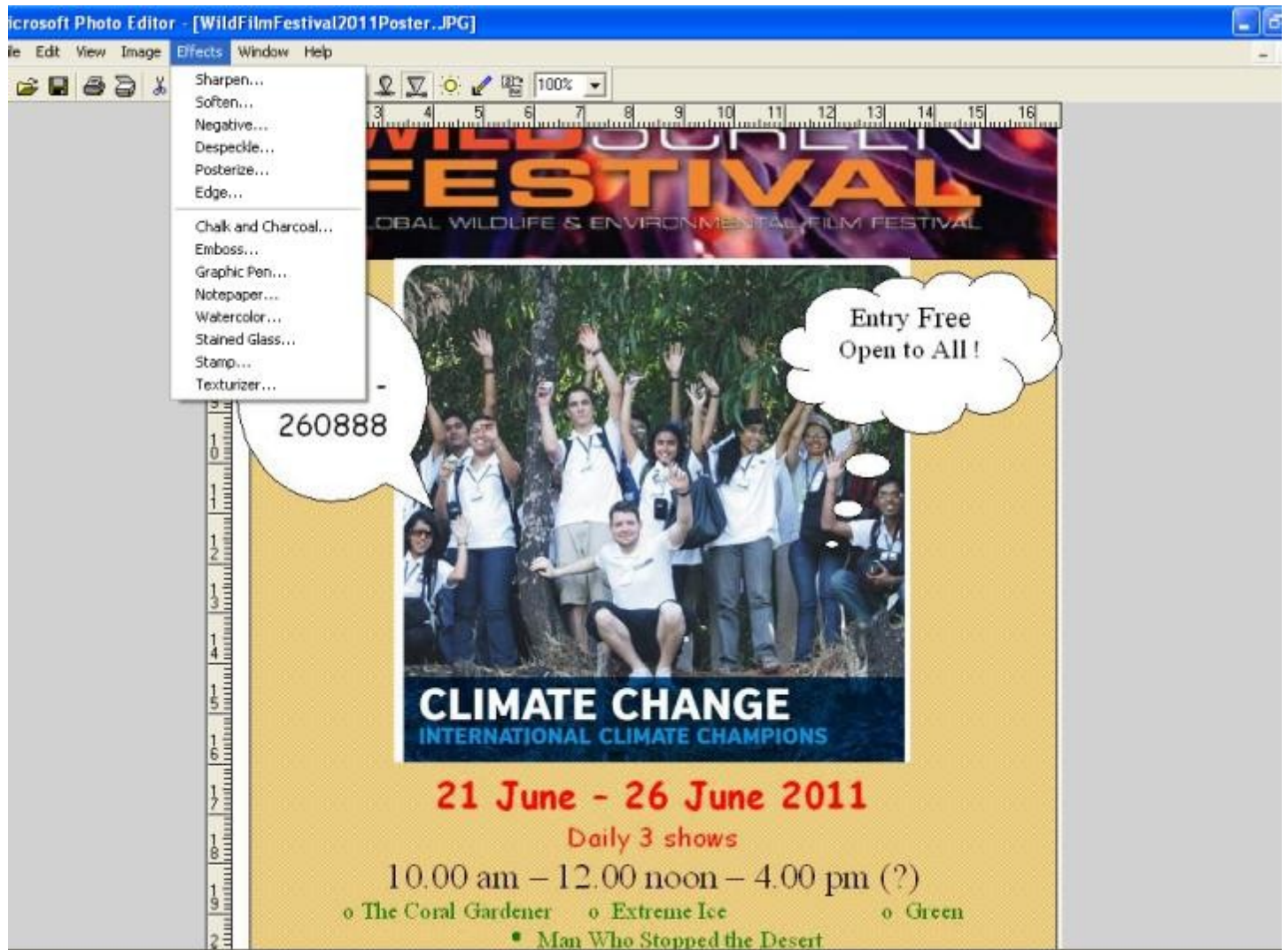
	Comp So	General	Ph/Religion	Social So	Eng.Lang	Science	Bio. Sc	Medicine	Engg.	Agri/Hotel	Mgmt	Tech.	Arts	History/Geog	Literature
■ % to Total Stock	12.2	1.02	4.35	9.29	2.57	4.38	2.27	12.5	8.45	1.95	13.4	4.72	6.23	2.76	13.7
□ % to Total Issues	23.8	0.56	2.34	5.65	3.57	4.49	2.44	11.8	7.71	1.29	11.4	3.01	6.14	2.45	13.2



