



Nursery and Primary School

Library Policy and Rules

General

The school library is an integral part of the school and of the educational process.

Every teacher and every pupil has the right to use the library during opening hours.

Organisation

The library collection is organised into four sections: English, German, French and Dutch. It is a goal of the library in the near future to create both an Italian and a SWAL section, so that the library can offer books in the children's own mother tongue to all pupils of the school;

In collaboration with the teachers, pupils attend the library regularly. A timetable is drawn up at the start of the school year in order to manage class visits;

It is necessary to notify the librarian if a class will not attend at their usual time;

The library closes two weeks before the end of the school year, in order to make an inventory.

Staff

Besides the Librarian, the library is staffed by volunteer assistants.

Role of the Librarian:

To manage all the technical and organisational aspects concerning the library, i.e. inventory and cataloguing, lending the books to the pupils and organising book-related activities.

To coordinate the volunteers.

To discuss all library related matters with the Primary School Director.

Role of the Volunteers:

To support the teachers in helping the children to choose books, with particular regard to their language section;

To help the librarian with issuing and returning books and the withdrawal of updated resources (withdrawal of updated resources??)

Books and collections

The choice of new books for the library is made with the help of the teachers and in accordance with the pedagogical programme of the school, bearing in mind the ages and interests of the children.

Library Rules

In the library pupils are asked to behave appropriately, speaking in a quiet voice and handling books with care.

Pupils may check out up to **4 books** to take home, for a duration of three weeks;

The maximum number of books **teachers** can borrow corresponds to the number of pupils of his/her class; the lending time is 3 months;

The books can be renewed once before returning them;

Overdue book(s): no other items can be borrowed until the overdue book has been returned (even if the maximum of four books has not been reached);

Pupils are asked to take good care of the books they borrow from the library; if a book is damaged or lost, parents will be asked to replace the item.

All the borrowed books must be returned to the Library within two weeks before the end of the school year.