

Erasmia Primary School

Library Policy

1. Vision and Mission Statement

A school library should be driven by a vision to develop an excellent library in order to nurture a culture of reading among learners. Reading is the most important basic building block for future achievement both academically and in the workplace. The mission of the school library is to develop a love of reading among learners by exposing them to vivid storytelling and by giving them the opportunity to borrow and read exciting books. To achieve this the library must operate efficiently and effectively and be given appropriate status within the school environment.

2. Purpose of the school library

- **Reading and book promotion**

A key role of libraries should be the promotion of books and reading. The focus is on making the library a happy place where learners can enjoy the reading experience. .

- **Learning outcomes:**

Reading literacy is a key learning outcome and should be the most important aspect of the work in school libraries. The main purpose of the library is therefore to encourage reading by making books available that are appealing to the learners, by reading aloud, and by offering interactive book-related activities, and in this way to engender a love of books and reading among learners.

- **Information literacy and support for research projects** are important functions of a school library and require cooperation and input from management and educators. Library staff should provide support and assistance where possible. .

- **Library use and skills development:**

It is important to teach learners respect for the library space, the books, the library staff and the rules of the library. Information retrieval skills and effective and ethical use of information requires input from educators with the support of the library staff. . Library orientation for learners and teachers.

At the beginning of each year library orientation should take place to teach learners about the library, its use and its rules. Library staff should also meet with management and educators at the beginning of each year to explain about library periods and their importance, the role and responsibilities of library staff, and the support role that should be played by educators. .

- **Teacher and curriculum liaison:**

Library staff should familiarise themselves with the teaching curriculum so that they can make appropriate decisions regarding collection development. Throughout the year they should keep up to date with educators about themes, projects, etc., which may require input from the library.

- To provide learners with reading books for enjoyment
- To provide resource material to learners
- To provide teachers with resource material

3. School library Committee

- Chairperson	Mr CJ Dippenaar	Principal
- Members	Ms N Mahlangu	HOD Foundation Phase
-	Ms C Gajai	Acting HOD
-	Ms E Lamont	Gr R Teacher
-	Ms B Joosub	Foundation Phase
-	Mr McKay	Senior Phase
-	Ms K Lombard	Intermediate Phase
- SGB	Ms R Dinath	Parent

4. Library staffing

The librarian will be responsible for:

- Guiding principles of library management
- Excellent service to learners and teachers
- Confidence in imposing rules and discipline
- Enthusiastic reading aloud and storytelling
- Knowledge and enthusiasm about the collection
- Care and maintenance of the library space

Objectives:

- Weekly library periods for Foundation Phase
- Reading aloud to Grades R to 3 in the library
- Book borrowing on a regular basis by all learner
- Based on their reading experience, fun follow up activities for Grades 4 to 7
- Responsible library usage – follow up on late returns, damaged or lost books, etc
- Access to the library during breaks and/or after school, with suitable activities
- Procurement of books, media and other resources
- Managing the use of library books and other resources
- Stock taking/ asset register
- Library programmes
- Use of library programme
- Library budget
- The librarian will be assisted by library monitors
Library monitors will be responsible for:
 - Assisting younger learners with taking out books
 - Maintaining a functional library

5. Users

- The library is to be used by teaching staff and learners of Erasmia Primary School

6. Library rules and regulations

- The library will be open on weekdays during break times for the learners
- The library will be open to the learners from Monday to Thursday after school from 13:30 – 14:30
- Teachers may use the library weekdays from 7:30 – 14:30
- Books may be borrowed for a period of 2 weeks

7. Library programmes

- Readathon
- Library week
- Audio/visual programmes of interest based on curriculum themes
- Competitions
- Celebration of National Holidays with resources of its history
- Educational toys, puzzles and games

8. Collection development

- Procurement of books, media and other resources according to phase and genre.
- Managing the use of library books and other resources by the librarian
- Stock taking/ asset register and stock maintenance and control by librarian
- Library programmes procured by librarian for online research and resources
- Use of library programme
- Library budget

9. Funding

- Budget

The library needs to operate within a budget for the maintenance and development of the library space and collection. This requires planning and careful selection of resources to ensure the best use of available funds. According to the Department of Education National Norms and Standards for School Funding, 10% of a school's allocation should be spent on the library

- RTT
- School funds
- Fundraising events

10. ICT in library

- Computers available for use by learners
- Computers available for teachers
- Internet connection for research

11. Collaboration with stakeholders

- The school will collaborate with other schools in the area to promote reading and other literacy programmes
- Community-based programmes

12. Marketing advocacy plans