	A	B	C	D	E	F	G	H	I	J	K	L
5		Lending	Sub-Totals		Issues	Sub-Totals		Stock			Issues	
6												
7	003-006	1235	2724	Comp Sc.	4162	13740		2724	12.21	Comp Sc	13740	23.81
8	007-099	227	227	General	322	322		227	1.02	General	322	0.56
9	100-199	485			1182			970	4.35	Ph/Religion	1351	2.34
10	200-299	485	970	Philo/Rel	169	1351		2072	9.29	Social Sc	3261	5.65
11	300-319	325			553			573	2.57	Eng.Lang	2059	3.57
12	320-329	99			109			976	4.38	Science	2591	4.49
13	330-339	764			1319			507	2.27	Bio. Sc	1411	2.44
14	340-349	280			397			2807	12.59	Medicine	6828	11.83
15	350-359	38			71			1885	8.45	Engg.	4449	7.71
16	360-369	288			323			435	1.95	Agri/Hotel	746	1.29
17	370-379	123			241			3005	13.47	Mgmt	6594	11.43
18	380-389	85			104			1053	4.72	Tech.	1739	3.01
19	390-399	70	2072	Social Sc	144	3261		1390	6.23	Arts	3544	6.14
20	400-499	573	573	Lang	2059	2059		615	2.76	History/Geo	1416	2.45
21	500-509	66			173			3064	13.74	Literature	7662	13.28
22	510-519	316			849			22303			57713	
23	520-529	79			195							
24	530-539	227			707							
25	540-549	217			565							
26	550-569	71	976	Science	102	2591						
27	570-599	507	507	Bio. Sc	1411	1411						
28	600-609	48			65							
29	610-619	2807	2807	Medicine	6828	6828						
30	620-629	1765	1885	Engg	3962	4449						
31	630-639	173			210							
32	640-649	262	435	Agr/Cat	536	746						
33	650-659	2930	3005	Mgmt	6247	6594						
34	660-669	492			988							
35	670-689	369			544							
36	690-699	192	1053	Technolog	207	1739						
37	700-799	1390	1390	Arts	3544	3544						
38	800-899	1678			3200							
39	900-999	615	615	History/Ge	1416	1416						
40	FICTION	1345			4346							
41	Jr. FIC	12			15							
42	Sh Stor	29	3064	Literature	101	7662						
43	MISC	94			209							
44		20761										



**Posters/Flyers/Banners  
with Paint/Photo Editor**





**મરુચનું પ્રથમ કલાનું પુસ્તકાલય**

**કે.જે.ચોકસી પબ્લીક લાયબ્રેરીમાં સભ્ય તરીકે આજે**

**સભ્ય પદ માટેની નોંધણી ચાલુ છે**

મોટાઓ માટે : **Rs. 500/-\*** વાર્ષિક (+Rs. 500/- ડિપોઝિટ)

બાલકો માટે : **Rs. 350/-\*** વાર્ષિક (+Rs. 500/- ડિપોઝિટ)

**રવિવારે પણ પુસ્તકાલય ખલ્લ રહેશે.....**

**: સમય :**

રવિવાર : સવારના 9.30 થી બપોરના 1.30

મંગળવાર-શનિવાર : સવારના 9.30 થી સાંજના 5.30

સોમવાર અને જાહેર રજાના દિવસે રજા રહેશે.

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B/H District Collector's Office, Bharuch - 392 001  
Phone : 02642 244777  
E-mail : info@kjchoksilibrary.com | www.kjchoksilibrary.org

K. J. Choksi Public Library

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ip, click Help Topics on the Help Menu.

