

### *Introduction:*

*It is essential that our children learn to use information technologies properly, to develop research skills, and to get the habit of reading for pleasure. The library will provide a welcoming and supportive environment where this can happen, where students are encouraged to succeed and to discover the enjoyment of reading and lifelong learning.*

## **Library Policy**

### **Aims**

1. EIS attempts to provide a good library service for the students. Guidelines for use of the library are as follows: To support teaching and learning within the school.
2. To provide maintain and advise on appropriate resources to support the curricular, recreational and cultural needs of students and staff.
3. To organize these resources to allow easy retrieval.
4. To assist in helping pupils to become independent users of information.
5. To act as a gateway to information sources such as the internet.
6. To promote reading for pleasure.

7. To provide a welcoming, supportive and attractive environment that encourages use of the library facilities in all members of the school community.
8. Students can only sign out books on their Library day when the librarian is present.
9. Kindergarten and grade one students may take out one book at a time.
10. All other students may take out two books at a time.
11. Current magazines and reference materials are for use in the Library only and cannot be signed out.
12. The library is available for research with teacher supervision.
13. School records and transcripts will not be released until library books are returned and fines are paid.

## ***Staffing***

### ***The Library Manager***

1. Is responsible for the management and day-to-day running of the library and reports to the academic and administrative directors.
2. Will lead on the development and promotion of the library.
3. Will work closely and pro-actively with teaching staff to provide appropriate services and facilities to support teaching and learning.
4. Will attend relevant meetings such as curriculum planning meetings.

## ***Accommodation***

1. All members of the school community are welcome in the library and should have equal access.
2. The library can seat 25 students.
3. Effective signs, shelf labels and guiding will be provided to aid the location and retrieval of resources and information.
4. Attractive displays will be maintained in order to promote resources.

## ***Access***

The Library will be open as follows:

Sunday	8.00 – 12.50
Monday	8.00 – 12.50
Tuesday	8.00 – 12.50
Wednesday	8.00 – 12.50
Thursday	8.00 – 12.50

- 1-Individual teachers may book the library for lessons, up to a week in advance.
- 2-Unsupervised students should not be sent to the library, unless by prior arrangement.
- 3-The library may have to close occasionally if the library manager is out at meetings or training.

### *Use of resources*

The library management system allows all staff and students to borrow as follows:

	<b>No of items</b>	<b>Loan period</b>
Grades 2 to 6	2 items	1 week
Grades 7 to 12	2 items	2 weeks
Staff	2 items	2 weeks

- Additional requirements can be negotiated.
- Renewals can be made.
- Overdue letters will be sent if the books are not returned on time. If items are not returned after two reminders, a letter will be sent home. A replacement charge may be made for non-returned items.

### *Behavior*

The library behavior Code is based on the whole school policy and is displayed in the library. Students are expected to respect the resources available and other users of the library. They may not eat or drink or play computer games.

The library manager may restrict the access of pupils who disregard the code.