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| Утверждено:  Директор МБОУ  «Наурская СОШ № 1»  \_\_\_\_\_\_\_\_/ Г.Ч. Сулейманова /  24.08.2015  **Паспорт**  **библиотеки общеобразовательного учреждения**  **МБОУ "Наурская СОШ №1"**  **на 2015 - 2016 учебный год**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | | | | | | | Почтовый адрес | | | | | Чеченская Республика, ст. Наурская, ул.им. Х.Батырова,46 | | E - mail | | | | | naur1s@mail.ru | | ФИО  руководитель образовательного учреждения | | | | | Сулейманова ГутиЧоповна | | ФИО  педагога-библиотекаря | | | | | ХашаеваЗараМухтаровна | | ФИО  библиотекаря | | | | | Бахаева Лиза Султановна | | **1.Общие сведения** | | | | | | | 1.1 | | Год основания библиотеки | | | 1975 год | | 1.2 | | Общая площадь | | | 78.4 кв.м. (читальный зал – 54 кв.м. | | 1.3 | | Наличие читального зала: | | | совмещён с абонентом | | 1.4 | | Наличие книгохранилища для учебного фонда: | | | да | | 1.5 | | Материально-техническое обеспечение библиотеки | | | | |  | | количество стеллажей | | | 21 | |  | | Выставочные шкафы | | | 10 | |  | | каталожного шкафа | | | 1 | |  | | компьютера | | | 1 | |  | | многофункционального устройства | | | 1 | |  | | подключение сети интернет | | | НЕТ | | **2.Сведения о кадрах** | | | | | | | 2.1 | | Штат библиотеки | | | 2 | | 2.2 | | Педагог - библиотекарь | | | ХашаеваЗараМухтаровна | |  | | Дата рождения | | | 28.08.1972 г. | | Образование | | | Грозненское педагогическое училище / /  СГА специальность /психология/ | | Общий стаж | | | 20 | | Стаж работы в данном ОУ | | | 6 | | Повышение квалификации сотрудника библиотеки | | | 2009 г. Грозный, ЧИПКРО | | Владение компьютером | | | Курсы повышения по ИКТ 2009 | | Разряд оплаты труда по ЕТС заведующего библиотекой- | | | 13 | | 2.3 | | Библиотекарь | | | Бахаева Лиза Султановна | |  | | Дата рождения | | | 16.04.1968г. | | Образование | | | Грозненское культпросвет училище | | Общий стаж | | | 22 | | Стаж работы в данном ОУ | | | 18 | | Повышение квалификации сотрудника библиотеки | | | 2009 г. Грозный, ЧИПКРО | | Владение компьютером | | | Курсы повышения по ИКТ 2009 | | Разряд оплаты труда по ЕТС заведующего библиотекой- | | | 13 | | Совмещение библиотечной и педагогической деятельности | | | 0,5 | | **3.График работы библиотеки** | | | | | | | Библиотека работает  с 8.30 -15.30 без перерыва  суббота с 9.00-16.00  Чет­верг– ме­то­ди­че­ский день.  Последняя суббота месяца -санитарный день. | | | | | | | **4.Наличие нормативных документов** | | | | | | | 4.1 | | Положение о библиотеке | | | Да | | 4.2 | | Правила пользования библиотекой | | | Да | | 4.3 | | Должностная инструкция (педагога - библиотекаря, библиотекаря) | | | Да | | 4.4 | | План работы школьной библиотеки | | | Да | | 4.5 | | План на год | | | Да | | 4.5 | | Правила пользованием компьютером, многофункциональным устройством | | | Да | | **5.Наличие отчётной документации (да, нет)** | | | | | | | 5.1 | | Книга суммарного учёта основного фонда | | | Нет | | 5.2 | | Инвентарные книги | | | Да | | 5.3 | | Тетрадь учёта документов временного хранения | | | Да | | 5.4 | | Тетрадь учёта книг, принятых от читателя взамен утерянных | | | Да | | 5.5 | | Дневник работы библиотеки | | | Да | | 5.6 | | Папка копий счетов и накладных | | | Да | | 5.7 | | Книга учёта подарочных изданий | | | Да | | 5.8 | | Книга выдачи учебников по классам | | | Да | | **6.Сведения о библиотечном фонде** | | | | | | | 6.1. | | Основной фонд библиотеки | | | 21077 | | 6.2 | | Методическая литература | | | 1993 | | 6.5 | | Художественная литература | | | 7012 | | 6.7 | | Учебный фонд библиотеки | | | 12072 | | 6.8 | | Электронные носители | | | 250 | | Документы на электронных носителях /от учебников/ | | | 325 | | 6.9 | | Количество названий выписываемых периодических изданий | | | 20 | | **7. Справочно-библиографический аппарат библиотеки**  **(**выбрать да, нет**)** | | | | | | | 7.1 | Алфавитный каталог | | | | Да | | 7.2 | Систематический каталог | | | | Да | | 7.3 | Систематическая картотека статей | | | | Да | | 7.4 | Картотека учебной литературы | | | | Да | | 7.5 | Папка с методическими разработками | | | | Да | | **8.  Массовая работа** | | | | | | | Общее количество мероприятий за год | | | | | 63 | | Для учащихся начальной школы | | | | | 12 | | Для учащихся средней школы | | | | | 23 | | Для учащихся старшей школы | | | | | 8 | | Для педагогических работников | | | | | 20 | | 8.1 | Виды массовых мероприятий | | | | беседы, обзоры, викторины , лит. вечера, постановки сценок | |  | | | | | | | 8.2 | Общее количество книжных выставок | | | | 38 | | **9. Индивидуальная работа с читателями** | | | | | | | 9.1 | Виды индивидуальной работы (с указанием количества проведённых мероприятий) | | | | Проведение опроса, анкетирование; рекомендательные беседы при выдаче книг; беседы о прочитанном. | | **10. Читатели библиотеки** | | | | | | | Количество по группам: | | | | |  | | - учащиеся начальной школы | | | | | 289 | | - учащиеся средней школы | | | | | 317 | | - учащиеся старшей школы | | | | | 91 | | - педагогических работников | | | | | 51 | | - других сотрудников школы | | | | |  | | Итого: | | | | | 702 | | **11.Основные показатели работы** | | | | | | | Книговыдача (за год) | | | | | 13746 | | Книгообеспеченность | | | | | 12,61 | | Читаемость | | | |  | 19,25 | | Обращаемость основного фон | | | |  | 15 | | | Посещаемость | | | |  | 15 | |  | | | |  | | | Педагог - библиотекарь: *Хашаева З.М.* | | | |  | | | | | | |
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