



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Library

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

This Policy Aims to Assist the School to Provide Quality Education.

GOALS

- To promote research skills
- To support learners in their studies
- To promote reading for pleasure
- To promote good reading habits amongst learners
- To supply educators with resources supporting them in their teaching programmes
- To promote the acquisition of knowledge

LIBRARY USERS

- Mainly learners and educators.

Learners

- Proper conduct should be displayed by Learners inside the library. Items in the library should be handled with care.
- Learners should be completely familiar with the library rules, e.g. borrowing and returning of books, silence, no eating, etc.

Educators

- Should be able to control learners in the library. Learners should not be left unsupervised.
- Handling of and caring for items that are set aside for project work should be counted and returned to a specific place after use.
- Items that are borrowed from the library for classroom use should be collected and returned daily.
- It is expected that the last class of the day should place the chairs on the tables in order to make it easier for the support staff to sweep the floor.

LIBRARY COMMITTEE

- The committee may consist of:
 - A group of educators
 - Parents on volunteering duty
 - Educator librarian
 - An administrative library assistant

Role of the Committee

- keep record of the acquired reading material
- take care of the library and resources, e.g. dust and regular shelf marking
- implement the lending system
- manage the learning resources
- provide guidance regarding the use of the library
- establish and develop a reading culture and information skills
- establish good library habits, e.g. compliance with rules

FUNDING THE LIBRARY

- to replace material that is worn-out, obsolete or unsuitable
- to supplement insufficient resources to support the curriculum
- to provide a balanced collection for all the learners

Raising Funds

- fund raising drives
- sponsors
- a single tariff for all learners

ACCESSIBILITY

- Educators should be provided with a library timetable for daily use.
- The library should be accessible during school hours as well as a further two hours after school.