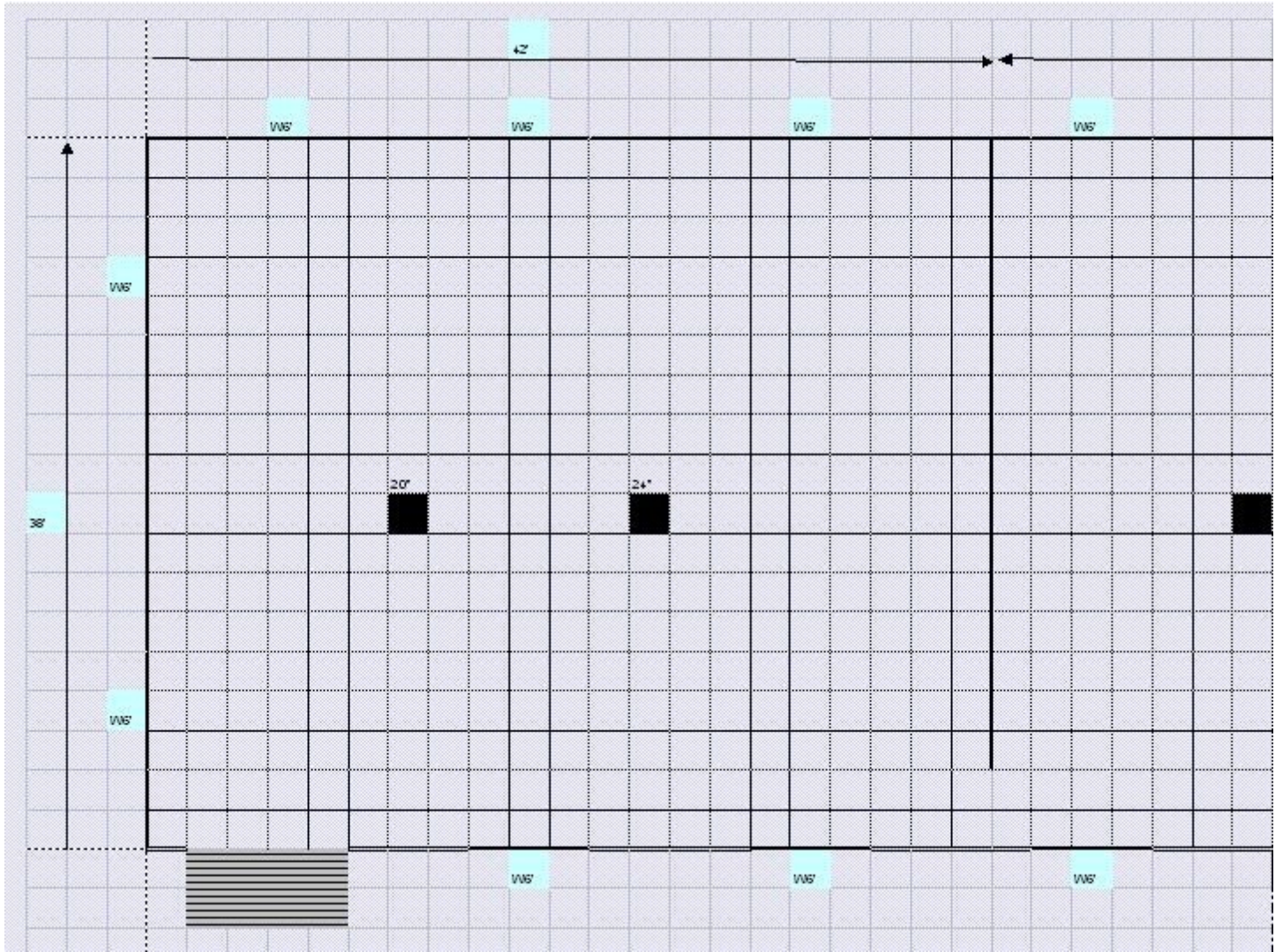


# Innovative use of Excel

Library Layout Design







Microsoft PowerPoint - [MSOfficeInLibraryFeb12]

File Edit View Insert Format Tools Slide Show Window Help

No Transition 66% Common Tasks

11 12 13 14 15

16 17 18 19 20

21 22 23 24 25

Slide Sorter Default Design

The screenshot displays the Microsoft PowerPoint 2003 interface in Slide Sorter view. The window title is "Microsoft PowerPoint - [MSOfficeInLibraryFeb12]". The menu bar includes File, Edit, View, Insert, Format, Tools, Slide Show, Window, and Help. The toolbar shows various icons for editing and navigation, with a zoom level of 66% and a "Common Tasks" dropdown. The slide sorter area contains 25 numbered slide thumbnails. Slide 11 is a table with multiple columns and rows. Slide 12 is a title slide for "Reserve Position" with a car image. Slide 13 is a banner slide with a car image. Slide 14 is a flowchart titled "Flowchart". Slide 15 is a complex diagram with multiple boxes and arrows. Slide 16 is a "Template" slide. Slide 17 is a "Delivery" slide. Slide 18 is a "Management Strategy" slide. Slide 19 is a "Data Sheet" slide with a grid. Slide 20 is a table. Slide 21 is a "Data Sheet" slide with a grid. Slide 22 is a flowchart titled "Flowchart". Slide 23 is a text-heavy slide. Slide 24 is a "Data Sheet" slide with a grid. Slide 25 is a table. The bottom status bar shows "Slide Sorter" and "Default Design". A large purple watermark "Presentations" is overlaid on the center of the slide thumbnails.





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 Email: [adinet@adinet.in](mailto:adinet@adinet.in)

**K J Choksi Public Library**  
 Centre for Environment Education (CEE)  
 Centre for Environmental Education

**Prakriti : Environment Edu**

11 Oct - 23 Oct

K.J.Choksi Public Library & British Council  
 ADINET

**WILDSCREEN FESTIVAL**



[satish.dpnd@gmail.com](mailto:satish.dpnd@gmail.com)

**Thank you**