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星河社区图书馆 2025 年度服务报告

编制：星河社区图书馆办公室 | 2026 年 1 月 | 示例文档，内容与数据均为虚构

一、年度概况

2025 年，星河社区图书馆围绕“方便借阅、丰富活动、数字先行”的目标，延长了周末开放时间，新增两处自助借还点，并完成了馆藏目录的全面数字化。全年到馆人次与数字资源访问量均创历史新高，读者满意度调查的综合得分为 92.6 分，较上年提高 3.1 分。

在服务覆盖方面，图书馆与辖区内四所中小学、两家养老服务中心建立了长期合作，开展上门借阅与阅读辅导；流动书车全年出车 96 次，服务偏远小区居民约 4,300 人次。

二、主要指标

指标	2024 年	2025 年	变化
到馆人次	18.6 万	21.3 万	+14.5%
图书借阅量（册次）	9.4 万	10.1 万	+7.4%
数字资源访问量	32.0 万	47.8 万	+49.4%
读者活动场次	186	241	+29.6%
志愿服务时长（小时）	5,320	6,870	+29.1%

三、重点工作

- 完成 3.2 万册馆藏的条码核对与目录数字化，读者可在线查询在架状态并预约取书。
- 开设“周末亲子共读”“银龄智能手机课堂”等常设活动，全年举办读者活动 241 场。
- 上线电子期刊与有声书平台，月均访问量由 2.7 万次增至 4.0 万次。
- 招募并培训志愿者 128 名，建立值班、导读与图书修复三支志愿服务队。

Galaxy Community Library 2025 Annual Service Report

Prepared by: Galaxy Community Library Office | January 2026 | Sample document, content and data are fictitious

1. Annual Overview

In 2025, focusing on the goals of "convenient borrowing, rich activities, and digital first", Galaxy Community Library extended its weekend opening hours, added two self-service borrowing and returning points, and completed the comprehensive digitization of its collection catalog. The number of visitors to the library and access to digital resources throughout the year hit a record high, and the overall score in the reader satisfaction survey was 92.6 points, an increase of 3.1 points from the previous year.

In terms of service coverage, the library has established long-term cooperation with four primary and secondary schools and two elderly care service centers within its jurisdiction to carry out door-to-door borrowing and reading tutoring; the mobile book bus made 96 trips throughout the year, serving approximately 4,300 residents in remote communities.

2. Main indicators

index	2024	2025	change
Number of visitors to the museum	186,000	213,000	+14.5%
Number of books borrowed (volumes)	94,000	101,000	+7.4%
Digital resource visits	320,000	478,000	+49.4%
Reader activities	186	241	+29.6%
Volunteer service time (hours)	5,320	6,870	+29.1%

3. Key tasks

- The barcode verification and catalog digitization of the 32,000-volume collection have been completed. Readers can check the shelf status online and make reservations to pick up books.
- Permanent activities such as "Weekend Parent-Child Reading" and "Smartphone Class for Silver Age" were set up, and 241 reader activities were held throughout the year.
- The e-journal and audio book platform was launched, and the average monthly visits increased from 27,000 to 40,000.
- Recruited and trained 128 volunteers, and established three volunteer service teams for on-duty, reading and book repair.